PART I – THE SCHEDULE
SECTION C

PERFORMANCE WORK STATEMENT

PADUCAH INFRASTRUCTURE SUPPORT SERVICES

TABLE OF CONTENTS

C.1.0 GENERAL INFORMATION 1
C.1.1 PROJECT LOCATION AND BACKGROUND INFORMATION 1
C.1.2 GOALS AND OBJECTIVES 2
C.1.3 CONTRACTOR PERFORMANCE AND KEY REQUIREMENTS 3
C.1.4 TECHNICAL DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS 3
C.1.5 FORMAT AND STRUCTURE 3
C.2.0 MANAGEMENT AND ADMINISTRATION 5
C.2.1 ADMINISTRATION 5
C.2.2 ENVIRONMENTAL SAFETY, HEALTH, AND QUALITY PROGRAM 5
C.2.3 ENGINEERING 13
C.2.4 PROJECT MANAGEMENT 13
C.2.5 PROPERTY MANAGEMENT 15
C.3.0 FIRM-FIXED-PRICE AND LABOR HOUR WORK 16
C.3.1 CONTRACT TRANSITION 16
C.3.2 RADIOLOGICAL SITE SERVICES FOR OTHERS 16
C.3.3 SAFEGUARDS AND SECURITY 17
C.3.4 COMPUTING, TELECOMMUNICATION, AND CYBER SECURITY 43
C.3.5 OPERATIONS AND MANAGEMENT OF ASSETS 51
C.3.6 RECORDS MANAGEMENT AND DOCUMENT CONTROL 82
C.3.7 MAIL SERVICES 88
C.3.8 ENVIRONMENTAL INFORMATION CENTER OPERATIONS 89
C.3.9 TRAINING SERVICES 90
C.3.10 ON-SITE FUELING SERVICE 91
C.3.11 ENERGY EMPLOYEES OCCUPATIONAL INJURY COMPENSATION PROGRAM ACT 91

C.3.12 CONTRACT CLOSEOUT 94
C.4.0 COST REIMBURSEMENT WORK 95
C.4.1 BENEFIT PLANS 95
C.4.2 UTILITIES 95
C.4.3 DOE PHYSICALS 96
C.4.4 REPLACEMENT OF GOVERNMENT FURNISHED PROPERTY 96
C.4.5 INTERAGENCY FLEET MANAGEMENT SYSTEM (IFMS) VEHICLES 96
C.4.6 SOFTWARE LICENSES 96
C.5.0 INDEFINITE DELIVERY/INDEFINITE QUANTITY WORK 98

SECTION C – PERFORMANCE WORK STATEMENT

C.1.0 GENERAL INFORMATION

Section C.1.0 contains information that is relevant to the entire scope of the Contract.

C.1.1 PROJECT LOCATION AND BACKGROUND INFORMATION

The U.S. Department of Energy (DOE) Office of Environmental Management (EM) is responsible for the cleanup and legacy waste management activities at the Paducah Gaseous Diffusion Plant (PGDP or Paducah Site). The PGDP is located on a Federal reservation in Western Kentucky, approximately 10 miles west of Paducah, Kentucky, and 3.5 miles south of the Ohio River. The plant is situated on approximately 3,556 acres divided as follows:

- 748 acres within a fenced limited security area;
- Approximately 822 acres of uninhabited area surrounding the plant area; and
- 1,986 acres licensed to the Kentucky Department of Fish and Wildlife as part of the West Kentucky Wildlife Management Area.

Additionally, there are approximately 133 acres of off-site easements primarily associated with incoming raw water lines and pumps from the Ohio River, emergency notification sirens, and environmental sampling stations. Bordering the Paducah Site to the northeast, between the plant and the Ohio River, is the Tennessee Valley Authority Reservation where the Shawnee Steam Plant is located.

The PGDP is a Government-owned uranium enrichment plant that was constructed in the early 1950's and operated by DOE and its predecessor agencies for manufacturing enriched uranium for the fabrication of fuel assemblies to support commercial and military nuclear reactors and to support weapons development activities. PGDP includes Hazard Category 2 Nuclear Facilities primarily based on the uranium inventory; however, other radioactive materials, such as transuranics, are present and contribute to the hazard categorization of the facilities. The PGDP is undergoing transfer of the Gaseous Diffusion Plant (GDP) facilities, which are leased and operated by the United States Enrichment Corporation (USEC), back to DOE.

This Performance Work Statement (PWS) represents the infrastructure support services work scope after the de-lease/transfer of facilities from USEC to DOE. Historical information from past infrastructure support services applies to prior contracts unless otherwise noted.

The 1992 Energy Policy Act (1992 EPAct) initiated a process to privatize the DOE uranium enrichment enterprises. Initially, USEC was established to operate the Portsmouth, Ohio, and Paducah, Kentucky, GDP's as a Government corporation. The 1992 EPAct also stated the Portsmouth and Paducah GDP's were to be leased to USEC and required operations of the enrichment process to be regulated by the U.S. Nuclear Regulatory Commission (NRC), which issued certificates of compliance to USEC for both plants in November of 1996.

The DOE has numerous prime contractors that support ongoing activities at the Paducah Site. The number of contractors and scope of the contracts may change during the period of performance of this Contract. The current contractors and their respective summary scopes are described below:

1) The Remediation contractor is responsible for specified environmental remediation activities at PGDP;
2) The Deactivation contractor is responsible for transfer of the facilities from USEC, deactivation of the PGDP facilities, preparing the facilities for future demolition, and Post-PGDP transfer environmental remediation;
3) The Depleted Uranium Hexafluoride (DUF_6) contractor is responsible for the operation of the DUF_6 Conversion Plant and management of DOE UF_6 cylinders; and
4) The Environmental Technical Services (ETS) contractor provides environmental, technical and administrative support services directly to DOE.

During the term of this Contract, the Infrastructure Support Services Contractor (herein referred to as the Contractor) shall interface with the other site contractors.

C.1.2 GOALS AND OBJECTIVES

The primary objective of this Contract is to perform infrastructure work at the Paducah Site. The Contractor shall comply with all applicable Federal, State, and local laws and regulations, Executive Orders, DOE Directives, Agreements and Orders (See Section J, Attachments J-1 and J-2). The Contractor shall provide all deliverables to DOE in accordance with Section J, Attachment J-4, List of Deliverables.

The Portsmouth Paducah Project Office (PPPO) works to ensure goals described in the DOE-EM, "*FY14 Annual Performance Agreement,"* Section J, Attachment J-13, are supported. The goals that are pertinent to this PWS are:

Goal 1: Improve safety, security and quality performance towards a goal of zero accidents, incidents, and defects and continue to improve the EM Complex-Wide Safety Culture.

Goal 2: Continue cleanup progress in a cost effective manner that is risk-informed, engages stakeholders, applies innovative solutions and provides value to the American taxpayer.

Goal 3: Improve management of contracts and projects/operations activities with the objective of delivering results on time and within cost.

Goal 4: Achieve excellence in leadership and resource management by championing financial stewardship, integrating business processes, optimizing EM culture change, and improving communications with the objective of enhancing accountability and achieving performance results.

Goal 5: Execute the EM Mission in a Sustainable Manner.

The Contractor shall support and implement actions in furtherance of the performance agreement and achievement of the above goals as they relate to the Paducah infrastructure activities.

C.1.3 CONTRACTOR PERFORMANCE AND KEY REQUIREMENTS

The Contractor shall furnish all personnel, facilities, equipment, supplies, and services (except as furnished by the DOE as set forth in this Contract); and otherwise do all things necessary for, or incident to, the performance of work under this Contract in a safe, compliant, efficient, integrated, and effective manner. The Contractor shall be responsible for planning, integrating, managing, and executing the programs, projects, operations, and other activities as described in this PWS.

The Contractor shall provide general operations oversight and project management functions to enable the safe operation of the infrastructure activities. In addition, the Contractor shall be responsible for the operations, environment, safety, health, and quality assurance within its own organization and its subcontractors' organizations. Consistent with Section E of this Contract, the Government will utilize Section J, Attachment J-11, Quality Assurance Surveillance Plan as a guide in its inspection and acceptance of Contractor services under the Contract.

The Contractor shall ensure that its technical approach and execution of work are compliant with the applicable statutory and regulatory requirements. The Contractor shall comply with all applicable federal, state, and local requirements and agreements including the protection and preservation of cultural, historic, or archeological resources. The Contractor shall recognize and work within the constraints imposed by this Contract and other regulatory agreements between DOE and regulatory agencies. Regulatory documents include applicable laws, regulations, directives, and agreements (Section J, Attachments J-1 and J-2).

C.1.4 TECHNICAL DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

To further define requirements and quantities of work within Section C, the Government has provided additional data in Section J, Attachment J-8, Technical Documents, Exhibits, and Other Attachments. This data includes inventories, maps, tables, listings, historical workload, performance standards, etc. Each Attachment J-8, Technical Documents, Exhibits, and Other Attachment is cross referenced within Section C.3.0 to specifically address the work within each subsection.

C.1.5 FORMAT AND STRUCTURE

The PWS includes five sections. Section C.1.0 contains information that is relevant to the entire scope of the Contract. Section C.2.0 contains project management and administration requirements that are applicable to the firm-fixed-price and labor hour scope of the Contract. There are no Section J Firm-Fixed-Price Exhibit Line Item Numbers (ELINs) directly associated with the requirements included under Section C.2.0. Sections C.3.0, C.4.0, and C.5.0 contain the

technical information and requirements specific to the firm-fixed-price and labor hour, cost reimbursement, and indefinite delivery/indefinite quantity (IDIQ) work, respectively.

C.2.0 MANAGEMENT AND ADMINISTRATION

C.2.1 ADMINISTRATION

The Contractor shall plan, integrate, manage, and execute the programs, projects, operations, and other activities as described in this Contract. The Contractor shall provide a balanced staff with the necessary management and technical expertise and experience to ensure performance objectives and standards are met.

As requested by the Government, the Contractor shall provide the Government with copies of all implementing policies, plans, and procedures for execution of programs required under this Contract (see Section J, Attachment J-4, List of Deliverables). All deliverables provided under this Contract, including implementing policies, plans, and procedures, shall be the property of the Government for present and future use without any proprietary data limitations.

The Contractor shall provide general operations oversight and project management functions to enable the safe operation of the infrastructure activities. In addition, the Contractor shall be responsible for the operations, environment, safety, health, and quality assurance within its own organization and its subcontractors' organizations. The Contractor shall also provide any required training for its own personnel that is not otherwise included under PWS Section C.3.9, Training Services.

The Contractor shall identify specific positions requiring requisite security clearances. Section J, Attachment J-8.C.2.1, "***Historical Listing of Positions Requiring Clearances,***" provides a listing of types of positions that have required clearances under prior contracts.

The Contractor shall submit a Deliverable Schedule to include the expected submission dates of all deliverables required by the Contract (see Section J, Attachment J-4, List of Deliverables) within 15 calendar days of the Notice to Proceed (NTP) in order to facilitate the DOE review process. For documents requiring DOE approval, the schedule shall allow for the submission of a draft document to DOE for review and comment, and a final document for DOE approval. For documents requiring approval from an outside (i.e., non-DOE) organization, the schedule shall allow for the submission of a draft document for DOE review and comment, the submission of a draft document addressing DOE comments to the outside organization for review and comment, and a final document for approval by the outside organization. This schedule shall be updated as part of the Monthly Progress Report specified in Section C.2.4.1.

The Contractor shall interface with the prime contractors at the Paducah Site. Additionally, the Contractor shall provide a representative/point of contact to the Paducah Site Citizens Advisory Board (CAB). This representative will coordinate with the DOE Federal Coordinator or DOE Project Manager and provide responses to the CAB relative to questions concerning its work when requested (see Section J, Attachment J-4, List of Deliverables).

C.2.2 ENVIRONMENTAL SAFETY, HEALTH, AND QUALITY PROGRAM

The Contractor shall conduct all activities required for compliance with all applicable laws, regulations, directives, and agreements, including those listed in Section J, Attachments J-1 and J-2. The Contractor's Integrated Safety Management (ISM) System and Environmental Safety, Health and Quality (ESH&Q) Programs shall be operated as an integral, but visible, part of how the Contractor conducts business. This program shall include: prioritizing work planning and execution; establishing clear ESH&Q priorities; allocating resources to address programmatic and operational considerations; and correcting non-compliances and addressing all hazards for all facilities, operations, and work. The Contractor shall ensure that cost reduction efforts and efficiency efforts are fully compatible with ESH&Q performance.

In accordance with DEAR 952.223-72, Radiation Protection and Nuclear Criticality and DEAR 970.5223-1, Integration of Environment, Safety, and Health into Work Planning and Execution, the Government may stop work in the event of a non-compliance with applicable ES&H requirements and/or non-compliance with radiation protection and nuclear criticality safety standards. In the event that the Government issues a stop work order, an order authorizing the resumption of the work may be issued at the discretion of the Contracting Officer (CO). The Contractor shall not be entitled to an equitable adjustment by reason of, or in connection with, any work stoppage ordered in accordance with these clauses.

C.2.2.1 WORKER SAFETY AND HEALTH

The Contractor shall develop and submit to DOE for approval a Worker Safety and Health Program (WSHP) that is compliant with the requirements specified in 10 Code of Federal Regulations (CFR) § 851, and when implemented will reduce or prevent occupational injuries, illnesses and accidental losses.

The Contractor's safety program shall be integrated with other site-specific worker protection activities. The Contractor shall ensure the WSHP addresses and encompasses all work to be performed at the PGDP.

The WSHP shall also be applicable to the Contractor's subcontractors performing work at the PGDP. It is the Contractor's responsibility to ensure that all of its subcontractors performing work at the PGDP comply with the approved WSHP. The Contractor shall submit the written WSHP (see Section J, Attachment J-4, List of Deliverables) to DOE for approval within 60 calendar days of the NTP.

In addition, an updated WSHP shall be submitted to DOE for review and approval at least 90 calendar days prior to when any significant changes or additions to the WSHP are made. Annually, the Contractor shall submit either an updated WSHP to DOE for review and approval or a letter stating that no changes are necessary in the currently approved WSHP. The Contractor shall incorporate worker health and safety changes directed by DOE consistent with DEAR 970.5204-2, Laws, Regulations, and DOE Directives.

The Contractor shall provide safety and health Personal Protective Equipment (PPE) for its workers and the PPE utilized shall be commensurate to the level and type of hazards present. The

Contractor shall be responsible for the subsequent decontamination and compliant disposal of such PPE.

The Contractor shall report all occupational safety and health information on a quarterly basis as required in DOE O 231.1B, *"Environment, Safety, and Health Reporting."* This reporting shall include electronic submission of injury and illness reports using the Computerized Accident/Incident Reporting System (CAIRS) (see Section J, Attachment J-4, List of Deliverables). The Contractor shall take all actions necessary to preclude serious injuries and/or fatalities; keep worker radiation exposures and environmental releases As Low As Reasonably Achievable (ALARA) and below established limits; minimize the generation of waste; maintain or increase protection to the environment; and maintain or increase public and worker safety and health.

C.2.2.2 RADIATION PROTECTION AND RADIOLOGICAL SITE SERVICES

The Contractor shall conduct all radiological activities in compliance with a documented Radiation Protection Program (RPP) approved by the Government. The Contractor shall develop and implement a RPP meeting the requirements of 10 CFR § 835, *"Occupational Radiation Protection"* and DOE O 458.1, *"Radiation Protection of the Public and the Environment*" to minimize worker exposure to radiation, minimize the spread of contamination and to keep occupational and environmental radiation exposures ALARA. The Contractor shall also provide timely response to employee and public concerns regarding radiological activities and the impact of these activities on the health and safety of the community. The Contractor shall ensure that the RPP incorporates the requirements of Section C.2.2.10, Waste Management and Pollution Prevention, for restrictions on metals release and recycling.

The Contractor shall submit the written RPP (see Section J, Attachment J-4, List of Deliverables) to DOE for approval within 60 calendar days of NTP. In addition, an updated RPP shall be submitted to DOE for review and approval at least 90 calendar days prior to when any significant changes or additions to the RPP are made. The Contractor shall submit RPP updates to the Government annually.

The Contractor shall establish and implement an Environmental Radiological Protection (ERP) program to protect the public and environment against undue risk from radiation associated with its radiological activities at the PGDP. The program shall meet the requirements of DOE O 458.1, *"Radiation Protection of the Public and the Environment*," and ensure specified public dose limits are not exceeded.

The ERP program shall contain an ALARA process. The Contractor shall implement the program such that control and management of radiological activities is optimized so that releases to the environment and doses to members of the public are kept ALARA. The ERP program shall ensure that environmental monitoring shall be integrated with effluent monitoring, and conducted to characterize any releases of radioactive material from radiological activities. The Contractor shall submit the ERP plan (see Section J, Attachment J-4, List of Deliverables) to the DOE for approval within 60 calendar days of NTP. In addition, an updated ERP program shall

be submitted to DOE for review and approval at least 90 calendar days prior to when any significant changes or additions to the ERP program are made. The Contractor shall submit ERP program updates to the Government annually.

The Contractor shall perform calibration and maintenance of all monitoring and surveying equipment at the PGDP as required by the 10 CFR § 835 for its activities.

The Contractor shall provide all safety and health protective equipment, radiation dosimetry (Thermoluminescent Dosimeters/Personal Nuclear Accident Dosimeters), bioassays and monitoring equipment for work performed under this Contract as required by 10 CFR § 835, *"Occupational Radiation Protection."*

The Contractor shall manage the Paducah External Dosimetry Program, Paducah Internal Dosimetry Program, Paducah Radiological Instrumentation Program, and Paducah Radiological Records Program and provide dosimetry and bioassay sampling in support of its activities. The Contractor shall provide appropriate analytical laboratory services to analyze samples it collects in support of its activities. The Contractor's dosimetry program shall meet DOE Laboratory Accreditation Program (DOELAP) requirements and shall be used in all work areas that require dosimetry regardless of who manages that specific work area.

Services provided by the Contractor on behalf of the Government to other site contractors are described in Section C.3.2, Radiological Site Services for Others.

C.2.2.3 INTEGRATED SAFETY MANAGEMENT (ISM)

The Contractor shall develop and implement an ISM System that complies with the Section I Clause DEAR 970.5223-1, Integration of Environment, Safety, and Health into Work Planning and Execution. The Contractor's ISM System shall ensure all work is performed safely and in a compliant manner that ensures the workers, public, and environment are protected from adverse consequences. The Contractor shall establish safety performance objectives, performance measures, and commitments (POMC's) as required by DEAR 970.5223-1.

The Contractor's ISM System shall include a lessons learned program that is compliant with DOE Directives. The lessons learned program shall be structured to identify and apply available lessons in safety, quality and performance to this project as well as to capture, document, and provide lessons learned from this project for future application by others.

The Contractor shall prepare an ISM System Description (see Section J, Attachment J-4, List of Deliverables) in accordance with DEAR 970.5223-1 requirements and DOE G 450.4-1C guidance, including POMC's to implement the Contractor's ISM System, and submit the ISM System Description for DOE approval within 60 calendar days of NTP. The ISM System Description shall identify how the Contractor will maintain compliant and safe operations by integrating safety and health into all activities including environmental compliance. The System Description shall describe how the Contractor will measure ISM System effectiveness. POMC's shall be reviewed annually in response to DOE program and budget guidance and updated to

ensure the integrity of the system. The POMC's annual review and update shall be submitted for DOE approval (see Section J, Attachment J-4, List of Deliverables). In addition, the ISM System shall be subject to a verification review and approval by a DOE chartered ISM System verification team within 180 calendar days of the NTP.

To continuously improve the ISM System, the Contractor shall perform annual ISM System effectiveness reviews and submit a report documenting the status of the ISM System (see Section J, Attachment J-4, List of Deliverables) to DOE along with any changes needed to the ISM System Description.

The Contractor shall also interface and provide input (see Section J, Attachment J-4, List of Deliverables) to the DOE-designated lead contractor responsible for the Environmental Management System for its assigned activities, including pollution prevention, waste minimization, and hazardous waste diversion, water use reduction and green-house gas reduction, in accordance with DOE O 436.1, *"Departmental Sustainability."*

The Contractor shall serve as the consolidating contractor per DOE O 436.1, "*Departmental Sustainability*," and Executive Order 13514, "*Federal Leadership in Environmental, Energy, and Economic Performance*," for the PGDP consolidated Site Sustainability Plan (see Section J, Attachment J-4, List of Deliverables), to include the Comprehensive Energy Data Report (CEDR).

C.2.2.4 QUALITY ASSURANCE

The Contractor shall develop, maintain and conduct all work activities in accordance with a documented, DOE-approved Quality Assurance Program (QAP) in accordance with the requirements of EM-QA-001, "*EM Quality Assurance Program"* (latest revision). The Contractor shall prepare a site specific QAP or adopt the existing EM QAP. The Contractor shall prepare an organizational-specific Quality Assurance Implementation Plan (QIP) describing how the requirements of the QAP are implemented and flowed down to lower tier organizations. The implementation of QAP requirements shall be in accordance with applicable QIP's.

The Contractor's QAP shall describe the overall implementation of the EM Quality Assurance (QA) requirements and shall be applied to all work performed by the Contractor. The QAP and QIP (see Section J, Attachment J-4, List of Deliverables) shall be submitted to DOE for approval within 30 calendar days of the NTP. The Contractor shall obtain DOE approval of the QAP and QIP prior to assuming full responsibility for the Paducah Infrastructure scope from the incumbent contractor. In addition, an updated QAP and QIP (see Section J, Attachment J-4, List of Deliverables) shall be submitted to DOE for review and approval when any significant changes or additions to the QAP and QIP are made.

The Contractor shall perform a QAP effectiveness review annually, and submit to DOE a declaration report that demonstrates QAP implementation (see Section J, Attachment J-4, List of Deliverables).

The Contractor shall develop and implement a comprehensive Issues Management System (see Section J, Attachment J-4, List of Deliverables) for the identification, assignment of significance category, and processing of nuclear safety-related issues identified within the Contractor's organization in accordance with DOE O 414.1D, "*Quality Assurance,"* EM-QA-001, "*EM Quality Assurance Program,"* and associated DOE Directives.

C.2.2.5 CONTRACTOR ASSURANCE SYSTEM

The Contractor shall develop and implement a Contractor Assurance System (CAS) tailored to site specific requirements at the PGDP. The Contractor shall develop and implement a CAS based on the requirements of DOE O 226.1B, *"Implementation of Department of Energy Oversight Policy"* and tailored to site specific requirements at the PGDP. The CAS program description (see Section J, Attachment J-4, List of Deliverables) shall be submitted to DOE for approval within 60 calendar days of the NTP, and quarterly reports shall be provided thereafter.

C.2.2.6 EMERGENCY MANAGEMENT

The Contractor shall participate in the Paducah Site's Emergency Management program to include planning, preparedness, response, recovery, and readiness assurance per DOE O 151.1C, *"Comprehensive Emergency Management System."*

The Contractor shall designate an individual to administer emergency management for the infrastructure facilities and activities. The designated individual is responsible for coordinating infrastructure emergency management activities with the Paducah Site Emergency Management Program in accordance with DOE O 151.1C, *"Comprehensive Emergency Management System."*

The Contractor shall provide building/project emergency contingency plans to the Government within 60 calendar days of the NTP (see Section J, Attachment J-4, List of Deliverables).

The Contractor shall provide input to the Deactivation contractor for the annual updates to the Paducah Site Emergency Plan and the Paducah Emergency Readiness Assurance Plan (see Section J, Attachment J-4, List of Deliverables).

In accordance with DOE O 151.1C, *"Comprehensive Emergency Management System,"* the Contractor shall develop and maintain infrastructure facility specific Emergency Plan Implementing Procedures which shall be submitted to DOE for approval within 60 calendar days of the NTP (see Section J, Attachment J-4, List of Deliverables).

The Contractor shall coordinate with site DOE contractors and provide adequate staff to support the Emergency Operation Center and Joint Public Information Center efforts for its operations, and ensure adequate support is available to respond to an emergency.

The Contractor shall participate with other DOE contractors in the development of a site-wide drill and exercise program that is compliant with DOE O 151.1C, *"Comprehensive Emergency*

Management System." The Contractor shall participate in the Paducah Site's training, drill/exercise program.

The Contractor shall develop and submit for DOE approval a Hazard Survey for Infrastructure facilities/activities (see Section J, Attachment J-4, List of Deliverables) in accordance with DOE O 151.1C, *"Comprehensive Emergency Management System,"* within 60 calendar days of the NTP and annually thereafter. Using the Hazard Survey results, the Contractor shall develop an Emergency Planning Hazard Assessment (EPHA) for Infrastructure facilities (see Section J, Attachment J-4, List of Deliverables) as needed in accordance with DOE O 151.1C, *"Comprehensive Emergency Management System,"* within 60 calendar days of the NTP and annually thereafter.

The Contractor shall develop, update and coordinate with other site contractors and DOE, as needed, the Paducah Site/facility-specific Emergency Action Levels (EAL's) for the spectrum of potential Operational Emergencies to include protective actions for implementation in the Site Emergency Program. The Paducah Site/facility-specific EAL's shall be submitted to the Government within 30 calendar days of the NTP and when any significant changes or updates are made (see Section J, Attachment J-4, List of Deliverables).

The Contractor shall develop and maintain an Emergency Management Readiness Assurance program (see Section J, Attachment J-4, List of Deliverables) which meets the requirements in DOE O 151.1C, *"Comprehensive Emergency Management System,"* and will be consistent with the Paducah Site-wide Emergency Management Readiness Assurance program.

The Contractor shall provide annual updates to the Deactivation contractor for incorporation into the Paducah Site Continuity of Operations Plan (COOP) in coordination with the Paducah Site's COOP program in accordance with DOE O 150.1A, *"Continuity Program"* (see Section J, Attachment J-4, List of Deliverables).

C.2.2.7 OCCURRENCE REPORTING

The Contractor shall review and categorize identified issues as required by DOE O 232.2, *"Occurrence Reporting and Processing of Operations Information."* The Contractor shall prepare Occurrence Reporting and Processing System (ORPS) reports when appropriate and perform subsequent follow-up actions to address the reported issues as necessary in accordance with these requirements. The reports shall be submitted per occurrence to the DOE ORPS in accordance with DOE O 232.2, *"Occurrence Reporting and Processing of Operations Information"* (see Section J, Attachment J-4, List of Deliverables).

C.2.2.8 PRICE ANDERSON AMENDMENT ACT

The Contractor shall maintain an internal Price Anderson Amendments Act (PAAA) noncompliance identification, tracking, reporting and corrective action system and shall provide access to and fully support DOE reviews of the system. The Contractor shall be accountable for ensuring that subcontractors adhere to the PAAA requirements.

C.2.2.9 EMPLOYEE CONCERNS

The Contractor shall develop and implement a DOE Employee Concerns Program meeting the requirements of DOE O 442.1A, *"Department of Energy Employee Concerns Program."*

The Contractor shall prepare and submit to DOE quarterly and annual Employee Concerns Status Reports (see Section J, Attachment J-4, List of Deliverables) for lessons learned and identification of possible adverse trends.

C.2.2.10 WASTE MANAGEMENT AND POLLUTION PREVENTION

The Contractor shall be responsible for appropriately and compliantly managing all waste it generates, to include initial characterization and final disposition. Radioactive waste shall be managed in accordance with DOE O 435.1, "*Radioactive Waste Management*."

The Contractor shall develop and submit a Waste Management Plan (see Section J, Attachment J-4, List of Deliverables) within 60 calendar days of the NTP for DOE approval, and updated annually thereafter.

The Contractor shall develop and implement a Pollution Prevention Plan in accordance with Executive Order 13423, *"Strengthening Federal Environmental, Energy, and Transportation Management,"* and Executive Order 13514, *"Federal Leadership in Environmental, Energy, and Economic Performance"* (see Section J, Attachment J-4, List of Deliverables), which includes recycling and a hazardous materials reduction program that ensures unnecessary waste is not generated and that encourages waste reduction. The Pollution Prevention Plan shall be submitted to DOE for approval within 60 calendar days of the NTP, and updated annually thereafter.

The Contractor shall collect, stage, and disposition recyclable materials from buildings and structures requiring janitorial services, as listed in Section J, Attachment J-8.C.3.0, ***"Listing of Facilities Responsibility Matrix."*** The Contractor shall report the recycle numbers to the DOE on a monthly basis with a breakdown of quantities in pounds for glass, plastic, aluminum, paper, and cardboard, as well as the number of printer cartridges and copier toner cartridges sent to a certified recycler for re-use (see Section J, Attachment J-4, List of Deliverables).

In accordance with DOE policy, the Contractor is prohibited from:

1) the release, for unrestricted use, of any scrap metal from DOE radiological areas into commerce in accordance with the July 2000 (Memorandum of "Release of Surplus and Scrap Materials," from Secretary Bill Richardson, dated July 13, 2000) suspension prohibiting unrestricted release for recycling; and
2) unrestricted release of volumetrically-contaminated metal into commerce in accordance with the January 2000 (Press Release "Energy Secretary Richardson Blocks Nickel Recycling at Oak Ridge," dated January 12, 2000) moratorium instituted by the Secretary of Energy.

C.2.3 ENGINEERING

The Contractor shall provide all engineering support required to perform this PWS. The Contractor shall be responsible for determining the level of engineering support necessary. Engineering activities may include, but are not limited, to engineering management, waste management engineering, computer engineering, fire protection engineering, mechanical engineering, nuclear engineering, system engineering, structural engineering, project engineering, and radiological engineering. Professional Engineers registered within the Commonwealth of Kentucky shall be required for all structural engineering assessments and projects wherein the safeguarding of life, health and property is concerned. All engineers shall design items and processes using sound engineering/scientific principles and appropriate standards; incorporate applicable requirements and design bases in design work and design changes; identify and control design interfaces; verify/validate the adequacy of design products using individuals or groups other than those who performed the work; and verify/validate work before approval and implementation of the design.

C.2.4 PROJECT MANAGEMENT

C.2.4.1 PROJECT MANAGEMENT ACTIVITIES

The Contractor shall establish, maintain, and use a performance measurement system that accurately records and reports the Contract performance against the requirements of the Contract, accurately reflects the Contract price in Section B of the Contract, and is consistent with DOE and EM policies and guidance for operations activities. The performance measurement system shall establish performance milestones, schedules, and percentage of project completion. The performance measurement system shall employ sound performance measurement principles and provide adequate insight into potential risks to DOE relating to achievement of schedule and technical performance objectives. Earned Value Management System (EVMS) reporting is not mandated, but may be used at the discretion of the Contractor.

The Contractor shall assist in the performance of all applicable project reviews that may include, but are not limited to, Independent Project Reviews (IPR's); quarterly project reviews; safety, security, and quality assurance assessments; and periodic reviews of project performance.

Project measurement and reporting for operations activities shall be performed in accordance with EM's Operations Activities Protocol, dated March 15, 2012, and the DOE Integrated Planning, Accountability, and Budgeting System – Guidance Documents, dated June 2011 or the most current version.

The Contractor shall submit a Monthly Progress Report (see Section J, Attachment J-4, List of Deliverables) to the CO, with a copy to the Office of Project Assessment ContractorsMPR@hq.doe.gov, not later than ten (10) business days following the end of each calendar month. The report shall provide the prior month's performance for each Contract Line Item Number (CLIN) and an update of the performance to date. The report shall include a

narrative description of scope accomplished, progress on corporate and Contract specific performance metrics, status of milestones, and deliverables, as well as an update of the project schedule.

As part of the Monthly Progress Report, the Contractor shall include a monthly self-assessment, similar in format and content as Section J, Attachment J-11, Government Quality Assurance Surveillance Plan, which assesses the Contractor's work performance for that period against Contract requirements and performance standards.

The Contractor shall ensure timely response to Contract modifications and declaration of changed conditions, through the submission of Contract change proposals to maintain alignment of the authorized work within the Contract scope. The Contractor shall provide all management and technical information to:

1) Support the budget formulation activities including, but not limited to, emerging work items list; budget formulation input (including Integrated Priority List), fall limited budget update submission, budget scenario development, and budget presentations (such as public and regulatory briefings, etc.);
2) Support audits, evaluations, and external technical reviews; and
3) Support other DOE project performance assessments and information needs.

All project management information developed under this Contract shall be provided electronically or be electronically accessible by DOE. In support of the Paducah Integrated Site-wide Federal Lifecycle Baseline, the Contractor shall provide the interim and full Contract period of performance, schedule, and price information to the Government (see Section J, Attachment J-4, List of Deliverables).

Upon request, the Contractor shall provide the Work Breakdown Structure (WBS) and WBS dictionary (see Section J, Attachment J-4, List of Deliverables). The schedule shall be provided utilizing the current version of Primavera Systems, Inc., Enterprise for Construction© software unless otherwise agreed to by the Government.

C.2.4.2 STATUS MEETINGS

The Contractor shall establish a routine weekly status/project integration meeting with DOE (and include other organizations and contractors as necessary) to review ongoing and future Contract activities and issues. Within these routine weekly status meetings, the Contractor shall provide a brief written weekly status of ongoing and future Contract activities to DOE. The Contractor shall also participate in the recurring team meetings with DOE and other organizations and contractors to discuss ongoing and future Contract activities and issues. The meetings include a weekly site planning meeting, a monthly shared site meeting, and a monthly performance review meeting. DOE may establish additional recurring meetings at its discretion.

C.2.4.3 ANALYSIS OF FUNDING CHANGES

The Contractor shall analyze proposed or directed funding changes for their impact on scope and schedule elements of the Contract, and shall advise DOE of any such impacts.

C.2.5 PROPERTY MANAGEMENT

C.2.5.1 REAL PROPERTY SERVICES

The Contractor shall comply with DOE O 430.1B, "*Real Property Asset Management*" for the acquisition, management and disposition of real property assets.

The Contractor shall be responsible for the space management planning in government furnished facilities for its use as well as any office relocations, minor or miscellaneous furniture moving, fixture installation, removal or adjustment for its personnel. Office relocations for other site personnel are addressed in C.3.5.1, Property Management Services.

C.2.5.2 PERSONAL PROPERTY

The Contractor shall manage all personal property assigned/Government Furnished Equipment (GFE) in accordance with DOE O 580.1A, "*Department of Energy Personal Property Management Program*." The Contractor shall also routinely input data and maintain the Property Information Database System (PIDS).

The Contractor shall disposition Automatic Data Processing Equipment (ADPE) as stated in 41 CFR 109-43.307-53 and in accordance with DOE Order 250.1B, *"DOE Cyber Security Program."*

C.3.0 FIRM-FIXED-PRICE AND LABOR HOUR WORK

All work scope under Section 3.0 is under the firm-fixed-price CLINs except for Section C.3.11, which is under the labor hour CLINs.

C.3.1 CONTRACT TRANSITION

Upon CO issuance of the NTP, the Contractor shall begin transition from the incumbent contractor for a period of 60 calendar days. During the transition period, the incumbent contractor will be responsible for delivery of services. The Contractor shall assume full responsibility for delivery of services as approved by the CO at the end of the transition period.

The Contractor shall have all necessary personnel, including key personnel for the Contract, available during the transition period, to minimize any decreases in productivity and to prevent possible negative impacts on services. Key personnel identified in Section H shall be on site during the transition period.

The Contractor shall submit a Transition Plan (see Section J, Attachment J-4, List of Deliverables) for DOE approval within 15 calendar days of NTP. The Transition Plan shall include a description of all activities necessary to execute all sections of the Contract, a listing of involved organizations, and a schedule. Coordination with other site contractors is required to ensure continuation of services by the Contractor as identified in Section J, Attachment J-5, Government Furnished Services and Interface Requirements Matrix. The Transition Plan must ensure there is no loss or degradation of the services that are provided to the Government and its contractors.

The Contractor shall put into place any agreements it deems necessary between it and other site contractors/subcontractors for provision of services. Any agreement that requires DOE consent will be subject to a 14 calendar day review and approval period unless a longer review/approval period is warranted due to the size and complexity of the document.

The Contractor shall provide weekly Transition Status Reports (see Section J, Attachment J-4, List of Deliverables) to DOE until Contract Transition is completed. During transition, the Contractor shall establish routine status meetings with DOE and affected contractors to review transition activities and issues.

Certain deliverables identified in Section J, Attachment J-4, List of Deliverables, for work scope outside of Section C.3.1, Contract Transition, are scheduled for delivery prior to the completion of the transition period. Deliverables scheduled for delivery prior to the completion of the transition period shall be provided to DOE in a timely manner in accordance with the specified requirement for each deliverable.

C.3.2 RADIOLOGICAL SITE SERVICES FOR OTHERS

C.3.2.1 GENERAL

The Contractor shall provide radiological services to other site contractors on behalf of the Government in the areas of equipment maintenance, personnel radiological monitoring and records management.

C.3.2.2 RADIOLOGICAL INSTRUMENTATION

The Contractor shall calibrate, maintain and perform repairs for personnel and environmental monitoring and surveying equipment assigned to other site contractors per the requirements of 10 CFR § 835, "*Occupational Radiation Protection*" and DOE O 458.1, *"Radiation Protection of the Public and the Environment."* The radiological instrumentation inventory is provided as Section J, Attachment J-8.C.3.2.2, ***"Listing of Other Site Contractors' Equipment being Maintained."*** The Contractor shall schedule and document the completion of this work through the Computerized Maintenance Management System (CMMS) or other approved system.

C.3.2.3 DOSIMETRY PROGRAM

The Contractor shall develop, maintain and execute an internal and external bioassay program that meets the requirements of the Department of Energy Laboratory Accreditation Program. Additionally, the program shall be compliant with 10 CFR § 835, Subpart E. This program shall apply to all work areas that require dosimetry regardless of which contractor(s) have been assigned operational responsibility for the area(s). Projected Workload for this activity is provided in Attachment J-8.C.3.2.3, ***"Quantity of Personnel Active in Radiological Monitoring Program(s)."***

The Contractor shall provide bioassays and baseline bioassays as needed by DOE, its contractors, and subcontractors. Projected Workload for this activity is provided in Attachment J-8.C.3.2.3, ***"Quantity of Personnel Active in Radiological Monitoring Program(s)."***

C.3.3 SAFEGUARDS AND SECURITY

The Contractor shall be the Paducah Site Officially Designated Security Authority (ODSA), and as such shall be responsible for administering the Safeguards and Security (S&S) Program for all DOE personnel, prime contractors and others having official business on the Paducah Site. PPPO is the Officially Designated Federal Security Authority (ODFSA). The Contractor shall conduct S&S planning activities, as approved by the ODFSA, to ensure that an S&S Plan describing the assumptions and approved operating conditions are necessary and sufficient to protect national security and property assets, as well as the public, DOE employees, and contractor employees, at the Paducah Site, from malevolent actions by adversaries.

The Contractor shall safeguard against the loss, theft, diversion, unauthorized access, misuse, or sabotage of radioactive materials and radioactive sealed sources in accordance with DOE O 470.3B, *"Graded Security Protection (GSP) Policy."* The Contractor shall ensure that the requirements of the approved S&S directives, plans and procedures flow down to the subcontractors, at any tier, to the extent necessary to ensure subcontractor compliance with the

Paducah Site S&S Program.

The Contractor shall perform ODSA S&S functions for DOE site security oversight/operations at the Paducah Site in accordance with applicable Federal Laws, Executive Orders, Departmental Directives (Section J, Attachment J-1, List A and Attachment J-2, List B). Also, S&S considerations are to be thoroughly integrated with all aspects of mission accomplishment and integrated into the Contractor Mission Statement (see Section J, Attachment J-4, List of Deliverables).

The Contractor shall prepare, submit, and implement S&S deliverables as specified below and in Section J, Attachment J-4. All S&S procedures and plans for the Paducah Site shall be coordinated with the Portsmouth ODSA contractor to ensure contractor consistency, continuity, and a risk-graded protection approach between the Portsmouth and Paducah Sites. As the ODSA, the Contractor will be responsible for developing and submitting to DOE for information a mechanism for ease of access to security policies and procedures for all prime contractors at the Paducah Site (see Section J, Attachment J-4, List of Deliverables) within 30 calendar days after the NTP and updating this mechanism annually thereafter.

The Contractor shall implement the following programmatic elements in accordance with the aforementioned DOE Directives applicable to each element:

1) *Program Management Operations:* Protection Program Management, Safeguards and Security Planning and Procedures, Management Control, and Program Wide Support.
2) *Physical Protection:* Access Controls, Intrusion Detection and Assessment Systems, Barriers and Delay Mechanisms, Testing and Maintenance and Communications.
3) *Information Security:* Basic Requirements, Technical Surveillance Countermeasures, Operations Security, Classification Guidance and Classified Matter Protection and Control.
4) *Personnel Security:* Access Authorizations, Human Reliability Programs, Control of Classified Visits and Safeguards and Security Awareness.
5) *Materials Control and Accountability:* Program Administration, Material Accountability and Materials Control.
6) *Foreign Visits and Assignments*: Sponsor Program Management and Administration, Counterintelligence Requirements, Export Controls/Technology Transfer Requirements, Security Requirements and Approvals & Reporting.

A program description and workload history is provided in Attachment J-8.C.3.3a, "***Security Services Workload History.***"

The above programs shall apply to the Kentucky Department of Fish and Wildlife (pertaining to the DOE leased land adjacent to the Paducah Site), other site tenants, and Paducah Site prime contractors on site, and shall be provided to meet DOE Directives and performance standards.

The Contractor shall develop and coordinate site tours and site security activities between the DOE, the Kentucky Department of Fish and Wildlife, other site tenants to include all site prime

contractors, and their respective subcontractors.

The Contractor shall provide personnel development and training in accordance with DOE O 470.4B, *"Safeguards and Security Program"* (or its successor document) for security programs, security education, and awareness briefings. The Contractor shall administer controlled article and vehicle passes, visitor control/local site specific badges, and the Paducah Site security lock and key program. The Contractor shall coordinate Communication Security (COMSEC) and Technical Surveillance and Countermeasures (TSCM) programs (as applicable), perform oversight of alarm systems and automated access control systems, provide training of other Paducah Site (Derivative Classifiers and Derivative Declassifiers) and the Paducah Site-wide risk analysis. The Contractor shall provide support to the DOE PPPO Lexington facility and its technical support contractors upon request from the Government.

The Contractor shall provide a Classification Officer and supporting staff for all DOE classification activities at the Paducah Site. The Classification Officer position is required to obtain and possess ODFSA approval prior to receiving the DOE-Headquarters (HQ) Office of Classification approval. The Contractor Classification component is required to comply with all applicable classified and controlled unclassified information security requirements. The Contractor shall transmit documents or information to the designated entities. Courtesy copies shall be provided to the local Federal Classification Officer and the DOE- HQ EM Program Classification Officer.

All Contractor Security management, staff, and locksmiths at the Paducah Site shall be able to obtain and possess a "Q" Access Authorization based upon their respective job duties and access requirements. The Contractor shall provide a staff member organizationally independent from operations to administer the security locks and keys activities for the Paducah Site.

The Contractor shall attend, and provide a written activities description (see Section J, Attachment J-4, List of Deliverables), of routine weekly status/project integration meeting with DOE, other site contractors, and other relevant organizations to review ongoing and future S&S activities and issues. The Contractor shall support recurring team meetings with DOE, other site contractors, and other relevant organizations to discuss ongoing and future S&S activities and issues. In addition to the above, the recurring meetings shall include bi-weekly meetings with the PPPO Facility Security Officer, the weekly site planning meetings, monthly shared site meetings, monthly performance review meetings, and additional meetings as described in Section C.2.4.2. Minutes from the bi-weekly meetings with the PPPO Facility Security Officer shall be provided to the Government following each meeting (see Section J, Attachment J-4, List of Deliverables), and the results of other security meetings shall be captured in security integration meeting reports provided on a quarterly basis (see Section J, Attachment J-4, List of Deliverables).

C.3.3.1 PROGRAM MANAGEMENT OPERATIONS

The Contractor shall integrate and coordinate the S&S Program for all prime contractors at the Paducah Site. The Contractor shall coordinate ODSA activities with the Paducah Site prime

contractors identified in Section C.1.1, and prepare a clarification letter. This clarification letter shall delineate the Contractor's responsibilities as the designated ODSA at the Paducah Site to implement and coordinate site S&S activities with the other prime contractors.

The Contractor shall ensure that the clarification letter demonstrates that the ODSA has informed all other prime contractors at the Paducah Site of their responsibility to comply with the ODSA security procedures for the S&S Program. The letter will further clarify that each Paducah Site contractor is responsible for communicating with their respective subcontractors the requirement to adhere to the ODSA S&S Plans and Procedures. The Contractor shall submit the clarification letter within 30 calendar days of the NTP to the PPPO Facility Security Officer (FSO) for information (see Section J, Attachment J-4, List of Deliverables).

The Contractor shall evaluate and develop the security posture at the Paducah Site, which includes:

1) Asset identification;
2) Threat assessments, risk assessments, assessment approach and/or vulnerability analyses; and
3) Site security posture requirements for protective force.

The Contractor shall develop and implement an integrated S&S program consistent with DOE O 470.4B, "*Safeguards and Security Program*," DOE P 470.1A, "*Safeguards and Security Program*," and related directives and laws referenced therein. The Contractor shall ensure that the program includes the role of the Protective Force as it relates to the DOE interests at the Paducah Site. The Contractor shall develop an S&S Program to ensure implementation of the Site Security Plan (SSP) encompassing all DOE interests at the Paducah Site. The Contractor shall provide a copy of the approved S&S Procedure(s)/Plan(s) to all other DOE prime contractors' FSOs at the Paducah Site for their appropriate implementation.

C.3.3.1.1 Protection Program Management and Administrations

The Contractor shall develop, implement and maintain the Paducah Site S&S Program for all DOE interests at the site. This includes all applicable areas of S&S with the exception of Protective Force and Materials Control and Accountability (MC&A). The Contractor shall only provide Safeguards oversight of the MC&A program and S&S programmatic oversight of the Protective Force.

The Contractor shall provide S&S personnel training programs to security employees to ensure that they achieve the required level of proficiency and competence necessary to qualify the personnel to effectively perform assigned S&S tasks and/or responsibilities. The level of qualification required shall be determined by valid and complete job analyses.

The Contractor shall document S&S training procedures in the appropriate facility or site security plans.

The Contractor shall develop and implement an annual S&S Training Program Plan (see Section J, Attachment J-4, List of Deliverables) for Government approval, including accurate and complete employee training records that encompass all program elements performed by employees working at the Paducah Site. The plan must project training derived from a valid needs analysis for the forthcoming year, and establish programs that ensure personnel are trained to a level of proficiency and competence that ensures they are qualified to perform assigned S&S tasks and/or responsibilities. Accurate and complete S&S training records that contain dates of course attendance, course title, and scores/grades achieved (where applicable) must be maintained in accordance with Section 3.6, Records Management and Document Control, and copies provided to DOE upon request in accordance with Section C.3.6.5.4, Records Requests.

The Contractor shall appoint a FSO located at the Paducah Site (see Section J, Attachment J-4, List of Deliverables). The Contractor FSO shall complete the FSO training within one (1) year of appointment to the position demonstrating qualification to perform the duties of the FSO position, including security operations conducted at their assigned facility. The FSO training certificate shall be provided to the Government (see Section J, Attachment J-4, List of Deliverables).

The Contractor shall familiarize all contractor and subcontractor personnel with the integrated safeguards and security process. The Contractor shall demonstrate that these personnel are aware of their individual security responsibilities and have completed required S&S training.

C.3.3.1.2 Safeguards and Security Planning and Procedures

The Contractor shall develop, document, and submit for review and approval to DOE an SSP (see Section J, Attachment J-4, List of Deliverables) detailing the S&S protection strategy for DOE assets at the Paducah Site. The SSP shall be provided to the Government for approval within 60 calendar days of the NTP, and updated annually thereafter or when significant changes occur.

The Contractor shall maintain and implement the SSP for all S&S interests at the Paducah Site. The SSP is the approved method for conducting security operations at a facility or site. The SSP must reflect security operations at the Paducah Site at all times. The SSP must describe in detail, either in its content or in combination with other explicitly referenced documents, all aspects of S&S operations occurring at the location and must include documentation of any deviations from national or DOE requirements. The SSP must be based on in-depth analysis of considerations specific to the location and the assets and interests to be protected.

The Contractor shall ensure that the SSP is supported by a sufficient analytical basis to establish that protection requirements will be met if the plan is completely and effectively executed. The analytical basis must include, as applicable, qualitative and quantitative simulations, performance test results, and/or expert analysis that reflect the complexity of facility/site operations and the consequences of loss or unauthorized access or use of the

security assets present.

The Contractor shall include the following in the Paducah SSP:

1) A listing and prioritization of the assets and security interests at the Paducah Site; a description of how the protection program is managed; and a description of how national and DOE S&S requirements are met, including any deviations from requirements; and
2) As required, implementation plans for meeting changes in national or DOE policies or other changes (such as the addition or removal of security interests) that may require an extended time frame to implement because of financial or other resource considerations, including an implementation schedule and planned contingency measures in case the requirements cannot be met as scheduled. Implementation plans and contingency measures may be included in the Paducah SSP by reference. The Contractor shall coordinate with the ODFSA as they monitor the contractors' implementation plans to ensure that requirements are implemented without unnecessary delays.

The Contractor shall ensure that the Paducah SSP is reviewed as required to ensure that it is current and reflects the actual operating conditions at the Paducah Site. Changes to approved security plans must be approved by the ODFSA, and the ODFSA may require more frequent reviews or may direct the Contractor to review the Contractor's plan at any time. Updates to the Paducah SSP must be made whenever any of the following conditions apply:

1) Changes in baseline security requirements in national-level or DOE policy;
2) Changes in facility operators/contractors;
3) Changes in assets or security interests;
4) Changes in facilities included in a site security plan;
5) Changes in the security posture of a facility or site;
6) Planned changes to the security program at the facility or site; or
7) Changes in operations at a facility or site that require modification to approved security measures.

The Contractor shall ensure that S&S protection strategy is developed in accordance with DOE Directives utilizing a graded approach. The Contractor shall address site-specific S&S activities in the Paducah SSP to include the following:

1) Access control;
2) Protection of classified matter;
3) Protection of Unclassified Controlled Information (UCI);
4) Physical protection of special nuclear material (SNM);
5) Personnel security;
6) Security Conditions (SECON) measures; and
7) Protection of Government property.

The Contractor shall develop a protection strategy that is sufficient to prevent the compromise of classified matter and 10 CFR § 824 violations.

The Contractor shall conduct vulnerability analyses and risk assessments, and prepare security plans in support of DOE programs (e.g., physical protection, site visits, etc.) at the Paducah Site.

The Contractor shall coordinate with the other DOE prime contractor(s) to develop the S&S strategy for the Paducah Site. The Contractor shall maintain all approved S&S plans in a current and accurate status, reflecting current and accurate site S&S procedures and requirements. The Contractor shall develop and implement S&S Project Plans and Security Plans for Classified Storage Areas, to include Non-Conforming Storage (see Section J, Attachment J-4, List of Deliverables). The Contractor shall routinely review S&S project plans and security interest areas through random assessments and/or surveillances to ensure that they are current and reflect the actual operating conditions at the covered location. The reports of the random assessments and/or surveillances shall be provided on a quarterly basis (see Section J, Attachment J-4, List of Deliverables). The Contractor shall coordinate with other DOE prime contractor(s) that are a concurring signatory to the SSP and responsible for management of the S&S activities within their contract requirements.

The Contractor shall develop and implement procedures (see Section J, Attachment J-4, List of Deliverables) for all applicable S&S topical and sub-topical areas which have not been thoroughly addressed in the SSP, as follows:

1) Security Lock & Key Program Procedure. The procedure shall protect and manage locks and keys in a graded manner based on the S&S interests being protected, identified threat, existing barriers, and the other protection measures afforded these interests.
2) Security Badge Procedure. This procedure should include, but is not limited to, requirements, types, issuance, use, recovery, destruction and accountability.
3) Security Management in Contracting Procedure. This procedure shall address the interface between the ODSA and the procurement organizations of the other prime contractors on site.
4) Develop a Control of Classified Visits Program Procedure. The procedure shall address the requirements for classified visits. The procedure applicable to classified visits must be documented in facility or site security plans.
5) Develop a procedure for the Management of Prohibited and Controlled Articles at the site. The sites are to develop procedures to account for, control, and limit all controlled articles entering specified security areas. The procedure shall include a review process to determine approval or denial of DOE contractor requests to use controlled articles, including approval by the ODFSA (e.g., cameras, cell phones, portable electronic devices and recording devices).
6) Security Management in Contracting Procedure. The procedure should address the interface between the ODSA and the procurement organizations of the other prime contractors on site.

7) Foreign Visits and Assignments Procedure. The procedure shall establish and implement the requirements for contractors that involve foreign national access to DOE-owned or leased sites, information, technologies, or equipment.

The Contractor shall evaluate the DUF_6 Conversion Project Operational Site Security Plan for concurrence. The DUF_6 Conversion Project Operational Site Security Plan shall be included as an addendum to the ODSA SSP. The Contractor shall review the DUF_6 Conversion Project Operational Site Security Plan, and verify the DUF_6 Conversion Project Operational Site Security Plan is consistent with the Contractor's ODSA SSP, site security procedures, and applicable DOE Directives.

The Contractor shall develop and coordinate the implementation of a SECON response plan (see Section J, Attachment J-4, List of Deliverables) with the Deactivation contractor. The SECON response plan shall be submitted to the Government for approval within 60 calendar days of the NTP, and updated annually thereafter or when significant changes occur. The SECON response plan must be a part of the facility or site security plan. The SECON response plan maintained shall be immediately implementable, including whenever changes occur to the Department's or a site's SECON status. This plan shall be coordinated with and concurred on by the Deactivation contractor to ensure the plan can be carried out in an acceptable time frame.

The Contractor shall develop and coordinate the implementation of a site demonstration plan (see Section J, Attachment J-4, List of Deliverables) with the Deactivation contractor. The plan shall be submitted to the Government for approval within 60 calendar days of the NTP, and updated annually thereafter or when significant changes occur. The plan maintained shall be immediately implementable for various different demonstrations or protests. This plan shall be coordinated with and concurred on by the Deactivation contractor to ensure the plan can be supported.

The Contractor shall develop and coordinate the implementation of a site active shooter plan (see Section J, Attachment J-4, List of Deliverables) with the Deactivation contractor. The plan shall be submitted to the Government for approval within 30 calendar days of the NTP, and updated annually thereafter or when significant changes occur. The plan maintained shall be immediately implementable for a variety of active shooting situations. This plan shall be coordinated with and concurred on by the Deactivation contractor to ensure the plan can be supported.

The Contractor will develop and implement an insider threat program plan to deter, detect, and mitigate insider threat actions (see Section J, Attachment J-4, List of Deliverables). The plan shall be submitted to the Government for approval within 90 calendar days of the NTP, and updated annually thereafter or when significant changes occur.

The Contractor shall crosswalk the inventory of the chemicals at the site with the Chemical Facilities Anti-Terrorism Standards (CFATS). The Contractor will perform a Radiological Toxic Risk Analysis for any results exceeding the thresholds listed in CFATS. The results of

the inventory and analysis shall be included in a chemical screening inventory report to be provided to the Government annually for approval (see Section J, Attachment J-4, List of Deliverables).

The Contractor shall adequately respond within requested time frames to S&S data calls (see Section J, Attachment J-4, List of Deliverables).

C.3.3.1.3 Management and Control

The Contractor shall perform surveys, self-assessments, and program reviews demonstrating that the S&S systems and process at the Paducah Site are operating in compliance with DOE Directives for the protection of security assets and interests. These activities shall provide for timely identification and correction of deficiencies/noncompliant conditions and validate the effectiveness of corrective actions taken to prevent adverse events or consequences.

C.3.3.1.3.1 Surveys and Self-Assessment Programs. An annual self-assessment schedule shall be developed for the applicable topical and sub-topical areas of S&S identified on DOE F 470.8, Survey/Inspection Report Form, within 60 days of the NTP, and updated each year by September 30 (see Section J, Attachment J-4, List of Deliverables). The Contractor shall perform comprehensive self-assessments of S&S topical and sub-topical areas (at least one per applicable topical and sub-topical areas for each fiscal year) in accordance with the annual self-assessment schedule and the Paducah SSP requirements (see Section J, Attachment J-4, List of Deliverables). The Contractor shall prepare an annual comprehensive site self-assessment report and submit to the PPPO FSO for submittal to the appropriate ODFSA (see Section J, Attachment J-4, List of Deliverables).

C.3.3.1.3.2 Performance Assurance Program (PAP). In collaboration with the other prime contractors on site, the Contractor shall develop, implement and maintain a PAP Plan (see Section J, Attachment J-4, List of Deliverables). The PAP shall be submitted to the Government for approval within 90 calendar days of the NTP, and updated annually thereafter or when significant changes occur. The PAP shall ensure that:

1) S&S activities performed to protect DOE S&S interests meet established monitoring and testing requirements; and
2) The activities are performed with sufficient rigor to ensure that the program elements are at all times effective in proactively identifying and precluding adverse activity before security is compromised.

The PAP shall identify the essential elements of the protection program and establish monitoring and testing activities with sufficient rigor to ensure that the program elements are at all times operational, functioning as intended, and interacting in such a way as to identify and preclude adverse activity before security is compromised (e.g., random assessments and/or surveillances of the automated access control system). Compensatory measures shall be implemented upon the discovery of any deficiency in S&S of any essential element(s).

The Contractor shall document monthly security performance metrics for essential S&S elements that monitor the effectiveness of key security requirements, including programs and equipment (see Section J, Attachment J-4, List of Deliverables). The Contractor shall also document quarterly security metrics for performance testing (see Section J, Attachment J-4, List of Deliverables). Each test must be documented in a test report which includes a narrative description of the testing activity and an analysis of the test results. Issues requiring corrective action must be documented and tracked until resolved (e.g., automated access control system, classified patrols, and random assessments and/or surveillances of security areas).

C.3.3.1.3.3 Resolutions of Findings. The Contractor shall resolve findings associated with S&S activities. The Contractor shall perform the following:

1) Review of previous surveys and self-assessments;
2) Tracking of corrective actions;
3) Documentation of self-assessments;
4) Development, implementation, and tracking of CAPs;
5) Conducting causal analysis; and
6) Trending analysis of self-assessment findings.

The Contractor shall provide its self-assessment reports to affected contractors and their respective FSO for collaboration in the development of a Corrective Action Plan (CAP) that will be included in the annual comprehensive site self-assessment report and that will also incorporate any CAPs developed in response to DOE S&S surveys (see Section J, Attachment J-4, List of Deliverables). The Contractor shall review and concur on other contractors' S&S topical area self-assessments and shall track their corrective actions to closure. Findings must be tracked until closed and monitored on an established schedule to ensure that the CAPs are implemented in a timely and effective manner. The Contractor shall establish a local system to be used to track deficiencies and associated corrective actions from self-assessments until closed (see Section J, Attachment J-4, List of Deliverables).

The Contractor shall conduct tracking and trending analyses of deficiencies to determine if systemic and systematic causal factors underlie multiple self-assessment or survey findings. If so, the associated CAPs must address these causal factors. The Contractor shall provide quarterly status reports of CAPs, which will include tracking and trending analyses of deficiencies (see Section J, Attachment J-4, List of Deliverables).

C.3.3.1.3.4 Incident Reporting and Management. The Contractor shall develop, implement and maintain the site Incidents of Security Concern (IOSC) Program Plan, and shall take actions to ensure that the ODFSA is notified of all IOSCs at the Paducah Site. The Contractor shall prepare an IOSC Program Plan and submit it to the PPPO FSO for submittal to the appropriate ODFSA (see Section J, Attachment J-4, List of Deliverables). The IOSC Program Plan shall be submitted to the Government for approval within 60

calendar days of the NTP, and updated annually thereafter or when significant changes occur.

The Contractor shall provide DOE-approved Inquiry Officials (IOs) to conduct inquires to establish pertinent facts and circumstances regarding IOSCs (see Section J, Attachment J-4, List of Deliverables). Other prime contractor FSOs shall be placed on distribution for inquiry reports and CAPs applicable to their respective entity. The Contractor shall provide IOSC reports to the ODFSA (see Section J, Attachment J-4, List of Deliverables). The Contractor shall receive reports from other prime contractors on site with IO authority. The Contractor shall transmit all IOSC reports to the ODFSA. The Contractor shall perform tracking and trending analysis of IOSCs at the Paducah Site, and shall submit a tracking and trending analysis report to the PPPO FSO on a quarterly basis (see Section J, Attachment J-4, List of Deliverables).

The Contractor shall, with the exception of incidents of Management Interest (MI), categorize each IOSC, issue an initial report, conduct an inquiry, and issue a closure report (see Section J, Attachment J-4, List of Deliverables). The clock starts when a potential incident is brought to the attention of management. At this point, the Contractor has a maximum of five (5) calendar days to conduct a preliminary inquiry, to make the initial categorization, and to perform the initial notification(s). The Contractor shall ensure that each IOSC is properly categorized by significance level category and type.

The Contractor IOs shall possess Departmental IO training. IOs are responsible for conducting the inquiry and maintaining all documentation associated with the inquiry. The Contractor IOs shall be appointed in writing by the designated ODFSA.

For each IOSC, the Contractor shall develop a closure basis, and submit an Incident Closure Report to the ODFSA (see Section J, Attachment J-4, List of Deliverables) to document the basis for incident closure. The Contractor shall provide a report level of detail commensurate to the category of the incident consistent with IOSC Program Plan requirements. The report content and closing procedures must be documented in the site IOSC program plan.

C.3.3.1.4 Program-Wide Support

C.3.3.1.4.1 Facility Approval and Registration of Activities. The Contractor shall comply with DOE Directives governing facility clearances (FCLs) and activity registration requirements as described in DOE O 470.4B, *"Safeguards and Security Program."* The Contractor shall develop, implement, and maintain an FCL program plan and procedures as part of facility or site security plans. The FCL program plan shall be submitted to the Government for information within 60 calendar days of the NTP, and updated annually thereafter or when significant changes occur (see Section J, Attachment J-4, List of Deliverables). The Contractor's FCL program plan shall incorporate FCL clearances, registration of S&S activities, FCL program requirements, importance ratings, FCL approval requirements, interim and limited FCLs, personnel security clearances and

exclusion procedures required in connection with contractor FCLs, reporting requirements, suspensions, and FCL termination and closeout. The Contractor's FCL procedure shall stipulate the requirements for initiating:

1) The issuance, modification, suspension, and/or termination of FCLs;
2) The registration of both FCLs and underlying contractual activities; and
3) The incorporation of S&S laws, regulations, and directives into prime contracts.

The Contractor's FCL procedure shall prescribe interactions between the ODSA and the other Paducah Site prime contractors to facilitate the completion of their respective roles, as well as interfaces between these organizations and the ODFSA for implementation.

The ODFSA is responsible for granting final security approval of and officially registering FCLs and S&S activities in the DOE Safeguards and Security Information Management System (SSIMS).

The Contractor shall develop and implement a facility data and approval record (FDAR) program plan (see Section J, Attachment J-4, List of Deliverables). The program plan shall be submitted to the Government for approval within 60 calendar days of the NTP, and updated annually thereafter or when significant changes occur. The program plan shall document the process for determining and assigning an importance rating for each facility granted an FCL.

C.3.3.1.4.2 Foreign Ownership, Control, or Influence (FOCI). The Contractor shall comply with DOE Directives that pertain to receiving and maintaining a favorable FOCI determination as described in DOE O 470.4B, *"Safeguards and Security Program."* The Contractor shall develop and implement a FOCI program plan and procedures as part of facility or site security plans (see Section J, Attachment J-4, List of Deliverables). The program plan shall be submitted to the Government for information within 60 calendar days of the NTP, and updated annually thereafter or when significant changes occur. The procedures shall stipulate the requirements for attaining and maintaining favorable FOCI determinations; and the need for incorporation of S&S laws, regulations, and directives into other Paducah Site prime contractor subcontracts.

The ODFSA is responsible for final FOCI determinations, as well as granting final security approval of S&S activities in SSIMS.

C.3.3.1.4.3 Security Management in Contracting. The Contractor shall incorporate required DOE S&S Directives and DEAR clauses into subcontracts as described in DOE O 470.4B, *"Safeguards and Security Program."* New or revised S&S Directives shall be incorporated into subcontracts within 60 days of issuance. The Contractor shall ensure that subcontracts involving classified information have the applicable security clauses included in subcontract general terms and conditions, and that Contract Security Classification Specification (CSCS) forms are issued to the ODFSA. The Contractor shall maintain control over the CSCS forms.

The Contractor shall ensure that procedures applicable to the security management in contracting are documented in facility or site security plans. The procedures shall prescribe interactions and perform validations with the other Paducah Site prime contractors to facilitate the completion of their respective roles, as well as interfaces between these organizations and the ODFSA for implementation.

C.3.3.2 PROTECTIVE FORCE

The Contractor shall develop a Safeguards and Security Program Plan establishing the site security posture and stipulating the ODSA's responsibility for the assessment and/or surveillance of the Protective Force to ensure an effective program for the S&S interests at the Paducah Site to include compliance with the SSP and the execution of security plans for the various security interest areas (see Section J, Attachment J-4, List of Deliverables). The program plan shall be submitted to the Government for approval within 90 calendar days of the NTP, and updated annually thereafter or when significant changes occur. The Contractor shall also review the performance assurance metrics for the Protective Force's operations and develop a semiannual report on the result of these reviews (see Section J, Attachment J-4, List of Deliverables).

The Contractor shall develop and implement a procedure to address the REAL ID Act (see Section J, Attachment J-4, List of Deliverables). The Real ID Act procedure shall be developed and implemented within 30 days of the NTP, and updated annually thereafter or when significant changes occur. The Real ID Act procedure shall include, but shall not be limited to, a monthly tracking spreadsheet (see Section J, Attachment J-4, List of Deliverables).

C.3.3.3 PHYSICAL PROTECTION

C.3.3.3.1 Access Controls

The Contractor shall physically protect DOE interests and assets at the Paducah Site. The Contractor shall develop, implement, and maintain an access control program plan (see Section J, Attachment J-4, List of Deliverables). The program plan shall be submitted to the Government for approval within 60 calendar days of the NTP, and updated annually thereafter or when significant changes occur. The program plan shall encompass employee access, visitor access, escort requirements, automated access control systems, vehicle access, and entry and exit screening.

The Contractor shall coordinate all requests and usage of classified storage and classified meeting space. The Contractor shall provide combination changes and repairs to classified repositories for DOE and other site contractors.

C.3.3.3.1.1 Security Areas. The Contractor shall ensure that security areas are established, implemented and maintained that include, but not limited to:

1) General Access Areas (GAAs)
2) Property Protection Areas (PPAs)

3) Limited Areas (LAs)

The Contractor shall establish, implement and maintain the access controls applicable for each designated security area that include, but not limited to:

1) Access Control
2) Escort Requirements
3) Automated Access Control Systems
4) Vehicle Access

The Contractor shall ensure the development, implementation and maintenance of a Prohibited and Controlled Articles Program to be used for official Government business. The program shall be documented in the SSP. The Contractor shall develop procedures to account for, control, and limit controlled articles entering specified security areas.

C.3.3.3.1.2 Posting and Signage Requirements. The Contractor shall post signs in accordance with DOE Directives at facilities, installations, and real property based on the need to implement Federal statutes protecting against degradation of S&S interests. Examples of such signs include:

1) Trespassing
2) Prohibited Articles
3) Controlled Articles
4) Official Business
5) Electronic Surveillance

C.3.3.3.1.3 DOE Security Badge Program. The Contractor shall issue Homeland Security Presidential Directive (HSPD)-12 credentials to all Federal employees, all site contractor employees who require long term [greater than six (6) months] access to DOE facilities or access to any DOE computer system, and other DOE-authorized individuals. Local Site Specific Only (LSSO) badges shall be developed and issued as needed to address unique issues and unique local badging requirements such as local site specific access badges and temporary visitor badges. The Contractor shall maintain badge logs that capture the type of badge issued, badge number of the badge issued, name of the person the badge was issued to, date of issuance and applicable date of destruction.

The Contractor shall implement and ensure compliance with the Paducah Site Security Badge Program including, but not limited to the following activities:

1) DOE Badge Requirements
2) Various Badge Types (DOE Federal and Contractor Employee, LSSO, Visitor, Temporary, Foreign Nationals, Emergency Responders and Non DOE Emergency Responders, HSPD-12)
3) Badge Issuance, Use, Recovery and Destruction
4) Badge Accountability

5) Protection of DOE Badge Materials and Equipment
6) Security Badge Validation
7) Development of DOE Badge Recipient Requirements
8) HSPD-12 Requirements, including Federal Information Processing Standard (FIPS) 201 and applicable National Institute of Standards & Technology (NIST) documents

C.3.3.3.1.4 Locks and Keys. The Contractor shall develop, implement and maintain a Security Lock and Key Program Plan (see Section J, Attachment J-4, List of Deliverables). The program plan shall be submitted to the Government for information within 30 calendar days of the NTP, and updated annually thereafter or when significant changes occur. The Contractor shall ensure that the Lock and Key Program shall protect and manage all locks and keys, based on the graded approach. The Lock and Key Program shall be based on the S&S interests being protected, the identified threat, existing barriers, and other protection measures afforded these interests.

The Contractor shall evaluate and document the use and protection strategy for grand master, master, sub-master, and control keys in the Paducah SSP.

The lock and key program plan shall determine the application of Level III keys as well as more restricted keys. The Contractor shall issue all Level III and higher keys onsite, although other site contractors may utilize their own lock and key program for Level IV administrative locks (e.g., desks, file cabinets, etc.).

The Contractor shall implement an inventory system that ensures the appropriate accountability for Levels I, II, and III security locks, keys, key rings, key ways, and pinned cores. The Contractor shall develop and implement site specific procedures for the control of Level IV security locks and keys.

The Contractor shall maintain a qualified and competent locksmith who is organizationally independent from the Operations organization. The locksmith responsible for security locks and keys must report to the ODSA. The Contractor shall provide limited security support at the DOE PPPO Lexington facility of up to two (2) visits per year (i.e., classified repository support, classified lock and keys).

C.3.3.3.1.5 Escort Requirements. The Contractor shall develop, implement and maintain an escort program. The Contractor shall ensure that the escort program is integrated into the Paducah SSP. The Contractor shall not implement the escort program until the PPPO FSO and appropriate ODFSA have approved the Paducah SSP.

C.3.3.3.1.6 Automated Access Control Systems. The Contractor shall develop, implement and maintain an automated access control system compliant with HSPD-12 and FIPS Publication 201. The Contractor shall oversee all aspects of the automated access control system and shall maintain the operability of assigned facilities/equipment per Attachment J-8.C.3.3.3, ***"Automated Access Control System Listing"*** and consistent

with Section 3.5, Operations and Management of Assets.

C.3.3.3.2 Intrusion Detection and Assessment Systems
The Contractor shall evaluate, design, establish, and maintain the protection strategy for use of intrusion detection and assessment systems at the Paducah Site (see Section J, Attachment J-4, List of Deliverables). The program plan shall be submitted to the Government for information within 90 calendar days of the NTP, and updated annually thereafter or when significant changes occur. The program plan shall include, but is not limited to, configuration, performance testing, and maintenance for assigned facilities. The Contractor shall make this protection strategy available to all Paducah Site prime contractors.

C.3.3.3.3 Barriers and Delay Mechanisms
The Paducah Site has security area(s) where physical barriers serve as the physical demarcation line. Barriers such as fences, walls, and doors or activated barriers are used to deter and delay unauthorized access. A more complete description of the types of Barriers and Delay Mechanisms and general requirements are contained in DOE O 473.3, *"Protection Program Operations."*

The Contractor shall develop and implement a barrier and delay strategy program plan (see Section J, Attachment J-4, List of Deliverables) in accordance with the requirements of DOE O 473.3, *"Protection Program Operations"* for the Paducah Site. The program plan shall be submitted to the Government for information within 90 calendar days of the NTP, and updated annually thereafter or when significant changes occur. The program plan will include, but will not be limited to, design, analysis, performance testing, assessments and maintenance of the physical barriers for the security areas. The Contractor shall conduct oversight on all barriers and delay mechanisms to ensure that they are adequate, sufficient and are maintained in a manner that is sufficient to deter, delay and/or prevent unauthorized access, based on the Protection Strategy outlined in the Paducah SSP.

C.3.3.3.4 Storage of Classified Matter
The Contractor shall oversee secure storage for classified matter and ensure compliant storage and protection of assigned assets. The Contractor shall ensure that all classified matter storage and protection shall be commensurate with the requirements of DOE O 471.6, *"Information Security,"* DOE O 475.2A, *"Identifying Classified Information,"* and all applicable security directives.

The Contractor shall evaluate, design, establish, and maintain the protection strategy for new or reconfigured storage approaches including the determination of the need for vaults, vault type rooms, GSA storage, and/or non-conforming storage, as applicable.

The Contractor shall ensure that security plans are shared with the Deactivation contractor (responsible for the Protective Force) for all classified storage areas at the Paducah Site that require their involvement in the implementation.

C.3.3.3.5 Testing and Maintenance

The Contractor shall establish and implement and maintain an effective method for assessing Intrusion Detection System (IDS) alarms (e.g., line supervision, intrusion, false, nuisance, system failures, tamper, and radio frequency when radio frequency is used) to quickly and accurately determine the cause. The Contractor shall establish the requirement for IDS alarms, establish and assess the Paducah Site IDS alarm testing and maintenance program, and implement IDS alarm testing and maintenance for assigned facilities. The testing and maintenance programs should be in compliance with the requirements of DOE O 470.4B, *"Safeguards and Security Program"* and DOE O 473.3, *"Protection Program Operations,"* Attachment 3, Section A, Chapter V.

C.3.3.3.6 Communications

The communications requirements driven by the DOE O 473.3, *"Protection Program Operations,"* apply solely to the Protective Force, which shall be addressed in the Deactivation contract.

C.3.3.4 INFORMATION SECURITY (INFOSEC)

The Contractor shall establish and maintain an effective Information Security program at the Paducah Site including Classified Information, Privacy Act Information, and UCI, which includes Official Use Only (OUO) Information, Unclassified Controlled Nuclear Information (UCNI) and Export Controlled Information (ECI). The Contractor shall assist other Paducah Site prime contractors responsible for the protection of classified and otherwise unclassified yet sensitive information by providing guidance and adjudication of information security issues.

C.3.3.4.1 Basic Requirements

The Contractor shall develop, implement and maintain a site-wide comprehensive UCI Program (see Section J, Attachment J-4, List of Deliverables). The program shall be submitted to the Government for information within 90 calendar days of the NTP, and updated annually thereafter or when significant changes occur. This program plan will include, but will not be limited to, OUO, Personally Identifiable Information (PII), UCNI, and ECI. The program shall prescribe the processes for identifying, marking and protecting the information that includes UCI. The UCI program shall be implemented and maintained in compliance with the requirements of DOE O 471.1B, *"Identification and Protection of Unclassified Controlled Nuclear Information,"* DOE O 471.3, *"Identifying and Protecting Official Use Only Information,"* DOE O 471.6, *"Information Security,"* DOE M 471.3-1, *"Manual for Identifying and Protecting Official Use Only Information,"* and the DOE Guidelines on Export Control and Nonproliferation. The Contractor shall have training and approval authority for DUF_6 Conversion Project ECI matters for site-wide information security concerns, but will defer to the DUF_6 Conversion contractor's ECI reviewing officials for the final site authority for DUF_6 Conversion Technology.

C.3.3.4.2 Technical Surveillance Countermeasures

The Contractor shall implement and maintain a TSCM Program, as required (see Section J, Attachment J-4, List of Deliverables). The program shall be submitted to the Government for approval within 30 calendar days of the NTP, and updated annually thereafter or when

significant changes occur.

C.3.3.4.3 Operations Security (OPSEC)
The Contractor shall develop, implement and maintain an OPSEC Program and shall prepare and submit a documented OPSEC Program Plan to the Government for review and approval (see Section J, Attachment J-4, List of Deliverables). The program shall be submitted to the Government for approval within 90 calendar days of the NTP, and updated annually thereafter or when significant changes occur. The OPSEC Program Plan shall be site-wide, ensure protection of Critical Information (CI), and enhance mission effectiveness and protection of operations and activities. The OPSEC Program Plan shall be implemented and maintained in accordance with the requirements of DOE O 471.6, *"Information Security"* (or any successor Orders).

C.3.3.4.4 Classification Program
The Contractor shall develop, implement and maintain a Classification Program Plan in accordance with the requirements of DOE O 475.2A, *"Identifying Classified Information"* (or any successor Orders) (see Section J, Attachment J-4, List of Deliverables). The program plan shall be submitted to the Government within 60 calendar days of the NTP, and updated annually thereafter or when significant changes occur.

The Classification Program Plan will identify the procedures pertaining to the implementation and maintenance of the requirements set forth in the DOE Directives that include, but are not limited to:

1) Training
2) Briefings
3) Self-Assessments
4) Corrective Actions
5) Performance Testing
6) Appointment of Derivative Classifiers
7) Appointment of Derivative Declassifiers
8) Appointment of an Export Control Officer
9) Appointment of UCNI Reviewing Officials
10) Site Specific Guidance as applicable
11) Classification & Declassification Review Requirements
12) Bracketing and Redaction Procedures
13) Classification Stamps and Classification Markings. Classification guidance must be identified for all work performed in a classified subject area in accordance with DOE Directive.
14) Routine reviews of documents for classification to include:
    a) documents in "classifiable subject areas" for a classification determination such as blue prints, medical files, personnel files, photographs, problem reports;
    b) OUO information determination;
    c) Controlled Unclassified Information;
    d) UCNI;

e) ECI determination;
f) Freedom of Information Act (FOIA) Requests;
g) Energy Employees Occupational Illness Compensation Program Act (EEOICPA) document requests; and
h) Privacy Act Information.

The Contractor shall provide a Classification Officer and supporting staff for all DOE classification activities at the Paducah Site (see Section J, Attachment J-4, List of Deliverables). These activities include work for others and gaseous diffusion technology. All personnel performing the Derivative Classifier functions at the Paducah Site shall be trained and certified by the Contractor Classification Officer. The PPPO Classification Officer is the ODFSA for PPPO classification matters. The PPPO FSO is the PPPO Classification Coordinator and serves as the point of contact regarding Paducah Site classification activities. The Classification Officer and the Derivative Declassifiers shall be trained at the Office of Director of Classification at DOE HQ.

Upon proper appointment, the Classification Officer shall have access to classified information at the level of Secret Restricted Data (S-RD); and therefore is required to possess a DOE Q clearance prior to appointment. Before appointment, the person designated to occupy this position shall have completed the DOE Classification Officer training, and he/she must be:

1) Recommended for appointment by the DOE Oak Ridge Office Classification Officer;
2) Concurred upon by the PPPO FSO; and
3) Approved in writing by DOE HQ.

The Contractor shall provide support to DOE for classification reviews/determinations, technical reviews, legacy issues support, litigation support, support for issues involving the Department of Justice and DOE Inspector General, worker's compensation support, and review for release of information to the public (although not the final determination of release) under the FOIA and Privacy Act. The Contractor shall transmit documents or information to the designated entities.

The Contractor shall provide a quarterly classified/declassified program status report (see Section J, Attachment J-4, List of Deliverables). The quarterly report will summarize the following classification activities:

1) Education and training for derivative classifiers, reviewing officials and technical information officers;
2) Privacy Act Reviews for EEOICPA;
3) FOIA requests reviews;
4) Litigation request reviews;
5) Number of miscellaneous reviews for documents, photographs, drawings, blueprints and electronic media;
6) Newly generated documents; and

7) Documents Declassified.

Courtesy copies of assessments and other relevant information shall be provided to the PPPO Classification Coordinator, PPPO Federal Classification Officer and the Office of Environmental Management Program Classification Officer (EM-44) (see Section J, Attachment J-4, List of Deliverables).

C.3.3.4.5 Classified Matter Protection & Control (CMPC)
The Contractor shall protect classified information in all forms in accordance with DEAR 952.204-2, Security, and all applicable laws, regulations, policies, directives, and other requirements that apply. A violation of the provisions of the Contract relating to the Safeguarding or Security of Restricted Data (RD) or other Classified Information may result in a civil penalty pursuant to subsection A of Section 234B of the Atomic Energy Act of 1954, as amended (42 U.S.C.§ 2282b). The procedures for the assessment of civil penalties are set forth in 10 CFR § 824, Procedural Rules for the Assessment of Civil Penalties for Classified Information Security Violations.

The Contractor shall develop and implement a COMSEC program plan for users of COMSEC equipment (as applicable) (see Section J, Attachment J-4, List of Deliverables). The program plan shall be submitted to the Government for information within 90 calendar days of the NTP, and updated annually thereafter or when significant changes occur.
The Contractor shall develop and implement a COMSEC program for users of COMSEC equipment (i.e., Re-setting the Secure Terminal Equipment). The Contractor shall be a COMSEC account user, and not an account custodian.

C.3.3.4.5.1 Control of Classified Matter. The Contractor shall develop, implement and maintain a CMPC Program in accordance with the requirements of DOE O 471.6, *"Information Security"* (or any successor Orders) (see Section J, Attachment J-4, List of Deliverables). The program plan shall be submitted to the Government for information within 90 calendar days of the NTP, and updated annually thereafter or when significant changes occur. The CMPC Program shall address the process for the handling and protection of classified information throughout its lifecycle. The CMPC Program includes the following activities:

1) Origination;
2) Classification;
3) Marking;
4) Accountability;
5) In-use;
6) Storage;
7) Reproduction;
8) Transmission;
9) Receipt; and
10) Destruction.

The CMPC Program shall specify the requirements for the protection and control of classified information and shall be commensurate with its classification level, category, and caveats (if applicable). All pertinent attributes shall be used to determine the degree of protection and control required to prevent unauthorized access to classified information. All procedures utilized to protect classified information shall be documented in the Paducah Site Security Plan. The Contractor shall ensure classified information is protected in a manner such that authorized access to classified information requires the appropriate clearance, relevant access approval, and the need to know. The procedures/plans shall implement the requirement for methods to deter, detect, respond to, and mitigate unauthorized access to classified information.

The Contractor shall develop CMPC Custodian Briefings and General Briefings to ensure that personnel are trained to a level of proficiency and competence that ensures they are qualified to perform assigned S&S tasks and/or responsibilities (see Section J, Attachment J-4, List of Deliverables).

The Contractor shall establish and maintain a classified mailing address and a classified shipping address.

C.3.3.4.5.1.1 Transportation Security Plans. The Contractor shall evaluate, design, establish, and maintain the security requirements for packaging, marking, mailing, and shipping classified materials and/or UCI as prescribed by the current DOE Directives.

C.3.3.4.5.1.1.1 Transportation Security Plan(s) for Unclassified Controlled Information and/or Classified Matter. The Contractor shall develop and obtain approval from the ODFSA of Transportation Security Plan(s) (see Section J, Attachment J-4, List of Deliverables) for the offsite shipment of UCI and/or classified matter that may contain category IV quantities of SNM. The plan shall be submitted to the Government for approval within 90 calendar days of the NTP, and updated annually thereafter or when significant changes occur. The Contractor shall establish a method for tracking shipments beginning at departure and ending at the arrival of the destination for disposition of the UCI and/or classified matter. The Transportation Security Plan(s) shall describe and document the strategy for securing and tracking the shipment of gaseous diffusion process equipment components, work for others material and material containing UCI and/or classified matter being shipped from the Paducah Site to an offsite long-term disposal facility approved by DOE. The plan shall address the requirements for common carrier trucks, the driver(s), and clearance (if required). The plan shall address the physical preparation, packaging and the transport of the matter. Implementation of the security plan(s) and shipment tracking will be the responsibility of the Deactivation contractor, who will be a concurrence signature on the Transportation Security Plan(s).

C.3.3.5 PERSONNEL SECURITY (PERSEC)

The Contractor shall provide the following Personnel Security support at the Paducah Site under the cognizance of the appropriate ODFSA Personnel Security Office:

1) Facilitate clearance processing in accordance with DOE O 472.2, *"Personnel Security;"*
2) Personnel security program support; and
3) Visitor control and badging.

The visitor control and badging shall include support to Personal Identity Verification (PIV) activities and clearance processing of drug test results provided by the Human Resource Organization for all Paducah Site DOE contractors (non-Federal personnel), others having official business at the Paducah Site, and potential new hires who require a security clearance. Other Paducah Site contractors shall provide payment for laboratory services provided on behalf of their employees. The Contractor shall provide badging services for DOE, other Paducah Site contractors, and DOE-authorized individuals in accordance with DOE O 473.3, *"Protection Program Operations,"* and DOE O 206.2, *"Identity, Credential, and Access Management (ICAM),"* which are the Departmental implementing directives for HSPD-12.

C.3.3.5.1 Access Authorization

The Contractor shall establish, implement, and maintain a Personnel Security Program Plan and Procedure (see Section J, Attachment J-4, List of Deliverables). The program plan shall be submitted to the Government for information within 90 calendar days of the NTP, and updated annually thereafter or when significant changes occur. The procedure shall apply to DOE prime contractors, other Paducah Site contractors, subcontractors, and all others having official business at the Paducah Site. The procedure shall describe the individual employee's Personnel Security responsibilities and requirements.

The Contractor shall provide compliant, accurate and timely processing of DOE security clearance requests, withdrawals, waivers, terminations, suspensions, denials, upgrades, downgrades, re-certifications, and reinvestigations through the established channels to the ODFSA for finalization. The Contractor shall notify the ODFSA of any of the following conditions affecting the status of an applicant's or employee's security clearance. All notifications listed below must be made within two (2) working days followed by written confirmation within the next ten (10) working days, and shall include:

1) When an applicant declines an offer of employment or fails to report for duty;
2) When made aware of any other information of a personnel security interest, as listed below, concerning an applicant or employee;
   a) Legal action effected for a name change;
   b) Change in citizenship;
   c) Any use of an illegal drug, or use of a legal drug in a manner that deviates from approved medical direction;
   d) Any arrests, criminal charges (including charges that are dismissed), citations, tickets, summons or detentions by Federal, State, or other law enforcement authorities for violations of law within or outside of the U.S. Traffic violations for

which a fine of up to $300 was imposed need not be reported, unless the violation was alcohol- or drug-related;

e) An immediate family member assuming residence in a sensitive country;
f) Hospitalization for mental health reasons or treatment for drug or alcohol abuse;
g) Employment by, representation of, or other business-related association with a foreign or foreign-owned interest or non-U.S. citizen or other individual who is both a U.S. citizen and a citizen of a foreign country;
h) Personal or business-related filing for bankruptcy; or
i) Garnishment of wages.

3) When the Contractor restricts or withdraws an employee's access to classified information or SNM without DOE direction;
4) When made aware of the death of an applicant or employee; or
5) When a cleared employee is transferred to another location [minimally, this will apply when an employee's security clearance moves to the jurisdiction of another Cognizant Personnel Security Office (CPSO)].

The Contractor shall inform applicants and employees who are applying for or in possession of a security clearance that they have a specific obligation to truthfully provide all information requested for personnel security purposes to DOE. This includes, but is not limited to:

1) Provide full, frank and truthful answers to relevant and material questions.
2) Furnish, or authorize others to furnish if necessary, information that DOE deems necessary to the security clearance eligibility process, when requested.
3) Report any situations or incidents that may have the tendency to impact the individual's eligibility for a security clearance (as stated in DOE O 472.2, *"Personnel Security,"* Attachment 4) verbally and directly to DOE immediately upon the individual becoming aware of the situation or incident and in no event later than two (2) working days after the event.
4) Notify DOE whenever they learn of the presence of any such situations or incidents with regard to anyone they know to possess a DOE security clearance or to be in the process of obtaining a DOE security clearance immediately upon the individual becoming aware of the situation or incident and in no event later than two (2) working days after the event.
5) Provide DOE a completed DOE F 5631.34, Data Report on Spouse/Cohabitant, within 45 calendar days of marriage or cohabitation.
6) Report foreign travel in accordance with the contractor requirements document to DOE O 475.1, *"Counterintelligence Program,"* or any successor directive.
7) If approached by any individual seeking unauthorized access to classified information or SNM, or who experience any other potentially counterintelligence related incidents, must report such information in accordance with the contractor requirements document to DOE O 475.1, *"Counterintelligence Program,"* Attachment 2.

The Contractor must request that the ODFSA administratively withdraw an employee's security clearance, and must provide the ODFSA a DOE F 5631.29, Security Termination Statement, completed by the employee, within two (2) working days from any of the following:

1) Termination of the employee (except as provided for in section 9 of the contractor requirements document to DOE O 472.2, *"Personnel Security"*).
2) A determination that a security clearance is no longer required.
3) The individual's failure or refusal to cooperate with authorized and appropriate personnel security-related requests.
4) If an individual's circumstances will temporarily eliminate the need for access to classified information or SNM for 90 calendar days or more (temporary change of duties, maternity or other extended leave, detail to another agency, military deployment, etc.) In such instances, the Contractor may request the CPSO to waive this withdrawal requirement should the details of a particular case indicate such action would be prudent.

The Contractor shall establish written procedures which shall include the following requirements for the protection of security clearance request information:

> Designating responsible employees who are trained in the procedures for reviewing completed security forms before their submission to DOE; informing all employees with access to completed security forms, pre-employment or pre-processing check information and other security clearance-related information of their responsibility to protect the information from unauthorized disclosure; ensuring individuals have the opportunity to complete and submit all forms or other data collections required during the security clearance process in private; advising that employees' security forms will be reviewed only by designated employees and information will be used for any other purpose within the company; and informing whether the Contractor maintains copies of the employees' forms, how the forms are protected, and how the employee can obtain copies of their forms if needed. The Contractor shall designate in writing an employee(s) to review such forms. The Contractor shall utilize designated employee(s) to provide assistance in completion of any forms. The Contractor shall maintain personnel security records in accordance with the DOE Directives.

The Contractor shall ensure that all cleared employees and any other employees involved in personnel security activities must be fully qualified as necessary relative to their particular duties and responsibilities, in accordance with national and Departmental requirements.

C.3.3.5.2 Control of Classified Visits

The Contractor shall develop and implement a program to address the requirements for classified visits in accordance to DOE O 470.4B, *"Safeguards and Security Program,"* Attachment 3, Section 4. The Contractor shall protect classified information and matter by ensuring that only persons with the appropriate security clearances, need-to-know, and programmatic authorizations are afforded access during visits where the release or exchange

of such information is involved. The Contractor shall control classified visits ensures that access to classified information by cleared U.S. citizens or individuals from foreign governments visiting DOE facilities is controlled in accordance with national laws and regulations, international treaties and agreements, and DOE Directives. The Contractor shall be responsible for ensuring that the classified visits program at facilities under their cognizance are performed in accordance to the procedures applicable to classified visits, which shall be documented in facility or site security plans.

C.3.3.5.3 Safeguards and Security Awareness

The Contractor shall develop, implement and maintain the S&S Awareness Program for all contractors and subcontractors at the Paducah Site (see Section J, Attachment J-4, List of Deliverables). The program shall be submitted to the Government for information within 90 calendar days of the NTP, and updated annually thereafter or when significant changes occur. The Contractor shall implement and maintain the S&S Awareness Program in accordance with the requirements of DOE O 470.4B, *"Safeguards and Security Program."* The safeguards and security awareness program shall communicate personal security responsibilities to all individuals at the Paducah Site. For individuals granted access to classified information or matter, or SNM, the security awareness program shall provide the means to instruct these individuals in their duties and responsibilities related to the access while afforded to them, and shall reiterate those duties and responsibilities upon termination of access. The program shall provide supplementary awareness activities that continuously reinforce good security practices.

The Contractor shall ensure that the procedures applicable to the security awareness program are documented in facility or site security plans. The Contractor shall ensure that:

1) If security briefings are conducted through electronic means, a method exists to ascertain and verify that the individual completes all required content prior to receiving credit for the briefing;
2) All individuals granted DOE security clearances (access authorizations) execute a SF 312, Classified Information Nondisclosure Agreement, prior to being granted access to classified information or matter, or SNM;
3) Non-DOE personnel granted unescorted access to a facility or site security area receive appropriate awareness information (e.g., information on prohibited and controlled articles);
4) Supplemental awareness materials intended to make personnel aware of their security responsibilities and tailored to local facility/site conditions and issues and appropriate for both cleared and non-cleared employees and visitors are developed and issued;
5) Executed SF 312 forms and other records related to the security awareness program are maintained in accordance with Information Security Oversight Office (ISOO) and DOE records requirements;
6) Individuals are appropriately authorized to witness and accept the SF 312 on behalf of the United States and that such designations of authority are documented in the current facility/site security plan; and

7) Administrative actions to be taken when it is determined that individuals fail to complete the requirement for annual refresher briefings.

The Contractor shall plan, conduct, and record the following briefings in accordance with the Paducah Site (or applicable facility) security requirements:

1) Initial Security Awareness Briefing(s)
2) Paducah Site Specific Security Awareness Briefing(s)
3) Comprehensive Briefing(s)
4) Refresher Briefing(s)
5) Security Clearance Termination Briefing(s)
6) Supplemental Security Awareness Briefing(s)

C.3.3.6 MATERIAL CONTROL AND ACCOUNTABILITY

As the ODSA, the Contractor shall perform assessments and/or surveillances of the custodial contractors (Remediation contractor, Deactivation contractor, and DUF_6 contractor) to ensure compliance with site S&S plans, procedures and protocols which shall have established accountability and physical protection programs including, for affected contractors, a plan for Category IV (but not Category III) quantities of SNM.

C.3.3.7 FOREIGN VISITS AND ASSIGNMENTS (FVAs)

The Contractor shall develop an FVA Program that shall establish and implement the requirements for contractors that involve foreign national access to DOE-owned or leased sites, information, technologies, or equipment (see Section J, Attachment J-4, List of Deliverables). The program shall be submitted to the Government for information within 90 calendar days of the NTP, and updated annually thereafter or when significant changes occur. The Contractor shall implement and maintain the FVA Program in accordance with the requirements of DOE O 142.3A, *"Unclassified Foreign Visits and Assignment Program."* The FVA Program and/or procedure shall describe:

1) The approval process for foreign national visits and assignments;
2) Reviews of foreign national access requests to ensure that unauthorized access is denied; and
3) A process for documenting and tracking visits and assignments by foreign nationals to the Paducah Site, and for visits at any location that involves discussion of information or technologies, or sensitive subjects. The Contractor shall flow down the requirements of DOE O 142.3A, *"Unclassified Foreign Visits and Assignment Program"* to subcontractors at any tier to the extent necessary to ensure subcontractor compliance with the requirements.

The Contractor shall coordinate all DOE and contractor visitor requests for access to the Paducah Site, including FVA's.

FVA's shall be covered by the approved SSP that addresses risk and sensitivity factors including:

1) Security area type to be accessed;
2) Determination of whether sensitive subjects will be shared; and
3) Affiliation with sensitive countries or countries identified as state sponsors of terrorism.

Additionally, visit specific security plans shall be developed.

C.3.4 COMPUTING, TELECOMMUNICATION, AND CYBER SECURITY

The Contractor shall provide PGDP technical support to include:

1) An interchange of information on technical parameters and capabilities of the Computing and Telecommunication systems;
2) Location and identification of building terminals and communication rooms; and
3) Verification of cable record information as directed by the Government. The Contractor shall maintain documentation for all assigned systems.

These efforts include setting of equipment options to determine proper operational conditions; restoration of service to existing equipment; establishment of service to new facilities; establishment of service for existing facilities under renovation; transfer from one system to another system; and support of hardware and software upgrades.

C.3.4.1 CYBER SECURITY

C.3.4.1.1 General

The Contractor shall provide Cyber Security services for itself and other DOE-authorized users, primarily the Deactivation contractor and its subcontractors. The Cyber Security services for the ETS contractor, DOE and DUF_6 are provided by others. The Contractor shall ensure safe, efficient, timely and effective implementation of cyber security requirements.

The Contractor's Monthly Progress Report (see Section C.2.4.1) shall include:

1) A detailed report of Cyber Security Incidents; and
2) A detailed report of all controlled article passes issued.

C.3.4.1.2 Requirements

The Contractor shall comply with the Cyber Security requirements as specified in DOE O 205.1B, *"Department of Energy Cyber Security Program,"* the applicable DOE Risk Management Approach Implementation Plan (RMAIP), all current versions of applicable NIST Special Publications (SP) and the Committee on National Security Systems (CNSS) 1253.

C.3.4.1.3 System Security Plan

The Contractor shall develop, implement and maintain a System Security Plan (see Section J, Attachment J-4, List of Deliverables) consistent with the SSP, to be coordinated with the other Paducah Site contractors. The Contractor shall update the System Security Plan annually thereafter. The System Security Plan shall be submitted to the Government for approval within 60 calendar days of the NTP. The Contractor shall develop, implement and maintain an effective assurance system, system development lifecycle plan, incident handling plan, and other plans as detailed in DOE O 205.1B, *"Department of Energy Cyber Security Program"* (see Section J, Attachment J-4, List of Deliverables). The Contractor shall complete a 100% Cyber Security self-assessment annually (see Section J, Attachment J-4, List of Deliverables) based on the current revision of NIST SP 800-53.

C.3.4.1.4 Subcontracts
The Contractor shall ensure that all Cyber Security requirements are flowed down to all subcontracts supporting this Contract, including the handling of sensitive information to include PII, protecting information and information systems from unauthorized access, and reporting any significant attempts or successful intrusions into these systems by unauthorized individuals.

C.3.4.1.5 Clearances
Cyber Security personnel and privileged users such as systems administrators may be required to obtain a DOE Q clearance under this Contract. All Cyber Security and Information Technology (IT) personnel who have Incident Response (IR) and Contingency Planning (CP) responsibilities shall have a DOE Q clearance. Section J, Attachment J-8.C.2.1, "***Historical Listing of Positions Requiring Clearances,***" provides a listing of positions that have required clearances under prior contracts.

C.3.4.1.6 Cyber Threats
The Contractor shall be proactive regarding cyber threats, and systems shall be protected based on evolving threats in accordance with the Federal Information Systems Management Act (FISMA). The FISMA requires all IT systems be Authorized to Operate (ATO). The Contractor shall obtain an approved ATO designation from the DOE Delegated Federal Authorizing Official (AO) to operate the General Support System for the Paducah Site (see Section J, Attachment J-4, List of Deliverables). Only the AO has the ability to grant an ATO or a Denial of Authorization to Operate (DATO) for any system operated by the Contractor on behalf of DOE-EM. The IT systems covered under this Contract shall operate in accordance with all terms and conditions specified in the ATO and shall not operate if a DATO has been issued. If an AO issues a DATO, all costs associated with any mission delay shall be the responsibility of the Contractor.

C.3.4.1.7 Applications
All applications purchased or developed to support the mission under this Contract shall be able to run on mandatory IT baseline security configurations without any deviations. Legacy applications shall deploy compensating controls as long as they are implemented and shall be replaced as soon as feasible as determined by the AO. The Contractor shall use federally available enterprise applications and licenses, if they exist, prior to purchasing or developing

custom products to implement the Contract. This includes enterprise solutions to provide cyber security.

C.3.4.2 TELECOMMUNICATIONS AND RADIO COMMUNICATIONS

C.3.4.2.1 General

The Contractor shall provide all personnel, equipment, tools, materials, supervision and other items and services necessary to provide reliable and secure telecommunications and networked voice, video and data services, Mobile Device Management, pager, and radio communications for the Paducah Site. The Contractor's computing and telecommunications systems shall be compatible with the computing and telecommunications systems utilized by DOE. See Section J, Attachment J-8.C.3.4.1, "***Information Technology Service Matrix.***"

The Contractor's Monthly Progress Report (see Section C.2.4.1) shall include a detailed report of voicemail usage (mailboxes, used space, free space).

C.3.4.2.2 Requirements

The Contractor shall perform services to ensure the Paducah Site telecommunications system and radio system are available 24 hours per day, 7 days per week. The telephone system consists of the Administration/private branch exchange (PBX), private automatic exchange (PAX), and Red Phone telephone systems and all associated equipment. The Contractor shall provide landline, dataline (see Section C.3.4.3.2, Computer Services), voice messaging, fax machines, video/web conferencing services to DOE and site contractors (except DUF_6).

C.3.4.2.3 Mobile Devices

The Contractor shall provide Mobile Device Management (MDM) services for itself and other DOE-authorized users, primarily the Deactivation contractor and its subcontractors, consistent with the Attachment J-8.C.3.4.1, "***Information Technology Service Matrix.***" The Contractor is responsible for providing its own devices such as cell phones, smartphones, and Blackberries to the MDM service.

C.3.4.2.4 Radio

The Contractor shall maintain the Federal Communications Commission (FCC) radio frequency license, tower, transmission, and radio repair/replacement services. All services will be supplied consistent with the Attachment J-8.C.3.4.1, "***Information Technology Service Matrix.***" Narrow band frequency radios shall be supplied by the user contractor. Radio services shall include engineering, maintenance and operations of radio communication services, including two-way, fire dispatch, safety and emergency preparedness, security systems and infrastructure. The Contractor shall manage radio services, including radio spectrum licensing and design, engineering integration, operations and maintenance, installation, upgrade and required system calibration services. The Contractor shall maintain registration of radio frequencies with the National Telecommunications and Information Administration.

C.3.4.2.5 Emergency Notification Service

The Contractor shall provide reliable electronic notification service to individual personnel associated with the PGDP emergency response organizations through the existing system.

C.3.4.2.6 Site Telephone System
The Contractor shall operate and maintain the Paducah Site telephone switching system(s), transmission equipment, and ancillary equipment in a serviceable condition, or restore it to a serviceable condition to include preventative maintenance, purchasing of parts, inspection, periodic testing, adjustment, repair, and other routine work to optimize the life expectancy of the equipment and systems. The Contractor shall perform operations and maintenance in accordance with the Original Equipment Manufacturers' technical manuals and specifications, applicable federal, state, and local regulations, and DOE Directives.

C.3.4.2.7 User Services
The Contractor shall perform maintenance and repair of all installed data/communication lines up to and including the end user receptacle (jack or port). The Contractor is also responsible for moving office phone numbers. The end user (i.e., Deactivation contractor and its subcontractors) will be responsible for providing the peripheral equipment related to the telephone system for its own personnel (e.g., telephones, headsets, add-on accessories). The Deactivation contractor shall install any additional data/communication lines and ports necessary to support its own activities if a sufficient number of ports are not available in the work location.

C.3.4.2.8 Service Outages
The Contractor shall coordinate with the Contracting Officer's Representative (COR) and site users the need for any scheduled service outages. Such outages shall be scheduled to minimize inconvenience to users, based upon Government user work schedules. The Contractor shall provide 72 hours advance notice prior to scheduled outages and the notification shall include the reason for the interruption, duration, start and stop times, and the equipment, lines, and buildings affected. Emergency outages shall be coordinated with all end users.

C.3.4.2.9 Emergencies
The Contractor shall respond in case of emergencies, outages, alerts and exercises, 24 hours per day, 7 days per week. The Contractor shall provide services as necessary until the emergency, outage, alert, or exercise is completed.

C.3.4.2.10 Restoration
The Contractor shall submit for DOE approval a Restoration Priority List (see Section J, Attachment J-4, List of Deliverables) within 120 calendar days of the NTP.

The Contractor shall respond on site and initiate repair actions within the response times designated below, from the time of discovery of a problem. The Contractor shall restore services in accordance with the approved Restoration Priority List, unless otherwise directed by the Government. The Contractor shall work on repair actions until all service is restored. Outages and designated response times are defined as follows:

1) Emergency Outage. On-site response is required within one (1) hour. If an outage significantly affects a mission, the Government may declare the outage as Emergency. Emergency outages are classified as a loss of over 75% or more of total call handling capability of any communications system. Outages impacting emergency response capability will be addressed immediately.
2) Priority Outage. On-site response is required within four (4) hours. Priority outages are classified as a loss of over 25% or more of total call handling capability of any communications system; loss of telephone circuits; total loss of telephone service within a building/facility.
3) Routine Outage. On-site response is required within twelve (12) hours. Includes outages not otherwise categorized as Emergency or Priority.

C.3.4.2.11 System Changes
The Contractor shall interface with end users on system changes. The Contractor shall review work packages and design/configuration plans for system changes/alterations developed by others to maintain compatibility with all Paducah Site services and systems.

C.3.4.2.12 New Installations
New installation of telecommunications wiring in facilities will be acquired through Section C.5.0 of this Contract, or via other procurement means.

C.3.4.2.13 Voice Mail
The Contractor shall provide voice mail operations to DOE and site contractors. This includes management and administration for multiple customers, additions, deletions, modifications, user support, diagnostic, maintenance, programming changes, and remote access to voice-messaging service.

C.3.4.3 IT SUPPORT AND SERVICES

C.3.4.3.1 Print, Scan, and Copy Services

C.3.4.3.1.1 General. The Contractor shall provide, for DOE personnel and the ETS contractor, equipment, professional and technical services to ensure continuous copier, printer, and scanner operation for identified facilities (Attachment J-8.C.3.4.2, "***Information Technology System, Application Inventory, & Workload History***") and consistent with Attachment J-8.C.3.4.1, "***Information Technology Service Matrix.***"

The Contractor's Monthly Progress Report (see Section C.2.4.1) shall include a detailed report of copier, printer and scanner page and consumables usage.

C.3.4.3.1.2 Requirement. The Contractor shall provide for equipment purchase or lease, maintenance, parts replacement, toner, paper, staples, and all other consumables. The Contractor shall provide unlimited service calls within the normal work day and shall respond within four (4) business hours after the Government places a service request by

phone. The Contractor shall provide all labor and replacement parts to perform preventative maintenance, cleaning and repairs to units. The Contractor shall provide toner cartridges, paper and staples for each machine and maintain the print, copy, and scan capability. The end user is responsible for loading consumables into the equipment (e.g., paper, staples, etc.).

C.3.4.3.2 Computer Services

C.3.4.3.2.1 General. The Contractor shall provide labor, management, supervision, tools, material, and network equipment necessary to perform IT support and management services at Paducah Site. The Contractor shall provide personnel with the qualifications, technical knowledge, experience and skills required for efficient operation of IT support and management services. The Contractor's computing and telecommunications systems shall be compatible with the computing and telecommunications systems utilized by DOE. The Contractor shall review additional system extensions/additions and/or services proposed to be implemented by the Deactivation contractor, or other DOE-authorized users, in order to ensure that system configuration and compatibility with all Paducah Site IT services and systems is maintained. Refer to Attachment J-8.C.3.4.2, "***Information Technology System, Application Inventory, & Workload History.***"

The Contractor's Monthly Progress Report (see Section C.2.4.1) shall include:

1) A detailed report of Helpdesk Tickets (open, closed, average response time); and
2) A detailed report of site software and system licenses.

C.3.4.3.2.2 Requirements. The Contractor shall provide IT support and management services to ensure IT requirements are met through effective utilization of intranet, enterprise applications, and local systems and applications in a secure environment with minimal interruptions. IT support and management services performed under this Contract shall be provided to maintain availability of systems, applications, and data.

C.3.4.3.2.3 Intranet. The Contractor shall provide intranet management and support services to ensure functional requirements of network users are met through effective utilization of resources and available IT facilities. Refer to Attachment J-8.C.3.4.2, "***Information Technology System, Application Inventory, & Workload History."***

C.3.4.3.2.4 Hardware. The Contractor shall perform maintenance and repair of all installed data/communication lines, including switches or routers, up to and including the end users receptacle (jack). The Contractor shall not provide local user equipment and/or replacement (computers, monitors, printers) or specialty software to network users with the exception of its own personnel, consistent with Attachment J-8.C.3.4.1, "***Information Technology Service Matrix***" and Attachment J-8.C.3.4.2, "***Information Technology System, Application Inventory, & Workload History."*** The end user (Deactivation contractor and other DOE-authorized end users) are responsible for procurement of computers and associated hardware and specialty software for its personnel and

subcontractors. Additionally, the Deactivation contractor shall install any additional data/communication lines and ports necessary to support its own activities if a sufficient number of ports are not available in the work location. If additional facilities are used to house personnel (e.g., trailers, new construction, renovations), the Deactivation contractor is responsible to install data/communication lines.

C.3.4.3.2.5 Work Packages. The Contractor shall interface with other site contractors to maintain compatibility with all Paducah Site services and systems. The Contractor shall review and approve work packages and design/configuration plans for system changes/alterations developed by the other site contractors. The Contractor shall perform needed risk assessments involved in changes/alterations performed by other site contractors, consistent with Section C.3.4.1, Cyber Security.

C.3.4.3.2.6 Network File Storage. The Contractor shall provide and manage network file storage to ensure sufficient capacities are allocated to user organizations. Refer to Attachment J-8.C.3.4.2, "***Information Technology System, Application Inventory, & Workload History.***"

C.3.4.3.2.7 Maintenance and Upgrades. The Contractor shall maintain the Local Area Networks (LANs) and Wireless Local Area Networks (WLANs) as stand-alone systems in accordance with the Original Equipment Manufacturers' technical manuals and specifications, applicable federal, state, and local laws and regulations, and DOE Directives. The Contractor shall provide basic operating software for usage of the LANs and WLANs.

The LANs and WLANs shall be available for use by the Contractor, the Deactivation contractor, and other DOE-authorized end users, including maintaining secure remote access capability for Paducah users. The LANs and WLANs shall be configured to allow separation of multiple users. The LAN and WLAN support includes operation, maintenance, data backups, repairs and upgrades to the LAN and WLAN systems and components as necessary to provide reliable and ongoing connectivity.

The Contractor shall evaluate and recommend to the Government major upgrades required to the LAN and WLAN.

C.3.4.3.2.8 Application Deployment Services. The Contractor shall provide users listed in Attachment J-8.C.3.4.2, "***Information Technology System, Application Inventory, & Workload History***" with enterprise IT application deployment services to ensure applications can be effectively utilized. The Contractor shall support designated application users to ensure deployed enterprise IT applications are usable and technical assistance is provided in a timely manner. The Contractor shall provide technical assistance to designated application users when requested to resolve all network, system, and equipment issues associated with the local utilization of deployed enterprise applications. Technical assistance includes, but is not limited to, adjusting settings and configuration of workstations, verifying database connectivity, and checking connection

and settings of peripheral equipment. The Contractor shall assist users to resolve encountered errors related to user input, data, and execution process, and respond to assistance requests from customers. Network users will be responsible for purchase of local computer hardware.

C.3.4.3.2.9 Outages and Interruptions. The Contractor shall perform maintenance to ensure local systems and applications operate properly and interruptions are minimized. The Contractor shall provide 72 hours advance notice, including estimated downtime, to client organizations prior to performing scheduled system maintenance that would interrupt the availability of systems or applications. Emergency outages shall be coordinated with end users.

C.3.4.3.2.10 Help Desk. The Contractor shall operate a help desk to ensure operational issues of local systems and applications are responded to and properly resolved. The Contractor shall assist individual users to resolve local system and application operational related issues that include, but are not limited to, hardware and software related issues, system connections, and system configurations. The Contractor shall resolve all operational issues in a manner that would cause minimal interruptions to the availability of local systems and applications. The Contractor shall provide a designated phone line to accept assistance requests during normal hours of operation as established in Section F.5, and provide the capability to provide assistance outside of these hours within three hours of being notified.

C.3.4.3.2.11 Portfolio Management Services. The Contractor shall provide application portfolio management services to ensure efficient and appropriate utilization of applications and their licenses. The Contractor shall provide core software to all users consistent with to Attachment J-8.C.3.4.2, "***Information Technology System, Application Inventory, & Workload History.***" The Contractor shall manage application licenses to ensure license reviews are completed in a timely manner and licenses are utilized appropriately. The Contractor shall conduct annual license reviews of all applications' usage and corresponding terms in the licensing agreements to identify license deficiencies and excesses. Licenses procured shall be transferable to DOE or the successor contractor. The Contractor shall report all licensing agreement violations to the Government immediately upon discovery. Refer to Attachment J-8.C.3.4.2, "***Information Technology System, Application Inventory, & Workload History.***"

C.3.4.3.2.12 Service Support. The Contractor shall provide service support including unpacking, installation, testing, removal of personal computers (PCs) and related components; software installation, removal, or upgrades as necessary; ensuring operability between PCs and peripheral devices, the LAN, the WLAN and the Wide Area Network (WAN); and providing personal interface in assessing user needs through personal visits and telephone.

C.3.4.3.2.13 DOE Site Network. The Contractor shall provide all basic support to the DOE site network (which includes the ETS contractor). This basic support includes

unpacking, installation, testing, and removal of PCs, printers, copiers and all associated consumables and related components; wiring; moving; and basic hands-on support. The Contractor shall coordinate this work with the PPPO Federal Help Desk

C.3.4.3.2.14 Remote Systems. The Contractor shall establish and maintain the capability to access and utilize all remote DOE systems or databases in use at the PGDP. Remote DOE systems and databases include: CAIRS; Non-Compliance Tracking System (NTS) database; ORPS; Foreign Access Central Tracking System (FACTS) database; Facilities Information Management System (FIMS); Condition Assessment Information System (CAIS); Federal Telephone System Access; and EM's Integrated Planning, Accountability, and Budget System (IPABS); Automated Transportation Management System (ATMS).

C.3.5 OPERATIONS AND MANAGEMENT OF ASSETS

C.3.5.1 PROPERTY MANAGEMENT SERVICES

C.3.5.1.1 Real Property Services

C.3.5.1.1.1 DOE Support. The Contractor shall provide all requested informational support (see Section J, Attachment J-4, List of Deliverables) to the DOE Certified Realty Specialist in furtherance of site real estate activities. Such support may include due diligence in leasing and disposal, managing real estate processes, property and facility management and space planning.

C.3.5.1.1.2 Relocation Services. The Contractor shall provide intra-site/inter-site office relocation of Paducah Site personnel for DOE and other site contractors (office furnishings and equipment to include but not limited to coordination with site services, e.g., office set-ups, phone, computer, office key, janitorial services, etc.). The Contractor shall relocate (move) 25 personnel annually.

In addition to relocation services, the Contractor shall provide 240 direct labor hours annually for minor and miscellaneous furniture moving and fixture installation, removal or adjustment (e.g., hanging a white board, installing a keyboard tray under a desk, replacing a bookcase or file cabinet). The Contractor shall schedule these activities in accordance with C.3.5.2.2.1 of this Contract.

Relocation Services for the Contractor’s personnel is addressed in C.2.5.1, Real Property Services.

C.3.5.1.1.3 Facilities Information Management System. The Contractor shall be the PGDP’s central coordinating organization for the FIMS. The Contractor shall coordinate with other DOE contractors at the Paducah Site to maintain and input data to the FIMS database in accordance with DOE O 430.1B, *“Real Property Asset Management,”* and annual guidance provided by DOE. The FIMS database currently contains approximately

160 data elements for approximately 900 buildings, trailers, other structures and facilities (OSF's), land and leases.

C.3.5.1.1.4 Ten Year Site Plans (TYSP). The Contractor shall coordinate with all site contractors to prepare the annual PGDP TYSP (see Section J, Attachment J-4, List of Deliverables) in accordance with DOE O 430.1B, *"Real Property Asset Management."* The Contractor shall be responsible for the overall integration and submission of TYSP for all site contractors, to include the Site Sustainability Plan in accordance with DOE O 436.1, *"Departmental Sustainability."*

C.3.5.1.2 Personal Property

The Contractor shall coordinate and provide disposition support for Government owned personal property determined to be excess for all PGDP site contractors and DOE operations in accordance with DOE O 580.1A, *"Department of Energy Personal Property Management Program,"* DOE O 458.1, "*Radiation Protection of the Public and Environment*" and additionally, when applicable, the following will apply:

1) The Contractor shall disposition classified equipment and material in accordance with the requirements of 41 CFR § 109-45.309-52 and DOE O 471.6, *"Information Security."*
2) The Contractor shall identify control and disposition high-risk property in accordance with the DOE Personal Property Letter 970-3, Revision 1, dated February 3, 1998.
3) The Contractor shall disposition nuclear-related or proliferation sensitive property in accordance with the requirements of 41 CFR § 109-45.309-53.

The Contractor shall interface with the Paducah Area Community Reuse Organization (PACRO) to transfer eligible excess personal property per the PACRO/DOE Property Transition Agreement.

C.3.5.1.3 Fleet Management Services

The Contractor shall coordinate with the other site contractors to provide:

1) Site-wide, statistical usage tracking, and reporting on GSA leased vehicles and DOE-owned vehicles/equipment.
2) Pick-up, transportation and return of GSA vehicles to/from a GSA approved vendor for maintenance and repairs.
3) Notification and coordination of required maintenance to GSA vehicle lessee, e.g. other site contractors and DOE.

The current vehicle information is provided in Section J, Attachment J-8.C.3.5.1.3, ***"Fleet Vehicles."***

C.3.5.2 MAINTENANCE MANAGEMENT

C.3.5.2.1 General

The Contractor shall provide all maintenance necessary to ensure safe and cost effective operation of facilities and equipment in order to meet current and future mission requirements utilizing best practices. This section, C.3.5.2 Maintenance Management, is applicable to sections C.3.5.3 through C.3.5.9 in this Contract.

The Contractor shall manage the total work effort associated with the maintenance required for all designated property to meet the performance objectives and standards as described in sections C.3.5.3 through C.3.5.9 in this Contract. Such management shall include planning, scheduling, report preparation, establishing and maintaining records, and quality assurance.

The Contractor shall divide all maintenance efforts into two levels. LEVEL I is Scheduled Maintenance and LEVEL II is Unscheduled Maintenance as described in sections C.3.5.3 through C.3.5.9 in this Contract.

The Contractor shall implement all necessary work control procedures to ensure fully adequate and timely completion of work requirements/maintenance (scheduled or unscheduled). The Contractor shall plan and schedule maintenance to ensure material, labor, and equipment are available to complete requirements within the scheduled durations or for LEVEL II work in accordance with C.3.5.2.3 LEVEL II Maintenance Priority Categories.

C.3.5.2.2 Maintenance Levels

C.3.5.2.2.1 LEVEL I Maintenance or Service. Scheduled Maintenance or Service includes any activity or service that can be planned to include Predictive Maintenance, Preventative Maintenance (PM), Inspections, and Services that can be foreseeably, either routinely or regularly, scheduled or planned as further described in sections C.3.5.3 through C.3.5.9. The Contractor has full responsibility for all LEVEL I maintenance or service costs.

C.3.5.2.2.2 LEVEL II Maintenance or Service. Unscheduled Activity (Maintenance or Service) includes, but is not limited to, any activity or service required that was not scheduled or planned and that cannot foreseeably be scheduled or planned such as corrective maintenance repair, improvement or special events.

The Contractor has full responsibility for any LEVEL II maintenance work up to the limit of liability of 80 direct labor hours or $2,500 in direct material cost per maintenance activity, piece of equipment, or service call. The direct labor hour limit of liability is restricted to the cumulative direct labor hours for craft personnel (e.g., carpenters, electricians, masons, laborers, plumbers, heating ventilation and air conditioning (HVAC) technicians, sheet metal workers, painters) in the performance of work in place. Labor hours attributable to support areas such as administration, supervision, work planning, quality assurance, waste management, oversight, etc., are not included within the direct labor hour limit of liability.

The Contractor shall notify the Government upon identification that the LEVEL II maintenance work will exceed the limit of liability. If a task order is issued for repairs, the Government will only pay for the portion of direct labor hours and/or direct material cost that exceeds the limit of liability.

Multiple repair requirements received for the same trade in the same building or structure at the same time may be combined into one service call for the convenience of the Contractor as long as the limit of liability is not exceeded.

Examples of LEVEL II service work that exceeds the limit of liability:

1) If a service call requires 81 direct labor hours and $2,500 in direct material cost, the Government may issue a task order in accordance with the IDIQ portion of the contract for the one direct labor hour that exceeds the limit of liability.

2) If a service call requires 80 direct labor hours and $2,600 in direct material cost, the Government may issue a task order in accordance with the IDIQ portion of the contract for the $100 in direct material cost that exceeds the limit of liability.

3) If a service call requires 81 direct labor hours and $2,600 in direct material cost, the Government may issue a task order in accordance with the IDIQ portion of the contract for the one direct labor hour and $100 in direct material cost that exceeds the limit of liability.

An estimated workload for LEVEL II Service Orders is provided in Section J, Attachment J-8.C.3.5.2.2.2, ***"Estimated Annual Level II Service Order(s)."***

C.3.5.2.3 LEVEL II Maintenance Priority Categories

The Contractor shall utilize the following maintenance categories to classify all LEVEL II maintenance as applicable. The Contractor shall respond to work site time requirements and limitation of maintenance expenditures as required by the applicable priority category for each LEVEL II maintenance activity.

All work over the LEVEL II limit of liability, except for emergency work, must be approved in writing by the Government prior to performance. Any work that is performed by the Contractor without such authority will be at the Contractor's own risk.

For any emergency work which the Contractor expects to exceed the limit of liability, the Contractor shall notify the Government and obtain approval prior to exceeding the limit of liability or, if impractical, at the earliest possible time, not to exceed one (1) business day from the commencement of work. Failure to adhere to the aforementioned may preclude the Contractor from receiving an equitable adjustment in the contract price for emergency work performed in excess of the limit of liability.

C.3.5.2.3.1 Priority 1 – Emergency. Maintenance required to correct a failure or to arrest any condition which constitutes, or can foreseeably constitute an **immediate** danger to personnel, threaten to damage property, or threaten to disrupt PGDP operations (including security). Priority 1 – Emergency maintenance takes priority over all other work.

The Contractor shall respond within 30 minutes of receipt of notification if during hours of operation or one (1) hour of receipt of notification outside hours of operation, to include weekends and holidays. The Contractor shall continue to work without interruption until the situation is corrected, or the emergent condition is arrested and the maintenance can be reclassified as either urgent or routine, as appropriate, and the corresponding completion time applied. Follow up maintenance shall be considered part of the original service call.

C.3.5.2.3.2 Priority 2 – Urgent. Maintenance required to correct failures which do not immediately threaten personnel, property, or activity missions; but which would soon inconvenience and/or affect the health or well-being of personnel, lead to property damage, or lead to disruptions in operations.

The Contractor shall respond within one (1) hour of receipt of notification if during hours of operation or two (2) hours of receipt of notification outside hours of operation, to include weekends and holidays. The Contractor shall continue to work without interruption until the situation is stabilized, or the urgent condition is arrested and the maintenance can be reclassified as routine, and the corresponding completion time applied. Follow up maintenance shall be considered part of the original service call.

C.3.5.2.3.3 Priority 3 – Routine. Maintenance required correcting failures which cannot be classified as Priority 1 or Priority 2 shall default to Priority 3.

The Contractor shall respond within four (4) business hours of receipt of notification.

C.3.5.2.4 Computerized Maintenance Management System

The Contractor shall fully utilize the computer software program MAXIMO as their CMMS. The Contractor shall operate and maintain the CMMS. The Contractor shall provide full access to the CMMS by the Government to include any licensing requirements. The Contractor shall utilize the CMMS to track all maintenance/services, as either LEVEL I or LEVEL II maintenance category, as appropriate in accordance with the requirements as described throughout section C.3.5. All information entered into the CMMS is considered as government owned for its present and future use and does not contain any limitations on its use.

The Government will define CMMS data element entry requirements within this Contract and revise CMMS data element entry requirements as necessary during Contract performance. The Contractor shall continue to deliver CMMS data element requirements

and any future revisions of CMMS data element requirements at no additional cost to the Government.

C.3.5.2.4.1 Scheduled Maintenance. The Contractor shall utilize the CMMS to schedule and track all LEVEL I maintenance to include all activities required to comply with the Contractor's Preventative Maintenance (PM) program. The following information shall be captured for all LEVEL I maintenance in the CMMS upon determination of schedule for PM activities and within 14 days prior to scheduled date for non PM activities. The Contractor shall ensure all PM maintenance requirement dates are in accordance with the PM program.

1) Date of scheduled activity
2) Facility identification
3) Office/Room number of maintenance, if applicable
4) Equipment ID number, if applicable
5) Description of the maintenance required
6) Maintenance Level
7) Labor category
8) Scheduled work hour cost
9) Scheduled material cost

C.3.5.2.4.2 Maintenance Request Reception and Processing. The Contractor shall receive, categorize, prioritize, correspond, and respond to requests for service during normal hours of operation as established in Section F.5, Normal Hours of Operation. The Contractor shall receive, categorize, prioritize, correspond, and respond to service orders after hours. The Contractor shall ensure facility occupants and facility managers of assigned facilities are notified of procedures implemented to notify the Contractor of maintenance service requests.

Service orders for non-emergency work will be accepted only from the facility managers designated by the Government.

The Contractor shall develop and implement procedures to ensure no less than the following information is captured in the CMMS for each service order received at the time the service order is requested:

1) Date/time the call or service order was received
2) Name, organization and telephone number of requester
3) Location of service work requirement/facility identification
4) Equipment ID number, if applicable
5) Description of the issue or service requested
6) Maintenance Level (LEVEL I or LEVEL II)
7) Priority (Emergency, Urgent, Routine), if LEVEL II
8) Date/time Contractor responded on-site
9) Labor category anticipated

10) Scheduled/anticipated work hour cost
11) Scheduled/anticipated material cost

The status of all assigned and completed service orders shall be made available to the Government upon request (see Section J, Attachment J-4, List of Deliverables).

C.3.5.2.4.3 Completed Maintenance. Within one (1) working day after completion of each activity or service, the Contractor shall add the following information to the work authorization form and return to the Contractor work reception center for CMMS entry and activity closeout:

1) Facility identification number
2) Asset/Component Identification Number
3) Description of work actually completed
4) Brief description of material and parts used, including quantities and direct cost
5) Date and time work began
6) Date and time work was completed
7) Operational checks performed
8) Hours of direct labor (by craft) expended
9) Signature or initials of the Contractor's craftsman performing the work (or supervisor), indicating that the work has been completed
10) Updated drawings attached, linked or referenced (see Section C.3.5.2.4.5)

C.3.5.2.4.4 Call Backs/Rework. The Contractor shall rework all maintenance and repairs completed by the Contractor and found to be unacceptable by the Government within two (2) business days after notification (either verbal or written) by the Government. This rework shall be at no additional cost to the Government. The Contractor shall process the rework in the CMMS as LEVEL I maintenance activity and clearly label the rework as *"CALL BACK"* in both the CMMS and the weekly maintenance report (C.3.5.2.5) and reference original CMMS maintenance entry, utilizing original information (e.g., date and time original work began).

C.3.5.2.4.5 Configuration Management. The Contractor shall redline and update installation drawings and 'as-built' drawings to reflect any changes that result from work performed by the Contractor. Markups of drawings shall be performed within fifteen (15) business days after completion of the work that resulted in the change to the drawing(s). A record of all changes/additions to assigned buildings, structures, and related equipment and systems made by the Contractor shall be provided to records management within 30 calendar days of the completed work. The Contractor shall attach, link or reference the installation drawings and 'as-built' drawings in the CMMS for future reference.

C.3.5.2.5 Reporting and Status Inquiry

The Contractor shall provide the Government a weekly maintenance report detailing all scheduled maintenance activity as described in Section C.3.5 of this Contract (see Section J,

Attachment J-4, List of Deliverables). This weekly maintenance report may be made by automated reports generated by the CMMS. The weekly maintenance report shall contain the following:

1) All LEVEL II maintenance activities accomplished from the time of the prior weekly maintenance report to include current status and corrective action, as applicable.
2) All approved LEVEL II maintenance activities to be performed in the following week.
3) All LEVEL I maintenance activities to be performed in the following week.
4) Any missed or delinquent services from the prior week, e.g. preventative maintenance missed, janitorial/custodial cleaning missed, as well as any known deviations to occur in the coming week.

A status report of any item of work (see Section J, Attachment J-4, List of Deliverables), to include all work that has been completed, shall be provided within two hours during normal hours of operation as established in Section F.5, or by 8:00 AM the following work day for inquiries after regular working hours. This update may be made by automated reports generated by the CMMS.

C.3.5.3 MAINTENANCE OF BUILDINGS, STRUCTURES, INSTALLED EQUIPMENT, AND FURNISHINGS

The Contractor shall perform maintenance, repair, replacement, and minor improvements of buildings and structures, related systems, equipment and furnishings in accordance with Contract requirements and applicable DOE Directives for assigned facilities in Section J, Attachment J-8.C.3.0, ***"Listing of Facilities Responsibility Matrix"*** for surveillance and maintenance requirements. This attachment is supplemented by Attachment J-8.C.3.5.3a, ***"Characteristics for Facilities for Surveillance and Maintenance, Others"*** and Attachment J-8.C.3.5.3b, "***Characteristics for Facilities for Surveillance and Maintenance, Assigned.***" Attachment J-8.C.3.5.3a provides building characteristics of facilities occupied by DOE and other site contractors. Attachment J-8.C.3.5.3b lists building characteristics of Government Furnished Facilities for use by the Contractor in performance of this Contract.

The work within this section includes LEVEL I and LEVEL II maintenance as described herein for assigned facilities occupied by others and the Government Furnished Facilities.

A listing of requirements is provided in Attachment J-8.C.3.5.3c, ***"Maintenance Requirements for Buildings, Structures, Installed Equipment, System(s) and Components"*** for planning, scheduling and conducting work under this Contract. This listing shall be applied using a graded approach to maintenance and repair.

C.3.5.3.1 General

The Contractor shall utilize a graded approach to these activities with the Contractor applying the concepts of LEVEL I and LEVEL II work as designated in C.3.5.2.2, Maintenance Levels. Buildings and structures, related systems, or equipment replaced during

the life of this Contract become the responsibility of the Contractor to maintain in the installed condition.

The Contractor shall provide new or factory reconditioned parts and components when providing maintenance, repair, and minor improvements as described herein. All replacement units, parts, components and materials to be used in the maintenance, repair, and minor construction of facilities and equipment shall be compatible with that existing equipment on which it is to be used; shall be of equal or better quality than original equipment specifications; shall comply with applicable Government, commercial, or industrial standards. The Contractor may utilize standards adopted by DOE Technical Standards Program as indicated in Section J, Attachment J-8.C.3.5.3.1, "***DOE Technical Standards Program, Appendix B, Non-Government Standards Adopted by DOE"*** or State or local codes, as applicable.

The Contractor shall schedule and perform work so as not to cause interference with normal business operations. In those cases where some interference is unavoidable, the Contractor shall make every effort to minimize the impact of the interference. The Contractor shall notify the building occupants in writing at least two (2) business days in advance of any work to be performed in a facility that will tend to disrupt the conduct of normal business activities. Notification shall include the type of work to be done and the estimated completion date. If the Government determines that scheduled work will result in an unacceptable disruption to normal business operations, the Contractor shall reschedule the work.

When the Contractor completes work on a facility, system, or piece of equipment, that facility, system, or equipment shall be free of missing components or defects which would prevent it from functioning as originally intended and/or designed. Corrective or repair/replacement work shall include operational checks and cleanup of the job site.

C.3.5.3.2 LEVEL I Maintenance for Facilities (Preventative and Scheduled Maintenance/Activities for Facilities)

C.3.5.3.2.1 Preventative Maintenance Program Development. The Contractor shall develop a comprehensive PM program (see Section J, Attachment J-4, List of Deliverables) for assigned buildings, structures, and installed equipment. The PM program shall be developed from applicable original equipment manufacturer manuals, inspection checklists, manufacturer's standards, industry standards, and commercial guides, as applicable. The Contractor shall identify and/or develop maintenance standards and procedures for each building and subsystem, structures, and installed equipment to their individual component level. The maintenance standards and procedures shall be readily accessible to the Government in the CMMS.

For each facility, the Contractor shall address all installed equipment (e.g., HVAC, electrical equipment, fixtures, etc.) and building systems (e.g., roofing systems; structural components; interior walls, ceilings, and trim; interior and exterior doors; windows and

screens; stairs and stairwells; cabinets and countertops; interior accessories; flooring and floor covering; exterior walls; exterior trim gutters and downspouts; exterior concrete and masonry structures; exterior accessories; overhead or rolling doors; signage; refrigeration equipment; plumbing systems; electrical material and equipment; elevators; etc.)

C.3.5.3.2.2 Preventative Maintenance Program Implementation. The Contractor shall implement the comprehensive PM program developed in C.3.5.3.2.1 in compliance with the requirements of C.3.5.2

C.3.5.3.2.3 Heating, Ventilation and Air Conditioning Systems. The Contractor shall operate and maintain HVAC systems for assigned facilities. The term HVAC system as used in this document means any installed equipment designed for the sole purpose of conditioning the air in an enclosed space. It may be for heating, cooling or both. The Contractor shall perform specific inspections, procedures, and preservation required by the manufacturer; verify all systems and components are operating as designed; and identify needed repairs that may be accomplished immediately and during the off-season.

This scheduled work includes the maintenance, minor repair, and installation of all components, devices, equipment and associated systems, compressors, blowers, motors, drive assemblies, fans, service valves, dampers, condensers, cooling coils, piping, pumps, purge units, control systems and wiring, duct work, burner assemblies, combustion chambers, thermostats and temperature controls, registers, condensate and drip pans and drains, grills, evaporators, air filters, heat/air conditioning units, and all other items of equipment essential to the proper operation of equipment and systems in accordance with the manufacturer's manuals. See Attachment J-8.C.3.5.3.2.3, "***HVAC Systems by Facility/Location***" for further equipment details.

C.3.5.3.2.4 Fuel Dispensing Station. The Contractor shall operate, inspect and maintain the fueling facility on site. The provision for providing fuel for DOE and other site contractors, along with the reimbursement for fuel charges is covered in C.3.10. The maintenance activities shall include, as a minimum: calibration of bulk fuel tanks, valve lubrication, cleaning of vents and strainers, replacement of hoses on pumps (if required), adjustment of mixing temperature control valves, and all other maintenance required to keep the fueling station in a safe operating condition in accordance with Federal and State requirements. See Attachment J-8.C.3.5.3.2.4, "***Fuel Dispensing Station Description***" for equipment details on this station.

C.3.5.3.2.5 Overhead and Rolling Doors. The Contractor shall operate, inspect, and maintain overhead and rolling doors of assigned facilities. The Contractor shall inspect railings for alignment; replace rusted or corroded areas; properly lubricate all bearings, rollers, gears, and pulleys; ensure all hangers, bolts, springs, and pins are free of rust and corrosion and appropriately lubricated; and ensure cables and fusible links are properly installed and free from corrosion and rust. See Attachment J-8.C.3.5.3.2.5, "***Overhead/Rolling Doors by Facility***" for further equipment details.

C.3.5.3.2.6 Elevators (Vertical Transport Equipment). The Contractor shall perform all maintenance, inspection, testing, and component replacement of equipment per the manufacturer's original specifications to keep elevators in a safe operating condition. The Contractor shall perform service call work as necessary to determine the reason for system and equipment malfunctions, eliminate the cause(s), and restore the system or equipment to satisfactory working condition. The Contractor shall ensure that equipment areas/rooms are clean; the car meets the manufacturer's rated speed; car movement is smooth with no unusual or objectionable noise or vibration; the car stops level with all floors/landings; all doors and safety edges operate at rated speeds per original equipment specifications; normal and emergency operating controls, lights and indicator lamps, and safety systems and mechanisms are operational; and all cables remain within allowable limits of wear and are acceptably lubricated. See Attachment J-8.C.3.5.3.2.6, "***Elevators***" for further equipment details.

C.3.5.3.2.7 Refrigeration Equipment. The Contractor shall maintain refrigeration equipment in an operable condition. Refrigeration systems are reach-in type residential, walk-in commercial refrigerators, and electric water coolers.

C.3.5.3.2.8 Re-Lamping. The Contractor is responsible for re-lamping lighting fixtures. The Contractor shall periodically inspect each building included in this Contract and systematically replace burned out and/or blinking bulbs.

C.3.5.3.2.9 Architectural and Traffic Signage. The Contractor shall perform replacement and sign fabrication tasks necessary for maintenance, repair, replacement, and alterations of interior and exterior signs for buildings, structures, facilities, and road signs for facilities that they have operational or surveillance and maintenance responsibility for. All signage tasks shall be performed in accordance with Local, State, and Federal Department of Transportation traffic sign directives and regulations. Existing signs will be repaired or replaced when damaged, faded, outdated, or otherwise illegible.

The Contractor shall fabricate and install approximately 20 new signs per year. Signs fabricated and installed with the Contractor's name, personnel names (for offices), and other identifying features shall not be covered under Section 3.0 of this Contract.

C.3.5.3.2.10 Security Fences and Wire Cages. The Contractor shall provide maintenance and repair of security fences and gates to ensure all exterior and interior fences are kept in good repair, and unauthorized entry is prevented. All gates shall be maintained secure, and all hinges and locking devices kept in good working order. Repairs required include, but are not limited to, the following: repairing holes in chain link fence and wire cages, stringing of barbed wire on top of fence, replacing or resetting of fence support stanchions, replacing or repairing hinges, gate rollers and locking devices, electric gate operators control mechanisms, gate alignment/adjustment or winch repair/replacement (in regard to the aircraft cables), and removal of rust and the painting

of fences. See Attachment J-8.C.3.5.3.2.10, "***Security Fences and Wire Cages Listing/Description"*** for additional information.

C.3.5.3.2.11 Warranty Maintenance. The Contractor shall exercise manufacturers' commercial warranties on Government equipment on the Government's behalf. The Contractor shall report any difficulty in exercising manufacturers' warranties to the Government and request assistance as necessary. It is the Contractor's responsibility to correct equipment deficiencies, regardless of the manufacturers' actions. If the manufacturer fails to honor the warranty, it shall not relieve the Contractor of this responsibility.

C.3.5.3.2.11.1 Invalid Warranties. The Contractor is responsible for invalid warranties due to poor workmanship or by not following manufacturers' installation or operating instructions. Replacements and repairs will be at the Contractor's expense.

C.3.5.3.2.11.2 Warranty Monitoring. The Contractor shall develop and maintain information within the CMMS on warranties for equipment and facilities pertaining to the Contract within 90 calendar days following the NTP and throughout the Contract term.

C.3.5.3.3 LEVEL II Maintenance for Facilities. The Contractor shall perform LEVEL II Service Order work as defined in Section C.3.5.2, Maintenance Management and in accordance with standards established in this Contract in performing corrective maintenance and repair to buildings, structures, installed equipment systems and system components. LEVEL II Service Order work shall be performed for all assigned real property assets, to include assets that are not required to be in the PM program. All requirements, standards, and controls under this Contract applicable to PM LEVEL I maintenance remain applicable to LEVEL II Service Order work unless waived by the Government.

The Contractor shall perform unscheduled maintenance, repair, or modification of all elements related to assigned buildings, facilities or structural components or systems. The Contractor shall troubleshoot, test, diagnose, disassemble, fabricate, and repair or replace elements or sub-elements; repair, reassemble, and quality test to ensure proper functioning in accordance with the manufacturer's installation instructions, standard work practices and/or national codes (the more stringent requirement shall govern); and interpret manuals, blueprints, sketches, schematics, and specifications for all work.

C.3.5.4 CUSTODIAL MAINTENANCE AND SANITARY WASTE DISPOSITION

C.3.5.4.1 General

The Contractor shall provide custodial maintenance so the facilities are clean, sanitary, and sightly.

C.3.5.4.2 Materials

The Contractor's cleaning techniques and products shall protect the integrity of both the surfaces and the finishes that are receiving cleaning services. The Contractor shall purchase and use cleaning products containing recovered materials that are EPA-designated items to the greatest extent practicable or when not practicable, the Contractor shall purchase and use cleaning products that have a lesser or reduced negative effect on human health and the environment when compared with competing products that serve the same purpose.

The Contractor shall post warning signs and barricades in areas of floor care operations, as appropriate, to ensure personnel safety.

The Contractor's cleaning techniques for biological material to include excrement and vomit shall be in compliance with Center of Disease Control protocols, and approved Federal, State and local regulations as implemented through the Contractor's WSHP.

C.3.5.4.3 LEVEL I Maintenance, Scheduled Cleaning Services
The Contractor shall develop, implement and provide to the Government a space cleaning plan (see Section J, Attachment J-4, List of Deliverables), which incorporates:

1) Facilities indicated in Attachment J-8.C.3.0, **"*Listing of Facilities Responsibility Matrix,*"**
2) Service level required in Attachment J-8.C.3.5.4a, **"*Listing of Facilities and Service Level,*"** and
3) Frequency shown in Attachment J-8.C.3.5.4b, **"*Service Level Frequency Description.*"**

The space cleaning plan shall be provided to the Government for approval within 60 calendar days of the NTP, and when any changes or updates are made.

The Contractor shall perform space cleaning services to the standards described herein according to the space cleaning services schedule. The Contractor shall only report deviations from the space cleaning plan into the weekly maintenance report (see Section C.3.5.2.5).

C.3.5.4.3.1 Space Cleaning. The Contractor shall clean offices, conference rooms, breakrooms, kitchen areas, restrooms, file rooms, closets, entry areas, curtilage, hallways, steps and stairs, entrances, sidewalks, landings, balconies, ledges, smoking areas and sheltered areas/gazebos adjacent to buildings or facilities. The Contractor shall ensure the spaces are clean, sanitary and sightly. Furniture and other items moved while performing basic services shall be returned to their original positions.

1) Waste Containers. All waste containers shall be emptied and plastic liners shall be placed into waste containers. Any plastic liner with food wastes or that is soiled or leaking shall be replaced with a new plastic liner. Waste containers shall be washed as needed inside and outside using a disinfectant and shall be free of odors. After washing, containers shall be wiped dry and new plastic liners

installed. Boxes, cans, bottles, and other items placed adjacent to waste containers and marked "TRASH" shall also be removed and disposed of. All waste collected shall be disposed of in the nearest outside trash collection point. Waste that falls on the floor and outside grounds during the waste removal process shall be picked up and disposed of by the Contractor.

2) High Area Cleaning. The Contractor shall provide high area cleaning services to ensure surface areas are clean. Surfaces between 7 feet and 14 feet shall be cleaned free of dirt, dust, and cobwebs. Where glass is present, both sides shall be clean and free of streaks. This includes all walls and ceiling areas and anything affixed to, or included in, these surfaces. This does not include removal of vents, tiles, or fixtures.

3) Low Area Cleaning. The Contractor shall provide low area cleaning services to ensure surface areas are clean. Low area cleaning includes all furniture and fixtures (e.g., partitions, radiators, equipment, hand railings in stairways, grills, ledges, sills, walls, baseboards, doors, glass in partitions and doors, light fixtures, miscellaneous hardware and bright metal work) to a maximum height of 7'-0" above floor level.

4) Door Tracks. Tracks shall be clean and free of dirt, debris, built up grime, dust, smudges, and other extraneous matter.

5) Interior Window and Glass Cleaning. The Contractor shall clean window and glass surfaces and adjacent areas to ensure that surfaces are clean.

6) Window Treatments. The Contractor shall clean window treatments to include blinds, draperies, curtains, shades, and all other accessories and appurtenances to ensure that surfaces are clean. All treatments and coverings, cord tapes, and valances shall be clean and free of dust and spots. Blinds and coverings that are not operating properly shall be reported for repair.

C.3.5.4.3.2 Floor Care. Floor care shall consist of the following services:

1) General Requirements:

   a) The Contractor shall move non-permanent rugs and other floor coverings prior to floor care services. The Contractor shall return furniture, rugs, floor coverings, and other items moved during services to their original positions.

   b) Mops and cleaning rags shall be cleaned and sanitized before and after a day of use. Mops and cleaning rags used in restrooms shall not be used to clean any other areas.

c) The Contractor shall ensure that all bare floors, base moldings, and grout are clean and free of debris including dirt, water streaks, mop marks, string, gum, tar, and any other foreign matter.

d) The Contractor shall ensure that any cleaning of flooring that may contain Asbestos Containing Building Material (ACBM), such as vinyl asbestos tile (VAT), shall comply with the Contractor's WSHP.

e) The Contractor shall ensure that damp mopping is the only method of wet cleaning for floors containing asphalt material.

2) Sweeping/ Dust Mopping. The Contractor shall sweep/dust mop uncarpeted floors including stairwells and elevators to ensure floors are clean.

3) Carpets and Rugs:

a) Vacuuming. The Contractor shall vacuum carpets and rugs to remove loose dirt, dust, and debris ensuring they are clean.

b) Deep Cleaning (Shampooing). The Contractor shall ensure that all carpets are vacuumed and free of all loose soil and/or any debris prior to shampooing carpets. The Contractor shall use shampooing with water extraction, chemical extraction, steam cleaning, and/or other similar deep cleaning processes or an equivalent method that properly cleans carpets and rugs, rendering them free of any streaks, spots, and/or stains. Once cleaned, carpets and rugs should have a uniform appearance. After drying, the Contractor shall return all furniture, or other equipment that was moved to the original position.

4) Walk-off Mats. The Contractor shall provide and service the walk-off mats and clean surfaces below the mats.

5) Damp Mop. The Contractor shall damp mop uncarpeted floors, including stairwells and elevators to ensure that they are clean.

6) Wet Mop. The Contractor shall ensure wet mopped floors are cleaned using disinfectant cleaner(s) with additional scrubbing, if necessary. Surfaces, baseboards, and corners shall be clean and dry. Walls, baseboards, and other surfaces shall be free of splashing and markings from the equipment. There shall be no visible buildup of finish in corners or crevices.

7) Waxing and Buffing:

a) Spray Cleaning and Buffing. Prior to spray cleaning and buffing, floors shall be damp mopped as specified above. Floors shall be spray cleaned and buffed to remove traffic marks, heavy soil, etc. The Contractor shall use a blend of

detergents and polymers to emulsify surface soil and repair traffic areas. If buffing produces loose residue, it shall be removed in a manner that will leave the floor clean without destroying the high gloss produced by buffing. When cleaning and buffing is completed, the floor shall have a uniform, high-gloss finish from wall to wall, including corners, free of scuff and heel marks.

b) Waxing and Buffing. In the event spray cleaning and buffing is not sufficient to maintain a uniform, high-gloss finish, floors shall be completely waxed and buffed using a liquid wax system containing not less than 18% solids. Floors shall be damp mopped as specified above immediately prior to application of wax. Floors shall be buffed, if required, to a uniform gloss finish free from dirt, traffic marks, and stains.

c) Stripping, Waxing and Buffing. In the event spray cleaning and buffing is not sufficient to maintain a uniform, high-gloss finish, floors shall be completely stripped, waxed and buffed using a liquid wax system containing not less than 18% solids. Floors shall be buffed to a uniform gloss finish free from dirt, traffic marks, and stains.

C.3.5.4.3.3 Breakroom Areas. The Contractor shall service all breakrooms to ensure they are clean, sanitary, sightly and stocked with sufficient supplies, such as soap, paper towels, and similar items. The Contractor shall clean, disinfect and sanitize all fixtures and surfaces to include sinks, drinking fountains, washbasins, coffee areas, and similar fixtures, and ensure that no dust, spots, soiled substances, discoloration, mold, build-up, or excess moisture is present in these areas. The Contractor shall ensure that cleaning equipment used to clean water closets, urinals, floors and walls are not used to clean/disinfect sinks, countertops, or drinking fountains.

C.3.5.4.3.4 Restroom Services. The following work requirements shall be performed each time restroom services are performed:

1) Cleaning. Restroom fixtures, including water closets, urinals, lavatories, and sinks shall be washed inside and outside using a disinfectant, and shall be free of stains and odors. The Contractor shall ensure that cleaning equipment used to clean water closets, urinals, floors and walls are not used to clean/disinfect sinks, countertops, or drinking fountains. Stains shall be removed from all urinals and water closets. Brushes, sponges, and cloths that have been used to clean any other part of the restroom (including water closets, urinals, walls, floors, and partitions) shall not be used to clean lavatories or sinks. Floors shall be swept/dust mopped free of dirt, then mopped with a disinfectant. Floor drains shall be cleaned and flushed with a disinfectant. Wainscoting, partitions, walls, and doors shall be cleaned free of dirt, stains, and graffiti. Mirrors shall be cleaned and polished. All metal fixtures and hardware shall be wiped, cleaned and free of streaks. Waste containers shall be emptied, disinfected, and plastic liners replaced. The

Contractor shall clean and disinfect shower stall rooms and locker/dressing rooms as part of the restroom.

2) Servicing/Inspecting/Stocking. Servicing restrooms shall include inspecting, cleaning, and replenishing supply dispensers. Restroom supplies include paper towels, toilet tissue, toilet seat protectors, air fresheners and soap. The Contractor shall stock restrooms with sufficient supplies to ensure they will last until the next scheduled service. If dispensers become empty before the next scheduled servicing, the Contractor shall replenish them upon notification.

C.3.5.4.3.5 Collection and Disposition of Waste. The Contractor shall be responsible for pickup and disposition of sanitary waste, including disposition of sanitary waste in up to ten (10) dumpsters at or around the PGDP.

The Contractor shall separately collect and manage recyclable and consumer hazardous waste generated by the Contractor from other waste streams in accordance with the waste minimization program per C.2.2.3 and C.2.2.10.

C.3.5.4.4 LEVEL II Maintenance, Un-Scheduled Cleaning Services
Upon notification through the issuance of a LEVEL II Maintenance request, the Contractor shall respond and perform in accordance with Section 3.5.2, Maintenance Management.

C.3.5.5 GROUNDS MAINTENANCE

C.3.5.5.1 General
The Contractor shall perform grounds maintenance, including grass cutting, edging, grass trimming, fertilizing, policing grounds, removing leaves, inspecting, and performing minor repairs. Activities within this Section are organized as LEVEL I Scheduled/Preventative Maintenance and LEVEL II Service Order Maintenance. Activities that exceed the LEVEL II Service Order limit of liability may be addressed through Section 5.0 IDIQ.

C.3.5.5.2 Assets
The Government owns a total of 3,556 acres at the PGDP. The Government has restricted access to 748 acres within the fenced Limited Security area and approximately 822 acres of uninhabited buffer zone surrounding the PGDP. The remainder is leased by the Commonwealth of Kentucky. Attachment J-8.C.3.5.5a, "***Mowing Zone Map***" is a reference for this section.

C.3.5.5.3 Requirements for all Zones/Areas
The following requirements are applicable to services performed in all Zones or Areas.

C.3.5.5.3.1 Debris Removal. The Contractor shall remove any trash, paper, or other debris prior to mowing/cutting that detracts from the finished appearance of the area or present a safety hazard. Such debris includes but is not limited to: paper, cigarette butts, cans, bottles, limbs, leaves, fallen trees, and other objects within the maintenance

area, and shall include debris lodged in shrubs, hedges, fences, and along foundations and other walls or structures.

C.3.5.5.3.2 Trimming. The Contractor shall trim grass/vegetation around utilities, fences, utility poles, lightning protection poles, guy wires, sign posts, fire hydrants, buildings, electrical structures, plastic and concrete jersey barriers, and parking lot bumpers. The grass/vegetation shall be cut and maintained at a height consistent with the adjacent grass, or if standing alone, cut to a maximum six inches (6") height and to a radius of three feet (3') around.

C.3.5.5.3.3 Deep Ditches. The Contractor shall control the height of vegetation to less than thirty-six (36") inches in deep ditches where water regularly accumulates and it is impractical to enter with mowers on a regular basis even during dry weather.

C.3.5.5.3.4 Clippings Removal. The Contractor shall remove or blow off grass clippings and leaves (not trash) deposited by the mowing operation from sidewalks, concrete porches, building aprons, streets, etc.

C.3.5.5.3.5 Coordination. The Contractor shall coordinate with the other site contractors prior to the performance of work activities that might impact their operations.

C.3.5.5.3.6 Scalping. The Contractor shall prevent scalping, uneven mowing, or rutting by the equipment and shall take care not to damage trees and shrubs.

C.3.5.5.4 Mowing Schedule
The Contractor shall submit a Mowing Plan (to include a Mowing Map and Annual Mowing Schedule) (see Section J, Attachment J-4, List of Deliverables) for review and approval by DOE within 60 calendar days of the NTP and annually thereafter.

The mowing schedule shall be broken down by month and week when each area will be mowed.

C.3.5.5.5 LEVEL I Scheduled/Preventative Maintenance Grounds Services
The Contractor shall perform LEVEL I Scheduled/Preventative Maintenance Grounds Services as follows:

C.3.5.5.5.1 Damage. The Contractor shall notify and provide a condition report to the Government of any existing damages to PGDP facility assets prior to the Contractor commencing work. Damage caused by the Contractor to PGDP facility assets (i.e., utility poles, signposts, power outlets, telephone pedestals, fire hydrants, grounding system wires, wire molding and ground rods, and guy wires) shall be reported within one (1) working day of the incident. All repairs/replacements of Contractor damage to PGDP facility assets shall be at the Contractor's expense.

C.3.5.5.5.2 Mowing/Vegetation Control. Mowing Frequency/Specific Requirements by zone are as follows:

1) ZONE I – This designation provides the service level for vegetation control and grounds maintenance to areas that are adjacent to highly utilized facilities as related to administrative buildings/parking areas etc. These areas contain landscaping, ornamental trees shrubs, beds and other landscaping features and as such are provided the highest level of maintenance. The grass/vegetation within this zone shall be maintained to a height of six (6") inches or less.

2) ZONE II – This designation provides the service level for vegetation control for semi-improved grounds (e.g., adjacent to surfaced roads, unpaved roads). The vegetation/grass within this zone shall be maintained to a height of twelve (12") inches for non-radiological areas, or a height of thirty-six (36") inches or less for radiological areas.

3) ZONE III - This designation provides the service level for vegetation control for semi-improved grounds (e.g., fields, open areas). The Contractor shall mow the vegetation/grass at a frequency of no less than every 30 calendar days to maintain vegetation/grass at a height of eighteen (18") inches or less. The vegetation within this zone shall be maintained to a height of thirty-six (36") inches or less for any radiological areas.

4) ZONE IV – This designation provides the service level for vegetation control to Regulated Engineered Facilities that are in accordance with the standards established within enforceable regulatory agreements between the Government and the Commonwealth of Kentucky. These are also known as specific Solid Waste Management Units (SWMU) mowing. There are eight SWMU's at the PGDP that are Regulated Engineered Facilities as detailed below:

SWMU	Facility ID	Unit of Measure	Quantity
2	C-749 Uranium Burial Ground	sq. ft.	32,000
3	C-404 Low Level Radioactive Waste Burial Ground	sq. ft.	286,700
4	C-747 Contaminated Burial Ground	sq. ft.	197,400
5	C-746-F Burial Ground	sq. ft.	13,500
6	C-747-B Burial Ground	sq. ft.	240,900
7	C-747-A Burial Ground	sq. ft.	294,000
30	C-747-A Burn Area	sq. ft.	128,000
145	Residential/Inert Landfill Borrow Area	Acre	44

a) These following SWMU's have caps listed as Mowing Remedial Action areas in agreements with the Commonwealth of Kentucky that require maintenance and mowing:

   1) The burial grounds (SWMU 2, 4, 5, 6, and 7), burn area (SWMU 30), and residential/inert landfill borrow area (SWMU 145), have a soil cover (versus a cap).
   2) SWMU 3 (C-404 - Resource Conservation and Recovery Act (RCRA) landfill) has a Subtitle C RCRA cap, and is approximately 1.2 acres in area.

b) The Contractor shall mow the vegetation/grass at a frequency of no less than every 30 calendar days to maintain vegetation/grass at a height of eighteen (18") inches or less.

5) Zone V – This designation provides the service level for vegetation control to the areas: Number 4 Lagoon; Scrap Yard Sedimentation Basin; Soil Borrow Stockpile; Pump and Treat Decon Pad; and Firing Range. This Zone shall be mowed on a biannual basis to prevent woody growth.

6) Zone VI– This designation provides the service level of vegetation control to generally unimproved grounds where control of undergrowth is desired. This Zone shall be mowed on an annual basis to prevent woody growth.

7) Zone VII– This designation provides the service level for vegetation control to the chain link fences:

   a) Perimeter fence enclosing the PGDP Limited Area (LA) that is approximately 26,000 feet (4.9 miles) in length, along with concrete barricades, interlaced with aircraft cable, that are placed alongside this entire length.
   b) C-755 that is approximately 2,300 feet in length.
   c) C-611 that is approximately 3,500 feet in length.
   d) C-764 that is approximately 1,000 feet in length.
   e) DUF6 that is approximately 2,000 feet in length.
   f) South Cylinder Yards that is approximately 5,100 feet in length.

   <u>Service Level for Zone VII.a.</u> The Contractor shall mow along the entire Limited Area fence from the outside edge of the Patrol Roads to the interior concrete barricades. The Contractor shall maintain the grass/vegetation on the outside of the fence to a height of twelve (12") inches or less to create a clearance of approximately fifty (50') feet from the exterior of the fence to the surrounding tree line, subject to the limitations of the terrain.

   The Contractor shall utilize herbicide, or other means, as approved by the

Government, to control vegetation between each concrete barricade and between the barricades and the fence.

Service Level for Zone VII.b. – f. The Contractor shall control the vegetation to a distance of twenty (20') feet either side of the fence to a height of twelve (12") inches or less.

C.3.5.5.5.3 Scheduled Service for Air Monitors. The Contractor shall maintain a mowed, debris free, and pest controlled (e.g., chiggers) pathway that is no less than three (3') feet wide and with a vegetation height not to exceed four (4") inches that lead to National Emission Standards for Hazardous Air Pollutants (NESHAP) air monitors. Accesses to these air monitors are necessary to maintain regulatory compliance with monitoring requirements in regulatory agreements and the PGDP environmental monitoring program. There are nine (9) monitors as follows:

1) NESHAP Air Monitoring Station Background
2) NESHAP Air Monitoring Station at Outfall 002
3) NESHAP Air Monitoring Station at Outfall 012
4) NESHAP Air Monitoring Station at Outfall 015
5) NESHAP Air Monitoring Station near C-612
6) NESHAP Air Monitoring Station near Post 57
7) NESHAP Air Monitoring Station at Landfill
8) NESHAP Air Monitoring Station at NE Plume Well
9) NESHAP Air Monitoring Station East of U LF in use at the PGDP

C.3.5.5.5.4 Scheduled Service for Sampling Wells. The Contractor shall provide an access route and mow a ten (10') foot radius circle with a vegetation height not to exceed four (4") inches around the groundwater wells based on the Remediation contractor's sampling schedules. The Remediation contractor provides sampling schedules on a month-ahead basis so that the wells can be examined to determine what mowing is necessary to ensure safe access is maintained. The use of herbicide is prohibited for this activity.

The PGDP has 356 groundwater monitoring wells that are sampled on a routine basis by the Remediation contractor (or a successor). The number of monitoring wells monitored may fluctuate plus/minus 10% per year. Mowing around wells is performed one, two, or three times per year and is scheduled based on the sampling schedule included in the PGDP Environmental Monitoring Plan. Attachment J-8.C.3.5.5b, **"*Sampling Well Location Map*"** provides the location of the monitoring wells to be serviced and Attachment J-8.C.3.5.5c, "***Sampling Well Frequency Schedule"*** provides the wells sampling schedule. The Contractor shall coordinate with the Remediation contractor (or a successor) on mowing around applicable wells. The Contractor shall coordinate with other site contractors to access these areas based on the Government Furnished Services and Interface Requirements Matrix (Attachment J-5).

C.3.5.5.5.5 Reserved.

C.3.5.5.5.6 Shrubs, Hedges and Trees. To maintain their existing growth characteristics/shape, shrubs and hedges in the Zone I Area(s) shall be pruned annually between May 15 and October 15. Shrubs and hedges shall be fertilized with a 23-10-5 fertilizer mixture two (2) times a year: once in the spring, prior to June 1, and once in the fall, prior to October 15. The shapes of hedges shall not be changed without prior approval of the Government. The Contractor shall care for younger trees, e.g. young trees south of building C-100, to include feeding no less than once per year and the mowing and trimming around the trees does not damage the tree's bark.

C.3.5.5.6 LEVEL II Service Orders for Grounds Maintenance
The Contractor shall perform LEVEL II Service Orders in accordance with the standards and requirements of this Contract. LEVEL II Service Order work shall be performed for all assets. All requirements, standards, and controls under this Contract, that are applicable to PM LEVEL I task(s), remain applicable to LEVEL II Service Order task(s) unless waived by the Government.

Examples of LEVEL II Service Order work activities include, but are not limited to, enhanced grounds maintenance due to special events, tree removal, pruning in areas outside of Zone I, or limited brush hogging in areas where service in not indicated.

C.3.5.6 PAVED, GRAVEL AND EARTH ROADS, AND YARDS

C.3.5.6.1 General
The Contractor shall inspect, schedule, maintain and repair roadways, surfaced areas, and support facilities. This includes paved and unpaved roads, streets, parking lots, sidewalks, recreational areas, erosion control, drainage systems and related areas, and associated structures and appurtenances at the PGDP. Activities within this Section are organized as LEVEL I Scheduled/Preventative Maintenance or LEVEL II Service Order. Activities that exceed the LEVEL II Service Order limit of liability may be addressed through Section 5.0.

C.3.5.6.2 Description
The following attachments provide an overview of structures and assets at the PGDP:

1) Attachment J-8.C.3.5.6a Listing of Roads
2) Attachment J-8.C.3.5.6b PGDP Site Map
3) Attachment J-8.C.3.5.6c Listing of Bridges
4) Attachment J-8.C.3.5.6d Map Detailing Bridge Locations

C.3.5.6.3 LEVEL I, Scheduled/Preventative Maintenance Tasks and Standards

C.3.5.6.3.1 General. The Contractor shall provide all maintenance and scheduled repairs to paved/unpaved areas and ancillary structures.

C.3.5.6.3.2 Records. The Contractor shall utilize CMMS to document deficiencies resulting from inspections.

C.3.5.6.3.3 Paved Surfaces Maintenance and Repair. The Contractor shall maintain and repair paved surfaces in accordance with the latest edition of the Kentucky Standard Specifications for Road and Bridge Construction. During the month of May, the Contractor shall inspect all surfaced areas and related structures and prepare an Inspection Report (see Section J, Attachment J-4, List of Deliverables). This report shall focus on all areas of the pavement system to include the pavement surface, pavement markings, shoulders, ditches, drainage, signage, curbing along with documenting Potholes, Upheavals, and Alligator Cracked Repair. The Inspection Report shall document the results of the inspection(s) as to the condition/deficiencies along with a prioritized list of repairs with estimated price for repair.

C.3.5.6.3.4 Unpaved Surfaces Maintenance and Repair. The Contractor shall maintain and repair earth surface roads and areas in accordance with the Kentucky Standard Specifications for Road and Bridge Construction.

1) Scheduled Service. The Contractor shall grade Unpaved Roads and Parking Areas to level ruts and washes, fill in low areas, and cut down high areas, to achieve the specified grade and slope two (2) times each year, once in the spring and once in the fall. The Contractor shall provide up to fifty (50) cubic yards of aggregate each year for repair of unpaved surface roads.

2) Preventative Maintenance Inspections. During the month of May, the Contractor shall inspect all unpaved roads, parking areas and ancillary structures and prepare an Inspection Report (see Section J, Attachment J-4, List of Deliverables). This report shall focus on all areas of the unpaved road system to include the road surface, shoulders, ditches, drainage, signage, curbing. The Inspection Report shall document the results of the inspection(s) as to the condition/deficiencies along with a prioritized list of repairs with estimated price for repair

C.3.5.6.3.5 Drainage System Maintenance and Repair. The Contractor shall maintain the drainage systems. To maintain proper runoff, the Contractor shall inspect and maintain inlet gratings, clean catch basins, drop inlets, manholes, culverts, inlet headwalls, and exits and similar structures on a regular schedule. The schedule shall be based on the rate of silting or clogging with debris.

C.3.5.6.3.6 Bridge Maintenance and Repair. The Contractor shall inspect vehicular bridges in accordance with the requirements of 23 CFR § 650.301, National Bridge Inspection Standards (NBIS) on a bi-annual frequency and provide an Inspection Report (see Section J, Attachment J-4, List of Deliverables). The Inspection Report shall document the results of the inspection(s) and provide the condition/deficiencies along with a prioritized list of repairs with estimated price for repair.

C.3.5.6.3.7 Vegetation Control. The Contractor shall perform vegetation control on areas adjacent to paved, gravel and earth roads, and yards in accordance with the requirements of C.3.5.5, Grounds Maintenance.

C.3.5.6.4 LEVEL II, Service Orders Tasks and Standards

The Contractor shall perform LEVEL II Service Orders in accordance with the standards and requirements of this Contract. LEVEL II Service Order work shall be performed for all assets. All requirements, standards, and controls under this Contract, that are applicable to PM LEVEL I task(s), remain applicable to LEVEL II Service Order task(s) unless waived by the Government.

Examples of LEVEL II Service Order work activities include, but are not limited to, paving; guardrail repairs/replacement; culvert repair and installation; repairs to bridges; application of gravel/stone to surfaces, cleaning of ditches; repair or replace damaged or washed out sections of paved or unpaved roads; excavate and replace pavement to gain access to sewer or drainage facilities or other utilities for repair work; repair or replace headwalls to prevent erosion or scour the embankment adjacent to culvert inlets.

C.3.5.7 SNOW AND ICE PREVENTION/REMOVAL

C.3.5.7.1 General

The Contractor shall provide de-icing (removal of snow or ice) and anti-icing for all PGDP site facilities (e.g., entrances, steps, landings, sidewalks, driveways, roadways, parking areas, and handicapped accessibility areas) at the PGDP. De-icing can be accomplished by mechanical means (plowing or scraping) and/or chemical application. Anti-icing can be accomplished by treatment with ice melting chemicals before or during a storm, to prevent or delay the formation of ice, or the adhesion of ice and snow to the surface, providing vehicles and pedestrians safe travel.

All chemicals used shall not damage any DOE surface and shall comply with Federal specifications and local codes. The chemicals shall be approved by the Government prior to the first inclement weather event. The Contractor shall ensure there is an adequate supply of chemicals and sand on site or readily available to cover unexpected snow and ice occurrences.

The official source for weather information/data is the National Oceanic and Atmospheric Administration (NOAA). This is the only data related to weather events, to include start time, end time and total accumulation, which will be officially recognized by the Government.

C.3.5.7.2 Requirements

Suspected accumulation of ice shall be mitigated by means of anti-icing and actual accumulations shall be abated by applications of de-icing, to provide secure footing and safe driving conditions.

The Contractor shall capture all anti-icing and de-icing activities in CMMS, distinguishing between removal and prevention.

C.3.5.7.3 Snow and Ice Removal Planning

The Contractor shall interface with all PGDP contractors to fully coordinate snow and ice removal tailored to support PGDP operations. The Contractor shall submit a detailed Snow and Ice Removal Plan (see Section J, Attachment J-4, List of Deliverables) for review and approval to the Government within 60 calendar days after NTP and an updated plan annually by August 30, thereafter. The plan shall include:

1) Detailed description of the methodology for sequencing and prioritizing snow and ice removal.
2) Detailed description and maps designating priority sequence for roads, parking areas and walkways to facilities:
   a) Priority 1: Primary routes for ingress and egress onto PGDP, parking lots and walkways to operational facilities (e.g., 24/7 operation).
   b) Priority 2: Roads leading to, parking lots, and walkways to facilities where the majority of personnel work.
   c) Priority 3: Major connecting roads, perimeter roads, parking lots and walkways to facilities with personnel.
   d) Priority 4: All other PGDP site roads and facilities.
3) List of equipment required above the list of the equipment on-hand.
4) List of material (salt, chemicals) required above the list of material (salt, chemicals) on hand.
5) Description of treatment to be used, e.g., chemicals, salt for each road, parking area and walkway.
6) Plan for heavy accumulation of snowfall to include:
   a) Sources for additional personnel required and notification of personnel,
   b) Sources for additional equipment required,
   c) Increased frequency of service in response to increased accumulation of snow,
   d) PGDP shutdown due to heavy accumulation of snow and ice.
7) Identification of all site damages to parking lot surfaces, curbs, parking lot light poles, site fencing, sidewalks, curbs, roads, etc. so that all existing deficiencies are identified and corrected before the commencement of snow/ice removal services for the year.
8) Concurrence of plan from other PGDP contractors.

C.3.5.7.4 Mechanical Means of Snow Removal

The Contractor shall use care to avoid damaging all vehicles and to minimize accumulation of plowed snow in the vicinity of the vehicles. The Contractor shall plow in a manner that does not create a safety hazard and does not obstruct sidewalks, streets, parked vehicles, fire hydrants, refuse dumpsters, obstacles (i.e., water valves, radiological areas, etc.), parking lot entrances, exits, or roadway intersections. In the event of an obstacle, the Contractor shall notify the DOE for further instructions.

The Contractor shall push snow to the outer edges of the parking lots. In cases of heavy accumulations of snow and/or consecutive accumulations, the snow shall be removed and relocated from the parking areas adjacent to facilities if operations are impaired. The Contractor shall not push/stack snow against any wall or building. The Contractor shall ensure that placement of snow is such that it will not create a potential hazard when it melts.

C.3.5.7.5 LEVEL I: Snow and Ice Removal

C.3.5.7.5.1 Non-Significant Weather Events (Less than 4 hours in continuous duration or 4 inches in total accumulation). The Contractor shall treat and clear priority areas to maintain safe passage conditions for vehicle and pedestrian traffic. Priority 1, 2, and 3 areas shall be free and clear within 4 hours of the completion of the weather event. Remaining areas shall be cleared within 12 hours.

C.3.5.7.5.2 Significant Weather Events (More than 4 hours in continuous duration or 4 inches in total accumulation). The Contractor shall treat and clear priority areas to maintain safe passage conditions for vehicle and pedestrian traffic. Priority 1, 2, and 3 areas shall be free and clear within 8 hours of the completion of the weather event. Remaining areas shall be cleared within 16 hours.

C.3.5.7.6 LEVEL II: Service Orders
Upon notification through the issuance of a LEVEL II request in accordance with Section 3.5.2, Maintenance Management of this Contract, the Contractor shall perform request for unscheduled services snow and ice removal. These services may be required to be performed outside normal duty hours.

C.3.5.8 RAILROAD SYSTEM MAINTENANCE AND REPAIR

C.3.5.8.1 General
The Contractor shall operate and maintain the PDGP rail system. The Contractor shall coordinate with appropriate shared-site contractors prior to and during any on-site rail movements, including ensuring the placement of personnel to perform “flagging” duties at necessary intersections, taking proper security actions (such as opening and closing gates, securing rail cars, etc.), and making site-wide notifications prior to rail movements.

The Contractor shall inspect and perform maintenance, repair, and minor improvements of the railroad tracks at the PGDP. The Contractor shall maintain the railroad property assets in good condition for safe use. Activities within this Section are organized as LEVEL I Scheduled/Preventative Maintenance and LEVEL II Service Order. Activities that exceed the LEVEL II Service Order limit of liability may be addressed through Section 5.0 IDIQ.

C.3.5.8.2 Assets
Railroad System includes approximately 54,000 linear feet of track that is active, 7,350 linear feet of track that is inactive, and 1,200 linear feet of abandoned track along with three (3) railroad trestles.

The following attachments provide an overview of facilities:

1) Attachment J-8.C.3.5.8a Rail System Map
2) Attachment J-8.C.3.5.8b Listing of Switches
3) Attachment J-8.C.3.5.8c Listing of Trestles
4) Attachment J-8.C.3.5.8d Trestle Location Map

C.3.5.8.3 LEVEL I Scheduled/Preventive Maintenance Tasks and Standards
Scheduled/Preventive Maintenance consists of three (3) functions: Railroad Preventive Maintenance Inspection (RPMI), Railroad Scheduled Service and Vegetation Control. There are two (2) frequencies of LEVEL I inspection. Active track shall be inspected monthly and inactive track shall be inspected annually. Abandoned track shall not be inspected unless directed by the Government. Vegetation Control shall be administered for both active and inactive track at the same frequency. The results of all inspections, maintenance and repair activities shall be captured within the CMMS.

C.3.5.8.3.1 Railroad Preventive Maintenance Inspection

1) Rail Inspection. The Contractor shall perform inspections of the tracks in accordance with the Federal Railroad Administration (FRA) Part 213, Class 1, *"Track Safety Standards."* The Contractor shall inspect and maintain crossing signs and signals in accordance with American Railroad Engineering Association (AREA) standards and manufacturer's specifications.
2) Rail Inspection Schedule. The Contractor shall perform inspections on a monthly basis for active track and annually for inactive track. Active track inspections shall occur no more than thirty (30) calendar days and no less than twenty (20) calendar days from last inspection.
3) Trestle Inspections. The Contractor shall inspect rail trestles in accordance with the requirements of 49 CFR § 213, *"Track Safety Standards"* and *Manual for Railway Engineering*, American Railway Engineering and Maintenance-of-Way Association.
4) Trestle Schedule. The Contractor shall perform inspections annually.
5) Reports for Rail System Inspections. The Contractor shall immediately advise the Government of all significant problems discovered with the rail system. Catastrophic (Serious) defects shall be reported immediately. Critical (Potentially Serious) defects shall be reported daily. Contractor reports shall be signed and dated by a qualified inspector and shall have a qualification certificate attached. The Contractor's inspection reports shall be consistent with FRA standards and shall also include; track segment inspected, date of inspection, narrative description which accurately reflects the deficiency, location, and estimated cost for correction. The Contractor shall provide the Government a copy of the rail and trestle inspection reports (see Section J, Attachment J-4, List of Deliverables) within five (5) business days of completion.

C.3.5.8.3.2 Active Railroad Track Scheduled Service. Scheduled service work shall consist of maintenance and correction of minor deficiencies for rail switches and trackage. The Contractor shall provide to the Government a service schedule (see Section J, Attachment J-4, List of Deliverables) within 30 calendar days of the NTP, and updated thereafter when changes are made. The Active Railroad Track Scheduled Service must be reviewed and approved by the Government prior to commencement of work. The Contractor shall perform the following for:

1) Rail Switches:
   a) Check and adjust rail braces, guard rails and joint bars.
   b) Switches, derailers, and rail oilers shall be operated, cleaned, lubricated and adjusted.
   c) Refill all gear boxes.
   d) Lubricate all moveable parts and switch plates.
   e) Replace missing or damaged switch targets.
   f) Paint targets (if necessary).
   g) Adjust gage, guard face gage, and guard check gage.
   h) Check and tighten all bolts.
   i) Check for all loose spikes and re-spike as required. Tie plugs or other approved methods shall be used.
   j) Replace all missing or broken bolts.
   k) Check for insecure switch stand.
   l) All switch components must be free of lost motion. Switch point closure should be adjusted if a switch mechanism can be thrown in either direction and locked with a 1/8-inch metal spacer between the switch point and stock rail.

2) Railroad Trackage:
   a) Check and tighten all joint bar bolts, and rail stop bolts.
   b) Check for loose tie spikes and re-spike as required. Tie plugs or other approved methods shall be used.
   c) Replace all missing or broken joint bar bolts, and rail stop bolts.
   d) Lubricate all joint bars. Check gage and adjust gage rods as required.

C.3.5.8.3.3 Vegetation Control. The Contractor shall eliminate or control vegetation from areas within and adjacent to trackage where not required for erosion control. The Contractor shall prevent vegetation from becoming a fire hazard, obstructing visibility of signs and signals, interfering with employees performing normal trackside duties, or preventing proper functioning of signals and communication lines. The Contractor shall provide vegetation control services as scheduled maintenance.

The Contractor shall maintain ballast areas free of vegetation sixteen (16) feet wide [eight (8) feet each side of center line]. Any herbicides used shall be registered with the U.S. Environmental Protection Agency and as approved by the Government. Use shall be in strict compliance with label directions for control of vegetation. Non-selective soil

residual herbicides shall not be used under the drip line of trees or shrubs, nor within ten feet of annual flowers or gardens. A contact herbicide may be used within such areas. Special care will be taken so that vegetation in privately owned areas adjacent to treated areas is not damaged. The Contractor shall be responsible for any damage caused by herbicide treatments made by Contractor personnel.

C.3.5.8.3.4 Drainage System Maintenance and Repair. The Contractor shall maintain the drainage systems to ensure proper runoff. The Contractor shall inspect and maintain inlet gratings, clean catch basins, drop inlets, manholes, culverts, inlet headwalls, and exits and similar structures on a regular schedule. The schedule shall be based on the rate of silting or clogging with debris.

C.3.5.8.4 LEVEL II Service Order

The Contractor shall perform LEVEL II Service Order work in accordance with standards established in this Contract to provide corrective maintenance and repair to Railroad System, installed equipment system(s) and system components. LEVEL II Service Order work shall be performed for all assets. All requirements, standards, and controls under this Contract, that are applicable to PM LEVEL I task(s), remain applicable to LEVEL II Service Order task(s) unless waived by the Government.

Examples of LEVEL II Service Order work to the railroad system include, but are not limited to, tie replacement, rail replacement, trestle repairs, ballast cleaning, rail realignment, repair to rail crossing and warning lights.

C.3.5.9 PEST CONTROL SERVICES

C.3.5.9.1 General

The Contractor shall conduct pest control activities utilizing integrated pest management (IPM) techniques. Activities within this Section are organized as LEVEL I Scheduled or Preventative Maintenance and LEVEL II Service Order. Activities that exceed the LEVEL II Service Order limit of liability may be addressed through Section 5.0 IDIQ.

C.3.5.9.2 Assets

PGDP site facilities are scheduled for building pest control services. Services for animal/carcass removal are site wide.

The following technical exhibits/attachments supplement this section to further define tasks under this Section.

1) Attachment J-8.C.3.0 — Listing of Facilities Responsibility Matrix

2) Attachment J-8.C.3.5.3a — Characteristics of Facilities for Surveillance and Maintenance, Others

3) Attachment J-8.C.3.5.3b Characteristics of Facilities for Surveillance and Maintenance, Assigned

4) Attachment J-8.C.3.5.9 Paducah Pest Control Facilities

C.3.5.9.3 Certification
The Contractor shall comply with the requirements of the Commonwealth of Kentucky in providing pest control services. All work shall be performed by certified individuals, and in accordance with federal, state, local, and installation laws and regulations. Evidence of such permits and licenses (see Section J, Attachment J-4, List of Deliverables) shall be provided to the Government before work commences.

C.3.5.9.4 Records
The Contractor shall maintain records of all pest control operations, both chemical and nonchemical, including surveillance. Records shall be made available upon request for inspection (see Section J, Attachment J-4, List of Deliverables).

C.3.5.9.5 Materials
All pesticides used by the Contractor shall be registered with the EPA and Commonwealth of Kentucky for the use intended. Labels and material safety data sheets for each pesticide proposed to be used shall be submitted to the Government for approval at least fourteen (14) calendar days prior to use (see Section J, Attachment J-4, List of Deliverables). Approvals may be limited to specific pests/sites. Proposed changes in approved pesticide usage shall be submitted to the Government for approval at least fourteen (14) calendar days in advance of the anticipated use.

1) All pesticide usage shall be in strict conformance with label directions. The Contractor shall maintain a label book of pesticides used, and have it readily available for the Government's inspection at all times.

2) All pesticides, rinse water, and containers shall be disposed of in accordance with label directions. Pesticides, rinse water, and containers shall not be disposed of on the PGDP.

3) Pesticide spills shall be cleaned, decontaminated, and reported to the Government as required by the WSHP and applicable environmental standards.

C.3.5.9.6 LEVEL I Pest Control Services: Scheduled Services

1) Program. The Contractor shall develop and implement an Integrated Pest Management Program (a planned program incorporating continuous monitoring, record-keeping, and communication to prevent pests and disease vectors from causing unacceptable damage to operations, personnel, property, or material, using targeted, sustainable methods) ensuring compliance with all other applicable Contractor programs to include, but not limited to the ISM System, ESH&Q and QA programs.

2) Inspections. The Contractor shall perform an initial inspection of all facilities as stated in Section C.3.5.9.2 Assets for structural pests (e.g., termites, carpenter ants, wood-destroying fungi, powder post beetles, and other wood-destroying pests) and general signs of nuisance pests (e.g., spiders, cockroaches, mice, silverfish) within 90 calendar days of NTP. The Contractor shall maintain an inspection system and perform inspections and tests for structural and nuisance pests. The findings of each inspection of a structure, including negative findings shall be reported to the Government. Completed inspection reports, including the initial inspection report (see Section J, Attachment J-4, List of Deliverables), shall be provided to the Government within 30 calendar days following the completion of each inspection. Inspections shall include, but not limited to, the following areas if accessible and unobstructed: plumbing in bathrooms, kitchens, laundry rooms, or other areas; window and door frames and sills; baseboards, flooring, walls, and ceilings; entrance steps and porches; exterior of slab or foundation walls; crawl spaces to include support piers and beams, floor joists, sill plates, and foundation walls; and weep holes.

3) Treatment. The Contractor shall provide pest control services on a scheduled basis for the control of cockroaches, ants, silverfish, spiders, mice, rats, and any other pest native to the Paducah, Kentucky area. Services shall be provided at the locations(s)/site(s) provided for in Section C.3.5.9.2 Assets, and as frequently as required to maintain the acceptable level of control.

4) Removal. The Contractor shall provide the removal of nuisance animals (e.g., skunks, opossums, snakes, cats, and dogs). The Contractor shall remove all dead or dying rodents or other animals, as needed. The Contractor shall coordinate these efforts and abide by all applicable requirements contained within the ISM System and ESH&Q programs.

5) Schedule. Annual service schedules shall be submitted to the Government for approval within 30 calendar days of initial inspection (see Section J, Attachment J-4, List of Deliverables). Schedules shall indicate the week of the month that monthly or less frequent services shall be performed and be provided within the weekly maintenance report (Section C.3.5.2.5).

C.3.5.9.7 LEVEL II Pest Control Services: Unscheduled Service Request

The Contractor shall perform LEVEL II Service Orders in accordance with the standards and requirements of this Contract. LEVEL II Service Order work is comprehensive in nature for all assets. All requirements, standards, and controls under this Contract, that are applicable to PM LEVEL I task(s), remain applicable to LEVEL II Service Order task(s) unless waived by the Government.

Examples of LEVEL II Service Order work activities include, but are not limited to, building interiors and areas of buildings not covered by scheduled pest control services, around the

exterior of buildings, and in adjacent exterior areas for the control of arthropods, rodents, and other crawling and flying pests.

C.3.5.9.8 Acceptable Level of Control
The Contractor shall eliminate structural and nuisance pests within 30 calendar days of completion of the initial inspection. After which, facilities shall remain free of any infestation.

C.3.6 RECORDS MANAGEMENT AND DOCUMENT CONTROL

C.3.6.1 GENERAL

The work activities in this section pertain to establishing and implementing a records management program for managing the historical records collection (see Attachment J-8.C.3.6.1, "***Historical Records Description***" and Section C.3.6.5.7, Historical Records) and newly generated/received records in all formats, including early capture and control throughout their life cycle. The Contractor shall ensure newly generated/received records are authentic, reliable, and usable and ensure they remain so for the length of their authorized retention period. This includes web content and other media used for official business resulting in the creation/receipt of agency records.

The Contractor shall coordinate with the PPPO Records Management Field Officer (RMFO) for records work flow related issues.

C.3.6.2 REQUIREMENT

All records will be managed in accordance with all prescribed laws, regulations, directives and processes to ensure adequate and proper documentation of the organizations, missions, functions, policies and decisions made under this Contract.

C.3.6.3 RECORDS MANAGEMENT PROGRAM

The Contractor shall serve as the Paducah Site-wide Records Custodian and shall manage all records (regardless of media) generated/received in the performance of the Contract, including records obtained from a predecessor contractor [historical records maintained on-site and at a Federal Records Center (FRC)] (see Section C.3.6.5.7 for historical records), and the Remediation and Deactivation contractors in accordance with 44 U.S.C. 21; 44 U.S.C. 29; 44 U.S.C. 31; 44 U.S.C. 33; 44 U.S.C. 36; 36 CFR Chapter XII, Subchapter B, *Records Management*; DOE O 243.1B, "*Records Management Program,"* and any other DOE requirements as directed by the CO. The Contractor shall be responsible for records management and document control in support of its operation, which includes records obtained from other contractors, DOE, and the historical record collections stored on-site and at the FRC. FRC locations are currently Dayton, Ohio, and Chicago, Illinois, and may also include Suitland, Maryland. All records subject to the management of the Contractor (e.g., records in support of its operation), are to be inventoried, scheduled and dispositioned in accordance with Federal

laws, regulations, DOE Directives, and an approved Records Management Plan. The Records Management Plan (see Section J, Attachment J-4, List of Deliverables) shall be submitted to the Government for approval within 60 days of the NTP, and updated thereafter when changes occur.

The Contractor's Monthly Progress Report (see Section C.2.4.1) shall include:

1) Detailed report documenting number of employees/subcontractors receiving records management training; report by type of training and percent complete based on employee totals at month end.

C.3.6.3.1 Electronic Records Management System (ERMS)
The Contractor shall develop and implement records management controls to ensure that the identification, maintenance and disposition of all records (regardless of media), including electronic and email, are managed utilizing an ERMS (Documentum or equivalent) in accordance with Federal and DOE requirements and guidelines for all records, including historical records (see Section C.3.6.5.7, Historical Records), those received from DOE, and other contractors/subcontractors.

The Contractor shall develop and implement a process to ensure electronic records submitted to Records Management have been scanned or converted to meet National Archives and Records Administration (NARA) requirements, including those listed in Attachment J-8.C.3.6.5, **"*Selected NARA Requirements,*"** and a DOE-approved Image Quality Statistical Sampling Plan that is based on industry standards (see Section J, Attachment J-4, List of Deliverables). All records (regardless of media) must be scheduled, arranged, and cutoff by collections (e.g., case file, project, chronologically, numerically, alphabetically, etc.) for proper disposition in accordance with the NARA-approved DOE Records Disposition Schedules. The Contractor shall provide a web search capability for the ERMS to allow record searches. This search capability shall be made available to DOE and other contractors as authorized by the Government.

The Contractor's Monthly Progress Report (see Section C.2.4.1) shall include:

1) Detailed report of monthly ERMS statistics that includes, but is not limited to, the number of folders, records (classified and unclassified), record types (email, electronic, photographs, paper, etc.) and quality assurance records that have been imported into the ERMS by DOE Records Disposition Schedule and number of users.
2) Detailed report documenting the volume of records reviewed, number of pages, issues/errors found and error rate.
3) Detailed report documenting the volume of records imported into ERMS (Documentum or Equivalent), number of pages, issues/errors found and error rate.

C.3.6.3.2 Audiovisual Records

The Contractor shall implement records management requirements for the creation, maintenance and storage of audiovisual records in accordance with 36 CFR § 1237 and 36 CFR § 1235.42 and any updated NARA requirements/guidance.

C.3.6.3.3 Vital Records Program
The Contractor shall develop and implement a vital records program, including a vital records inventory in accordance with 36 CFR § 1223, Managing Vital Records, and DOE O 243.1B, *"Records Management Program"* (see Section J, Attachment J-4, List of Deliverables).

C.3.6.3.4 Records Ownership
Except for those defined as Contractor-owned (in accordance with DEAR 970.5204-3, "Access to and Ownership of Records," see Section I), all records (see 44 U.S.C. 3301 for the statutory definition of a record) acquired or generated by the Contractor (and subcontractors) in the performance of this Contract including, but not limited to, records from a predecessor contractor (if applicable) and records described by the Contract as being maintained in Privacy Act Systems of Record (Clause H.29) shall be the property of the Government.

C.3.6.4 CREATION/RECEIPT

The Contractor shall develop and implement site-wide recordkeeping requirements that reflect adequate and proper documentation of all Contractor (and subcontractor) records generated / received (regardless of media) in the performance of their contracts as required by Federal regulations found in 36 CFR, Subchapter B, *Records Management*.

C.3.6.4.1 Electronic Information Systems
The Contractor shall manage records contained in electronic information systems (EIS) by incorporating recordkeeping controls into the system or export the records into the current ERMS (Documentum or equivalent) in accordance with 36 CFR Part 1236, Electronic Records Management. The Contractor must design and implement migration strategies to counteract hardware and software dependencies of electronic records whenever the records must be maintained and used beyond the life of the information system in which the records are originally created and captured. The Contractor shall provide a list of all EIS' to DOE annually utilizing the format provided by DOE (see Section J, Attachment J-4, List of Deliverables).), including Contractor-owned records.

The Contractor's Monthly Progress Report (see Section C.2.4.1) shall include:

1) Detailed report documenting the systems/applications evaluated.

C.3.6.4.2 Inventory and File Plan
The Contractor shall develop and maintain up-to-date site-wide inventories, site-wide 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 (see Section J, Attachment J-4, List of Deliverables).

The Contractor's Monthly Progress Report (see Section C.2.4.1) shall include:

1) Detailed report on site-wide inventories that includes, but is not limited to, the number of employees/subcontractors interviewed and record volumes by type (paper, electronic, etc.)
2) Detailed report on file plan revisions that includes, but is not limited to, new or discontinued disposition authorities.

C.3.6.5 MAINTENANCE/USE

The Contractor shall maintain and preserve all records, including the historical records collection (paper and electronic) stored on-site, at the FRC and in Documentum. Other entities on the Paducah Site such as USEC, the Remediation contractor, the Deactivation contractor, and DOE (including DOE's ETS contractor) will forward records to the Contractor for processing (validate/verify appropriate DOE Records Disposition Schedule has been made, import into Documentum, etc.). Records submitted by site contractors and their subcontractors shall be scheduled, scanned, pages rotated correctly, properly apply security markings, ensure scanned image is applied, clear and legible, and meets the NARA requirements listed in Attachment J-8.C.3.6.5, **"*Selected NARA Requirements.*"** Records obtained from DOE shall be scheduled, indexed, and processed in paper format. The Contractor shall be responsible for receipt (including reviewing documents for meeting electronic storage requirements), schedule verification/validation, importing into ERMS, storage/preservation, indexing (paper), retrieval, copying, and final turnover to DOE.

C.3.6.5.1 Quality Assurance Records

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

The Contractor's Monthly Progress Report (see Section C.2.4.1) shall include:

1) Report of quality assurance records assigned to include record description (i.e., Instrument Calibration Records, Technical Qualification Records, etc.), DOE Records Disposition Authority, media and volume.

C.3.6.5.2 Privacy Act Records

The Contractor shall ensure records that contain personal information retrieved by name, or another personal identifier are maintained in Privacy Act Systems of Records, in accordance with Federal Acquisition Regulation (FAR) 52.224-2, Privacy Act, and DOE O 206.1, "*DOE Privacy Program*."

The Contractor's Monthly Progress Report (see Section C.2.4.1) shall include:

1) Report of any breach of privacy information.

C.3.6.5.3 Classified Records
The Contractor shall protect and handle classified information and critical information in accordance with applicable laws, regulations, policies, and directives. Classified documents may be processed electronically so long as the computer systems meet all classified security requirements. Until the required computer systems are available to copy, log, process, transmit, and/or store classified documents, they shall be processed as hard copy. See Section C.3.3, Safeguards and Security.

C.3.6.5.4 Records Requests
The Contractor shall respond to records management data calls (see Section J, Attachment J-4, List of Deliverables) by NARA and DOE as requested and process record requests for the FOIA, the Privacy Act, the former worker medical screening program, the Chronic Beryllium Disease Prevention Program, congressional inquiries, legal discoveries, and other record requests (e.g., training, personnel, exposure, project, incident reports, visitor logs, etc.).

The Contractor's Monthly Progress Report (see Section C.2.4.1) shall include:

1) Detailed report of monthly statistics that includes, but is not limited to, number of requests received and processed by type (i.e., FOIA, Privacy Act, Litigation, DOE, internal, etc.), document page count (if applicable) and processing times for each.

C.3.6.5.5 Administrative Records and Information Repository
The Contractor shall maintain the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and RCRA Administrative Records (AR), Administrative Records Files (ARF), and Post Decision (PD) ARFs in accordance with the CERCLA, as amended by the Superfund Amendments and Reauthorization Act of 1986 (SARA), 42 U.S.C. 9601, et. seq., Environmental Protection Agency (EPA) guidance for CERCLA Response Actions and 40 CFR Part 300, "National Oil and Hazardous Substances Pollution Contingency Plan" and the Hazardous and Solid Waste Amendments Act of 1984 (HSWA), 42 U.S.C. 6901, et. seq. The ARs are compilations of all documents that are considered or relied on when response-action decisions are made. Public participation in the development of the AR is required by law. Materials that are typically part of the project record and that have been identified for inclusion in the AR(s) and ARF(s) shall be duplicated in their entirety for both the project record and the AR(s). If redactions are needed for placement on the website, both the original and redacted versions must be maintained. See Section C.3.8 Environmental Information Center (EIC).

The Contractor shall submit CERCLA and RCRA ARF Quarterly Indices to DOE for review (see Section J, Attachment J-4, List of Deliverables).

The Contractor's Monthly Progress Report (see Section C.2.4.1) shall include:

1) Detailed report documenting the Administrative Record and Information Repository that includes, but is not limited to, the number of documents received, processed and processing times.

C.3.6.5.6 Contaminated Records

The Contractor shall develop and implement a plan to incorporate the processing of newly generated and historical records from potentially contaminated areas and those stored in the records vaults into the WSHP and RPP to ensure the prompt transfer of records to the records vault and/or release for storage at an FRC/NARA. Contaminated records, depending on retention period, can be reproduced to allow for retention of the copy as the "record" and destruction of the contaminated copy. The Contractor shall develop and submit to DOE a quarterly six-month forecast schedule for health physics/radiological survey support for site-wide records management activities (See Section J, Attachment J-4, List of Deliverables).

The Contractor's Monthly Progress Report (see Section C.2.4.1) shall include:

1) Detailed report on records management survey statistics that includes, but is not limited to, number of surveys conducted by organization and any backlog.

C.3.6.5.7 Historical Records

The Contractor shall ensure historical records, regardless of media, are stored appropriately in accordance with federal laws and DOE regulations for proper preservation and efficient retrieval. The Contractor shall manage the finding aids for all records stored at the FRC and NARA to ensure utilized when performing record searches. Historical paper records (including photographs/negatives) stored in the three vaults (C-100 upstairs, C-100 downstairs and C-710), the sealands and records abandoned in the various plants shall be organized, scheduled, indexed, boxed and disposition in paper or current format. The Contractor shall process the following records volumes on an annual basis:

Volume	Type of Record
800 cubic feet	Paper (C-100, C-710)
100 rolls	Microfilm
40 cubic feet	X-rays (much of which are deteriorating)
15 cubic feet	Audiovisual (photographs, negatives, tapes, etc.)
4 cubic feet	Contaminated
140 cubic feet	Sealands
48 cubic feet	Other field repositories

The Contractor's Monthly Progress Report (see Section C.2.4.1) shall include:

1) Detailed report on monthly statistics documenting annual progress for the above record types.

C.3.6.6 RECORDS DISPOSITION

The Contractor shall develop and implement a Records Disposition Plan, which shall include processing records to storage (e.g., on-site, FRC) and the destruction process for records and information content (see Section J, Attachment J-4, List of Deliverables). The Contractor shall disposition all records including historical/legacy records in accordance with the NARA-approved DOE Records Disposition Schedules and applicable federal laws and regulations. Disposition activities include scanning to electronic (permanent to NARA), transferring of paper records to an FRC, maintain electronically in an ERMS, and/or destroy once retention has been met and proper approvals obtained.

1) Ensure proper DOE Records Disposition Schedule assigned, box, index, complete transfer paperwork, and obtain DOE RMFO approval prior to sending transfer paperwork and/or shipping inactive temporary records to a FRC and/or permanent records to the NARA.

2) Complete destruction certificate and submit to DOE RMFO for review and obtaining DOE Legal approvals prior to destruction.

NOTE: Paducah is currently under litigation moratorium which does not allow for the destruction of any records.

The Contractor's Monthly Progress Report (see Section C.2.4.1) shall include:

1) Detailed report on monthly statistics on records disposition activities that includes, but is not limited to, records transferred to the FRC/NARA, records eligible for destruction, and number of boxes destroyed.

C.3.6.7 DOCUMENT CONTROL

The Contractor shall develop, implement and maintain sound document control systems and processes ensuring efficient tracking, retrieval, revision control and distribution of documents, including drawings.

The Contractor's Monthly Progress Report (see Section C.2.4.1) shall include:

1) Detailed report on document control activities that includes, but is not limited to, new documents, revisions, and retrievals by record type.

C.3.7 MAIL SERVICES

C.3.7.1 GENERAL

The Contractor shall provide mail services and document pick-up services to the Government.

C.3.7.2 SCHEDULED SERVICE

The Contractor shall:

1) Maintain two (2) Contractor-rented post office boxes for the pick-up of mail, post outgoing mail, and sort the mail for pickup by other site contractors.

2) Operate the PGDP central mailroom. The Paducah Site mailroom shall serve as the centralized mail location for other site contractors to drop off and pick up inter-organizational mail.

3) Collect and deliver inter-organizational and U.S. mail twice daily to C-103, DOE Site Office, Monday through Friday, (excluding Government holidays). The Contractor shall frank all outgoing U.S. mail for DOE by means of the Government postage meter.

C.3.8 ENVIRONMENTAL INFORMATION CENTER OPERATIONS

C.3.8.1 GENERAL

The DOE EIC for the PGDP was opened in 1993 to provide residents of Western Kentucky and the surrounding area a convenient means of participating in environmental restoration program decisions and to enable the public to learn more about the DOE's environmental work. The EIC houses the CERCLA AR, hereinafter referred to as the AR, which are files for public use. Along with the AR, the EIC also contains general material regarding PGDP site environmental cleanup efforts.

The space for the EIC is funded separately by the DOE for use under this Contract. The DOE EIC is located at 115 Memorial Drive, Paducah, Kentucky 42001.

C.3.8.2 SCHEDULED SERVICE

The Contractor shall staff the EIC such that it will be accessible to the public from the hours of 8:00AM until 12:00PM, Monday through Friday. The telephone number for the EIC is (270) 554-3004. The Contractor shall manage and maintain the DOE EIC Online Document Repository. The Online Document Repository accessible at the following URL address: www.paducaheic.com.

The DOE will ensure that documents from other site contractors for inclusion in the EIC are provided. The Contractor shall transfer the records to a searchable electronic system, which shall be accessible on the internet by the general public. The EIC provides access to the electronic files in the AR, PD, and General Reference Compendium (GRC). The EIC also stores a hard copy of selected documents which are not available on this website. The Contractor shall provide the following EIC features:

1) Americans with Disabilities Act (ADA) Accessibility Compliance

2) Free Copies of Documents to the public
3) Public Use Reading Room
4) Public Use Computer Systems
5) Public Website Accessibility to EIC Electronic Documents
6) Public Searchable Document Index

C.3.9 TRAINING SERVICES

C.3.9.1 GENERAL

The Contractor shall provide specified training courses for personnel at the PGDP.

C.3.9.2 REQUIREMENT

The Contractor shall provide the delivery of the training courses listed in Attachment J-8.C.3.9.1, "Training Courses and Estimated Workload." Attachment J-8.C.3.9.1, "Training Courses and Estimated Workload" also provides an estimate of the training provided by the Contractor to all site contractors.

The Contractor shall develop, maintain, and implement a training program (computer based and instructor led in classroom), develop a training schedule, update and document necessary databases and systems related to the training program, notifying personnel of training needs, maintain training schedules, and provide site access training qualification records and cards. The Contractor shall submit the course content and training schedule (see Section J, Attachment J-4, List of Deliverables) to DOE for approval within 60 calendar days of the NTP.

The Government will provide the existing Computer Based Training modules to assist in the establishment of the training program.

Each contractor at the PGDP is responsible for providing additional training services specific for its work scope.

C.3.9.3 CONDUCT OF TRAINING

The Contractor shall provide the training courses to ensure compliance with applicable environmental health and safety laws and regulations. Training classes will be coordinated with other site contractors and tailored to the PGDP site activities. Furthermore, training program reciprocity/facility access between site contractors is required. The Contractor shall coordinate with other site contractors to consolidate training modules, where practicable. The Contractor shall review course content quarterly, and revise/update as necessary to meet current requirements and site conditions.

C.3.9.4 SERVICE

The Contractor shall develop a training schedule for site specific courses listed in Section C.3.9.2, Requirement. The training courses shall be scheduled throughout the year. The Contractor shall be responsible for coordinating with the other site contractors to ensure the appropriate and required training services are available to maintain compliance with general site access. The Contractor shall monitor the status of training and notify individuals of pending training needs a minimum of 30 calendar days prior to expiration of requisite training certifications. The Contractor shall, for those individuals not completing the requisite training by the required completion date, provide a notice of training non-compliance to the individual's company stating the person has not completed the requisite training and is to be placed on restrictions from general site access.

C.3.10 ON-SITE FUELING SERVICE

The Contractor shall provide on-site refueling capability through the on-site fueling station (C-752-B) for all site contractors and DOE. The refueling station shall support regular and alternative fuels, specifically E-85, as well as maintain the ability to expand if the fuel needs of the fleet changes, such as bio-diesel.

Costs for fuel shall be charged to each using customer, including DOE, on a cost reimbursement first-in-first-out (FIFO) basis for the cost of the fuel only. No indirect costs and/or profits shall be added to the fuel cost charged to customers. The cost to maintain and operate the fueling station shall be considered to be an infrastructure cost and is included within the firm-fixed-price CLIN.

C.3.11 ENERGY EMPLOYEES OCCUPATIONAL INJURY COMPENSATION PROGRAM ACT

The work scope under this section falls under the labor hour CLINs. Minimum labor qualifications for the EEOICPA Records Technician and EEOICPA Derivative Classifier are identified in Attachment J-8.C.3.11, ***"Minimum Labor Qualifications for EEOICPA CLIN."***

The EEOICPA establishes a program to provide compensation to current and former employees of the DOE, its contractors and subcontractors, companies that provided beryllium to DOE, and atomic weapons employers (AWEs). Under EEOICPA, the DOE has a requirement to verify employment histories, provide medical records, and provide radiation dose records and other information pertinent to National Institute for Occupational Safety and Health (NIOSH) radiation dose reconstruction and Department of Labor (DOL) Subtitle B and Subtitle E case preparation for anyone who applies for compensation under EEOICPA.

The Contractor shall establish a program and respond to the requirements of the EEOICPA for all employees the Contractor may have records for. The activities shall include:

1) Perform the work necessary to complete EE-5 Employment Verification Forms requested by DOL for the EEOICPA Subtitle B program.

2) Perform the work necessary to provide personnel exposure information requested by NIOSH as part of the EEOICPA Subtitle B program:
   a) Research and retrieve records needed to complete claims forms;
   b) If necessary, work with corporate entities or unions to verify employment of former site workers;
   c) Provide visitor personnel exposure or information requested;
   d) Complete declassification, as needed, of records required for the processing of claims form;
   e) Complete and sign off on all necessary claims forms associated with the request; and
   f) Return completed forms and records requested to NIOSH through the DOE Secure Electronic Records Transfer (SERT) system.
3) Perform the work necessary to complete Document Acquisition Requests (DARs) submitted by DOL as part of the EEOICPA Subtitle E program:
   a) Research and retrieve records needed to complete claims forms;
   b) If necessary, work with corporate entities or unions to verify employment of former site workers;
   c) Complete declassification, as needed, of records required for the processing of claims;
   d) Complete and sign off on all necessary claims forms associated with the request; and
   e) Return completed forms and records requested to DOL through the DOE SERT system.
4) Perform the work necessary to provide records requested by NIOSH or DOL as part of a site characterization or other special project under the EEOICPA program:
   a) Complete declassification, as needed, of records requested by NIOSH or DOL for site characterization research projects; and
   b) Coordinate all work with the site EEOICPA POC and the Office of Worker Screening and Compensation Support (AU-14) as applicable.
5) The Contractor shall respond to any other inquiries and perform special projects as required by the EEOICPA and approved by the Office of Worker Screening and Compensation Support (AU-14).
6) Perform other necessary EEOICPA related records work, as needed.
7) Maintain and appropriately arrange EEOICPA case files on all claims processed and ensure properly scheduled in accordance with the NARA-approved DOE Records Disposition Schedules.
8) Maintain local records to track the activities under EEOICPA and submit monthly financial reports through the DOE SERT system.

The response time for tasks (1) through (3) is 60 days from receipt of request.

The Contractor shall comply with the requirements of Section 3.3, Safeguards and Security, and C.3.6, Records Management and Document Control for the review and release of all records.

The Contractor shall not contest a state workers' compensation claim or award determined to be valid pursuant to Subtitle D of the EEOICPA.

The Office of Former Worker Screening Programs has developed a list of records that are essential for DOE to fulfill its role under EEOICPA and the Former Worker Medical Screening Program. This list is not all inclusive but provides sufficient information to allow the Contractor to understand the types of records, including those under the Privacy Act Systems of Records that are needed by the Government. Also included are records requirements to ensure records preservation.

Following is a list of records used to process Subtitle B (Employment Verification, NIOSH) and Subtitle E (Toxic Exposure) EEOICPA Claims. A subset of these records is also used in implementing the Former Worker Medical Screening Program. All of the following could be 'active' or 'inactive' records. They also may be in different media forms (i.e., paper, electronic, databases, microfiche, etc.).

Employment Records

- Employment Personnel Files
- Personnel Action Forms
- Employee Position Descriptions
- Job Assignment Outlines
- Performance Appraisals / Annual Reviews
- Job Acceptance Notices
- Termination Notices
- Human Resources Personnel Databases
- Personnel Security Badges
- Personnel Security Badging Databases
- Training Records / Training Records Database (rare use…if nothing else available)
- Job position descriptions

Project Records (For Projects involving Radiation/Hazardous Materials)

- Contracts
- Project Reports
- Hazard Assessments
- Monitoring Data
- Project Close Out Records

Dose Exposure Records

- Annual Summary Dose Reports
- Locator Cards (indicating dates, location and contractor/subcontractor of

Medical Records

- Occupational Medical Files
- Incident / Accident Reports
- X-Ray Reports
- General Physicals
- Various Lab Work Results
- Notice of Injuries
- Notice of Return to Work
- Letters to/from Physicians
- Occupational Medical Databases
- Worker's Comp Files / Database

Toxic Exposure Records

- Industrial Hygiene Sampling Data
- Industrial Hygiene Hazard Assessments
- Industrial Hygiene Databases
- Safety Reports
- Site-Developed Area Descriptions and Associated Hazards
- Site-Developed Job Descriptions and Associated Hazards

Contractor Close-out Records

- Due Diligence Reports/Records

Facility Records

- Facility Maps, Building Maps/Floor

dosimeter assigned)
- Daily Area Exposure Reports
- Quarterly Area Exposure Reports Whole Body Reports
- Urinalysis Reports
- Bioassay Results
- Radiological & Environmental Sciences Lab Reports (by month)
- Visitor Dosimetry Badging Reports
- Incident / Accident Reports
- Various Radiological Control Databases
- Various Indexed Details Databases

Plans/drawings
- Facility Descriptions
- Facility Based Hazard Assessment/Inventory Records/Databases
- Facility Monitoring Records/Databases
- Facility Safety Analysis Reports
- Facility/Building Close Out Records
- Annual and/or monthly summary reports of production, safety, operation events, incidents, accomplishments relevant to exposures for a period of time.

<u>Environmental Records</u>

- Site ASER/Annual Environmental Reports
- Environmental Monitoring Databases

C.3.12 CONTRACT CLOSEOUT

The Contractor shall provide all necessary support for a smooth Contract transition at the end of the Contract period. Six (6) months prior to the expiration of the Contract period (upon CO direction), the Contractor shall submit a Contract Close-out Plan (see Section J, Attachment J-4, List of Deliverables) to DOE for review and approval. The Contract Close-out Plan shall include all remaining administrative matters necessary to effectively and efficiently close out the Contract, including, but not limited to, resolution of remaining and open agreements and all records management activities. Records management activities include, but are not limited to, the remaining records retention and disposition activities (including the final active/inactive records inventory of both Government-owned and Contractor-owned records, and all media types), turnover of electronic records management systems and/or other electronic information systems, records finding aids or any other activities.

C.4.0 COST REIMBURSEMENT WORK

Unless specifically included in PWS Section C.4.0, all Contract requirements are included in the firm-fixed-price, labor hour, or IDIQ CLINs. The cost reimbursement CLIN includes the following specific cost reimbursement items. No direct labor costs, indirect costs, or fee shall be paid in addition to or related to cost reimbursement items included in PWS Section C.4.0.

C.4.1 BENEFIT PLANS

Costs for benefit plans shall be reimbursable in accordance with Section H, Clause H.6(E), Reimbursement of the Contractor Costs for Benefit Plans.

C.4.2 UTILITIES

The Contractor shall pay utility invoices received from the following energy suppliers in support of Paducah Site activities:

UTILITIES
Table of Remote Facilities

Type of Utilities	Vendor	Location/FIMS
Electric	Kentucky Utilities	Kevil Training Trailer – K-T01
Electric	Kentucky Utilities	C755-N Parking area
Electric	Kentucky Utilities	C-755- Complex once DOE Implements MOU
Electric	Kentucky Utilities	Northwest Pump and Treat Alternative Treatment Unit
Electric	Jackson Purchase	Landfill Ogden Landing C-746-U1
Electric	Jackson Purchase	Landfill Gate Operator C-746-U
Electric	Jackson Purchase	Landfill Sanitary C-746-S-1
Electric	Jackson Purchase	Leachate Treatment Building C-746-U3
Electric	Jackson Purchase	Leachate Coll-PO—02242 C-746-U3
Electric	Jackson Purchase	NE Plume Pump C-614
Electric	Jackson Purchase	Magazine Rd #1 EW 228
Electric	Jackson Purchase	Magazine Rd #1 EW 229
Propane Gas	Paducah Propane	C-743-T17
Telephone	Ballard Telephone	SAIC Facility 175 Freedom Blvd.
Telephone	AT&T	SAIC Facility 175 Freedom Blvd.
Telephone	AT&T	PGDP Site 5600 Hobbs Road Kevil-KY
Water/Sewer	Ballard County Economic & Industrial Development Board, Inc.	Kevil Facility Kevil-KY

Type of Utilities	Vendor	Location/FIMS
Water	Ballard County Economic & Industrial Development Board, Inc.	SAIC Facility 175 Freedom Blvd.
Water	West McCracken Water	Landfill Ogden Landing
Electric	Kentucky Utilities	Kevil Facility Kevil-KY
Gas	New Commonwealth Natural Gas	Kevil Facility Kevil-KY
Electric	Kentucky Utilities	C-103
Gas	ATMOS	C-752-A
Telephone	Bell South	EIC 115 Memorial Dr., Pad, KY 42001
Telephone	Ballard Telephone	Alarm Kevil Facility Kevil-KY
Telephone	Ballard Telephone	Kevil Facility Kevil-KY

The Contractor shall also provide payment on the Government's behalf for designated local residence water bills in accordance with the DOE Action Memorandum for the Water Policy at the Paducah Gaseous Diffusion Plant, DOE/OR/06-1201&D2.

C.4.3 DOE PHYSICALS

The Contractor shall provide medical screening of the DOE field office personnel, if required, to enter the work areas and meet the requirements of the WSHP (10 CFR § 851), or RPP (10 CFR § 835).

C.4.4 REPLACEMENT OF GOVERNMENT FURNISHED PROPERTY

The Contractor manages Government furnished property (see Attachment J-3, Accountable Property List) in accordance with C.2.5, Property Management, and C.3.5.1, Property Management Services. Accountable property approved by the Government to be replaced shall be reimbursed as a direct item of cost under this section of the Contract in accordance with FAR 52.245-1, "Government Property." In addition to items on the Accountable Property List, replacement of computer monitors shall also be a cost reimbursable item. All cost reimbursable purchases of property under this section shall be approved in advance by the Government, and title shall pass to and vest in the Government.

C.4.5 INTERAGENCY FLEET MANAGEMENT SYSTEM (IFMS) VEHICLES

IFMS vehicle costs shall be a reimbursable cost under this section in accordance with FAR Subpart 51.2, "Contractor Use of IFMS Vehicles."

C.4.6 SOFTWARE LICENSES

The Contractor shall purchase and manage identified software licenses necessary to perform the work under this Contract, the costs of which are reimbursable under this section. Identified

software licenses are specifically identified in Attachment J-8.C.3.4.2, ***"Information Technology System, Application Inventory, & Workload History."***

C.5.0 INDEFINITE DELIVERY/INDEFINITE QUANTITY WORK

Contract requirements which are not included above as part of the firm-fixed-price, labor hour, or cost reimbursement CLINs, or which are beyond the LEVEL II limit of liability (as defined in Section C.3.5.2), may be included in the IDIQ CLIN. Such work, tasks, and activities may include, but are not limited to, the task listings, descriptions, and related requirements per the IDIQ ELINs, Section J, Attachment J-10. Such work, tasks, and activities may also include, but are not limited to, the following general areas of the PWS:

1) Facilities maintenance, alterations, and recapitalization
2) Roads maintenance, alteration, and construction
3) Grounds maintenance
4) IT equipment, infrastructure support, and upgrades
5) Safeguards and security support
6) Engineering support
7) Training services
8) Records management support

Services of such personnel and/or completion of specific tasks shall be performed by the Contractor at the rates identified in Section J, Attachment J-10. If IDIQ work requires additional positions and/or tasks, the Government and the Contractor may negotiate the additional associated rates.

IDIQ work will be ordered by the Government under Task Orders issued pursuant to the Section H clause entitled "Task Ordering Procedure." The period of performance will be specified in each order. Performance standards for IDIQ work will be the same as those in PWS sections 2.0, 3.0, and 4.0 where applicable, unless otherwise stated.