REQUEST FOR INFORMATION (RFI)/ SOURCES SOUGHT

Solicitation Number: DE-SOL-0011359

Title: Savannah River Site Paramilitary Security Services Requirement

THIS IS A REQUEST FOR INFORMATION (RFI) ONLY. No solicitation is available. This RFI/Sources Sought is released pursuant to FAR 15.201(e), Exchanges with Industry Before Receipt of Proposals, for the purpose of conducting market research.

The U.S. Department of Energy (DOE), Office of Environmental Management (EM), is currently in the acquisition planning stage for the paramilitary security services requirement at the Savannah River Site (SRS). The acquired services will be performed at SRS, a 310 square mile (198,344 acres) site that is located in the sand-hills region of South Carolina. SRS encompasses parts of Aiken, Barnwell and Allendale counties and is bordered on the west by the Savannah River and Georgia. The Office of Environmental Management and the National Nuclear Security Administration conduct activities and manage facilities at SRS that require these paramilitary services.

The purpose of this RFI/Sources Sought is to solicit input via capability statements from interested parties with the specialized capabilities necessary to perform the draft Performance Work Statement for the SRS paramilitary security services requirement. The current paramilitary security services contract at SRS expires on October 7, 2019.

Within these capability statements, DOE is seeking feedback from contractors and other interested parties regarding options for innovative approaches for the execution of the Performance Work Statement as well as insight into potential contracting alternatives. This market research will assist DOE with identifying interested and capable sources and developing its acquisition strategy. Key market research goals include identifying and minimizing barriers to competition, evaluating small business capabilities, identifying risks, identifying potential requirements definitions and contract alternatives, and identifying appropriate terms and conditions.

An Industry Day will be held at the Doubletree Augusta Hilton Hotel on August 14, 2017, located at 2651 Perimeter Pkwy, Augusta, GA 30909. Check-in will begin at 8:00 am (local time) and the meeting will begin at 9:00 am (local time). The event is anticipated to conclude at approximately 12:00 pm (local time). There will also be a Community Day at the same location the following day August 15, 2017, with check in starting at 8:00 am (local time). This event is anticipated to conclude at 12:00 pm (local time) or sooner if no further discussions are required. After presentations have been made each day, DOE will hold one-on-one sessions for Industry and Community Stakeholders. The one-on-one sessions will be scheduled in 30 minute increments on a first come first serve basis.

The DOE Environmental Management Consolidated Business Center (EMCBC) has created a procurement website where additional information is provided which may be viewed at:

https://www.emcbc.doe.gov/SEB/SRSSecurity/

DOE is seeking interested parties with specialized capabilities to meet all of the requirements outlined below and further described in the draft Performance Work Statement (PWS) (see Attachment 1). Within the submitted capability statements, DOE is seeking feedback from interested parties, including small business concerns, regarding their expertise and experience with successfully completing this type of work. The anticipated type of contract(s), period of performance, amount of funding, and small business participation opportunities are yet to be determined. The major elements of scope within the draft PWS include:

- Protect Special Nuclear Materials (SNM) and vital facilities against unauthorized access; theft, diversion, loss of custody, or destruction of components for nuclear weapons; espionage; loss or theft of classified matter or Governmental property; and other hostile acts that may cause unacceptable adverse impacts on national security or on the health and safety of employees, the public or the environment;
- Deter, prevent, detect and respond to unauthorized possession, use or sabotage of SNM and vital facilities;
- Enforce the law and investigate crimes;
- Staff security posts, patrol designated areas, and control access to the general site at perimeter barricades;
- Operate alarm monitoring centers and perform escort duties;
- Maintain tactical, explosive, and chemical/biological response teams;
- Maintain aviation (helicopter operations);
- Maintain canine operations, narcotic and explosive detection capabilities;
- Comply with emergency management requirements and staff contractor Emergency Response Organization (ERO) positions;
- Coordinate and provide security for the transport of nuclear material;
- Train and maintain certifications and qualifications in security force competencies;
- Develop, maintain and issue procedures and orders governing protective force operations;
- Process site clearances and maintain personnel security records as required by DOE directives;
- Maintain equipment used in protective force operations and an adequate inventory control system for all personal property;
- Establish and manage site safeguards and security programs to ensure cost effective delivery of services with a proper skill mix;
- Plan, conduct and document performance tests to evaluate, train and forecast for optimal force operations;
- Provide robust environmental, safety, health and quality assurance services to maintain performance standards;
- Establish and maintain required reporting systems; and
- Provide appropriate administrative support to ensure continued performance.

DOE is also seeking to determine whether or not the full requirement can be set-aside for small businesses, 8(a) small business, small disadvantaged business, economically disadvantaged women-owned small businesses, women-owned small businesses, HUBZone small businesses, veteran-owned small businesses, or service-disabled veteran-owned small businesses. Small businesses believing that they have the capability to perform all of the work in the draft Performance Work Statement are welcome to demonstrate their capabilities by submitting a capability statement in accordance with the instructions below. The North American Industry Classification System (NAICS) code for this requirement is anticipated to be 561612 Security Guards and Patrol Services, and the small business size standard in millions of dollars is $20.5.

THIS ANNOUNCEMENT IS NOT A REQUEST FOR PROPOSALS (RFP) AND SHALL NOT BE CONSTRUED AS A COMMITMENT BY THE GOVERNMENT TO AWARD A CONTRACT AT THIS TIME.

All interested parties are hereby invited to submit a capability statement of no more than 20 pages, and no smaller than 12 point font. Also, electronic file submissions must be less than 20 Megabytes. The Government will evaluate each capability statement based on the interested party's demonstrated qualifications, capabilities, expertise, experience and past performance in each of the areas of expertise. More specifically, capability statements should include the following information as appropriate and as applicable:

1) Describe your ability and experience performing the draft Performance Work Statement elements identified above. Identify all DOE, other Government, or other commercial experience relevant to this sources sought (include contract number, role in the effort (i.e., prime contractor or subcontractor), date, scope, duration, client, and contracting agency contact).

2) Identify any performance challenges and risks in meeting the requirements discussed in the Performance Work Statement. Identify how your organization would minimize any risks such that there is reasonable assurance of successful performance.

3) Discuss your company and/or teaming arrangement's experience in managing and integrating the elements of the draft Performance Work Statement under a single contact. Also describe your experience in managing and integrating the work of subcontractors who would perform specialty functions. Further, provide input regarding ways to identify meaningful work to be accomplished by small businesses.

4) Describe your experience in a complex regulatory environment in respect to problem-solving, working with various stakeholders, Citizens Advisory Boards, and regulatory agencies at the state and federal level.

5) This work will be conducted throughout multiple complexes and facilities within SRS and will require interfaces with multiple other site contractors. Discuss your experience regarding such interfaces.

6) The work required under the PWS contains two Collective Bargaining Agreements (CBAs). Discuss you experience in working with Unions, CBAs and complex pension/benefit plans.

7) Discuss your experience in implementation of environmental, safety and health plans related to your (and any teaming partners) work on DOE sites with large industrial and nuclear facilities. This discussion should include your approach to addressing requirements under 10 CFR 830 and 10 CFR 835 related to Nuclear Safety, Quality, and Occupational Radiological Protection; 10 CFR 851 Worker Safety and Health; Work Control Program; DOE Order 414.1D Quality Assurance; and Integrated Safety Management System (ISMS).

8) DOE is considering whether portions of the draft PWS could be fixed price. Please provide input on which portions of the draft PWS could be fixed price and identify the information required from DOE to support development of a fixed price proposal. Also, please discuss your experience performing under hybrid contracts with both cost reimbursement and fixed price contract types.

9) Provide input and rationale to DOE on the optimal base period of performance for the prospective procurement. Highlight any factors that would make competing for this contract desirable or undesirable for your firm, including input on proposal evaluation criteria. Discuss any issues the Contracting Officer should consider when developing the solicitation for this requirement.

Interested parties are requested to provide name of firm, point of contact, phone number, address of firm, socio-economic status, CAGE Code, and/or a DUNS Number(s) used over the past 5 years. Small business teams or joint ventures shall identify the socio-economic status of each member and shall provide a description of the work that each member would perform under a contract.

DOE reserves the right to use any and all information submitted by, or obtained from, an interested party in any manner DOE determines is appropriate, including, but not limited to, the creation of a competitive solicitation. An interested party should not include any business confidential and/or proprietary information in its response. However, if an interested party must submit such information, the information must be clearly marked accordingly, and the interested party must provide sufficient justification as to why such information is business confidential and/or proprietary. DOE will review said information and safeguard it appropriately.

The Government will not pay for any information that is provided in response to this announcement nor will it compensate any respondents for the development of such information. All capability statements and questions pertaining to this announcement shall be submitted electronically to SRSSecurity@emcbc.doe.gov no later than August 28, 2017. DOE personnel may contact firms responding to this announcement to clarify a responder's capabilities and other matters as part of this market research process.

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PART 1 – THE SCHEDULE

SECTION C – PERFORMANCE WORK STATEMENT (DRAFT)

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C.1 OVERVIEW AND OBJECTIVES

The contractor shall provide security services at the Savannah River Site (SRS) to include uniformed protective force, in accordance with DOE O 473.3A entitled Protection Program Operations to provide physical protection of DOE and National Nuclear Security Administration (NNSA) security interests and perform related duties at the SRS, the Central Savannah River Area and, on a case by case basis, at other locations as may be ordered by the DOE Contracting Officer.

It is the DOE mission to ensure America's nuclear security, protect its facilities and infrastructure and ensure safe and secure workplaces. SRS contains diverse facilities and assets, which along with its people, are of critical importance to the DOE mission. In serving the national interest and implementing the DOE mission, the SRS strives to ensure its programs, operations, and resources are managed in an open, safe, environmentally sound and cost-effective manner.

C.2 SAVANNAH RIVER SITE DESCRIPTION

The SRS complex covers 310 square miles encompassing parts of Allendale, Aiken, and Barnwell counties in South Carolina, bordering the Savannah River. The general site includes all developed and non-developed areas of the site to include forests and natural areas, lakes, ponds, streams, and a portion of the Savannah River swamp system. The site is government owned and contractor operated and maintained, and all facilities and areas within the boundaries of the SRS have to be protected to varying degrees. Some of the major areas and facilities that will have to be protected at the SRS include the following:

- General Site - including perimeter barricades controlling personnel and vehicular access/egress, vendor/visitor escort requirements, electric and water distribution facilities, various other facilities, and designated interests outside of specifically-fenced areas
- Savannah River National Laboratory and Technical Area - controlling personnel and vehicle access/egress
- 700 Area Administrative Area controlling personnel and vehicle access/egress, including security records vault and processing area
- 700 Technical Area
- 700 Shops and Warehouse Area
- 700 Support Area
- 100 C Area Facilities
- 100 K Area Material Storage
- 100 L Area Spent Fuel Storage

- 200 F Area Chemical Separations Area
- 200 F/H Area High Level Waste
- 200 F Area Laboratory
- 200 H Area Chemical Separations Area
- 300 M Area
- 400 D Area and Boat Docks
- B Area Administrative Facilities
- Biomass Cogeneration Facility and Heating Plant
- Central Shops Construction Area
- E Area Low Level Waste Facilities
- Hydrogen Technology Research Center
- S Area Defense Waste Processing Facility (DWPF)
- Salt Waste Processing Facility (SWPF)
- Savannah River Ecology Laboratory (SREL)
- Savannah River Forest Station
- Tritium Facilities
- University of Georgia Conference Center
- Z Area Salt Waste Processing
- Other designated temporary facilities at the SRS, the Central Savannah River Area, or at other DOE facilities and locations which may require temporary protection
- Future permanent sites and areas that may require protection as directed by the Contracting Officer such as the Mixed Oxide Fuel Fabrication Facilities (MFFF).

C.3 GENERAL REQUIREMENTS

The Contractor shall provide, train, and maintain a protective force and staff to include security personnel, supervisors, managers, administrative, clerical, communications, property, maintenance (helicopter, ordinance, vehicle), and certified training personnel to sufficiently support the requirements of this contract. In supporting the requirements of this contract, the Contractor shall comply with all DOE/NNSA directives specified in Section J, Attachment D entitled DOE/NNSA Directives and Other Related Documents.

The work involves protecting Government owned or leased property and material, Category I-IV Special Nuclear Material (SNM), classified and sensitive information, vital facilities, support facilities, and personnel and visitors at the Savannah River Site. Contractor personnel must be available to adequately address strategies of denial, neutralization, containment, recapture, recover and/or pursuit seven days a week, 24 hours a day within required timelines while being able to retain maximum concentration

of resources in a tactical posture. In performing the requirements, the Contractor shall be responsible for coordination with other onsite contractors. The contractor shall provide the staffing requirements after award in accordance with the SRS Facility Safeguards and Security Plans (FSPs) protection strategies based on the DOE Design Basis Threat (DBT). The Contractor shall continuously staff security posts which will be specified by DOE with competently-trained, fully qualified, uniformed, armed, and well-disciplined personnel to perform the services required. Further, the Contractor shall maintain the capability to provide trained and fully-qualified personnel to meet staffing levels during emergency periods in accordance with DOE O 151.1D Comprehensive Emergency Management System.

The Contractor shall perform functions that include, but are not limited to, the following:

- Protect SNM and vital facilities against unauthorized access; theft, diversion, loss of custody, or destruction of components for nuclear weapons; espionage; loss or theft of classified matter or Governmental property; and other hostile acts that may cause unacceptable adverse impacts on national security or on the health and safety of employees, the public or the environment;
- Deter, prevent, detect and respond to unauthorized possession, use or sabotage of SNM and vital facilities;
- Enforce the law and investigate crimes;
- Staff security posts, patrol designated areas, and control access to the general site at perimeter barricades;
- Maintain tactical response teams with explosive, and chemical/biological response capabilities;
- Maintain aviation (helicopter) operations;
- Maintain canine operations with narcotics and explosive detection capabilities;
- Comply with emergency management requirements and staff contractor emergency security response positions;
- Coordinated and provide security for the transport of nuclear material;
- Develop, maintain and issue procedures and orders governing protective force operations;
- Maintain personnel security records as required by DOE directives;
- Maintain equipment used in protective force operations and an adequate inventory control system for all personal property;

- Establish and manage site safeguards and security programs to ensure cost effective delivery of services with a proper skill mix;
- Plan, conduct and document performance tests to evaluate, train and forecast for optimal force operations;
- Establish and maintain required reporting systems; and,
- Provide appropriate administrative support to ensure continued performance.

The contractor shall furnish management, supervision, labor, training, uniforms, badges, equipment, material and supplies, and all other necessities, except as provided by DOE, to provide and maintain the services required at all times. Savannah River Site rules and regulations, approved by DOE, will be enforced by the Contractor as part of this contract.

The Contractor may enter into subcontracts for the performance of certain work under this contract only when given consent by the Contracting Officer.

The Contractor shall ensure that its employees present the best possible appearance at all times, including being neatly uniformed and groomed and treating persons in a professional, courteous manner.

C.4 RESERVED

C.5 SPECIFIC REQUIREMENTS

C.5.1 PROTECTIVE FORCE OPEATIONS

C.5.1.1 Force Requirements

Protective Force (PF) members designated as “Security Officers (SOs) and "Security Police Officers (SPOs)" shall meet the applicable medical and physical fitness qualification standards contained in 10 CFR Part 1046 Medical, Physical Readiness, Training and Access Authorization Standards for Protective Force Personnel, 10 CFR Part 1047 Limited Arrest Authority and Use of Force by Protective Force Officers, DOE O 473.3A entitled Protection Program Operations as identified in Section J, Attachment D, entitled DOE/NNSA Directives and Other Related Documents and all other applicable agency directives. In addition, the Contractor shall comply with the Nuclear Regulatory Commission security requirements contained in 10 CFR 73, Physical Protection of Plants and Materials to safeguard the Mixed Oxide Fuel Fabrication Facilities (MFFF).

All PF members shall be fully qualified prior to being assigned to perform security related duties. They must comply with Departmental medical, physical fitness and

firearms qualifications and training requirements of 10 CFR 1046 and maintain the appropriate level of DOE clearances and special access information categories. After a period of training and DOE approved qualification, all SPO members of the protective force shall be granted the authority to carry firearms, make arrests, and use deadly force when necessary as defined in 10 CFR Part 1047 and DOE O 473.3A as defined in Section J, Attachment D entitled DOE/NNSA Directives and Other Related Documents.

The Contractor shall provide qualified management and full-time supervision of all protective force members to ensure optimal performance of duties. However, to clarify, this is not a Personal Services Contract, as described at FAR 37.104.

The protective force members shall perform functions including, but not limited to, the following:

- Deter, prevent, detect, and respond to unauthorized possession, use, or sabotage of SNM and vital facilities utilizing all available resources including deadly force;
- Enforce the law and conduct criminal investigations;
- Develop, maintain and issue procedures and orders governing protective force operations;
- Perform escort duties; and,
- Secure and maintain safe operations by staffing security posts, and patrolling designated areas.

The protective force will be organized into tactically cohesive units to promote maximum effectiveness in protecting the most valuable Departmental assets from an armed terrorist threat as required by the DOE O 473.3A as identified in Section J, Attachment D entitled DOE/NNSA Directives and Other Related Documents. Each unit will have appropriate operational command, control and communication systems. Site tactical response plans are or will be developed around the unit concept rather than individual response positions.

C.5.1.2 Perimeter Protection

The Contractor shall provide qualified personnel to control access to the General Site by operating perimeter barricades, operating and maintaining special vehicle inspection equipment, and providing other duties as identified in written plans, post orders (POs), general orders (GOs), and procedures. The Contractor shall develop and implement programs to facilitate the orderly flow of vehicles in

coordination with the Site Traffic Safety Subcommittee and other protective force programs to allow for the maximum concentration of resources in a tactical posture.

C.5.1.3 Command and Alarm Centers

The Contractor shall maintain a trained cadre of personnel capable of operating sophisticated alarm monitoring centers, which include Central Alarm Stations (CAS), Plant-wide Alternate Alarm Center (PAAC), and Law Enforcement Dispatch (LED), in accordance with DOE O 473.3A as well as site-specific requirements and Section J, Attachment D entitled DOE/NNSA Directives and Other Related Documents. The monitoring of critical SRS facilities security alarm systems and the rapid dispatch of response personnel for alarm assessment is the primary function of Center operators. Equipment includes, but is not limited to, alarm annunciators, graphic display panels, closed circuit television, and assessment monitors. Centers are required to be continuously manned by properly trained and qualified personnel with knowledge of the tactical environment and the response force. The Center's operators shall adequately dispatch response personnel to the scene of a security emergency or other emergency conditions in a timely fashion. Staffing of the Command and Alarm Centers shall be sufficient to ensure site monitoring, dispatching and communication functions can occur simultaneously.

C.5.1.4 Law Enforcement and Criminal Investigations

The Contractor shall provide a full service Law Enforcement function which shall maintain law and order at the Savannah River Site. In addition to being South Carolina Law Enforcement Special State Constables, they will respond to violations of Federal law relating to matters of security interest to DOE, make immediate notification to DOE of any felonious criminal violations, and provide timely notification of all misdemeanor violations. Law enforcement personnel also develop programs to prevent traffic accidents, facilitate the orderly flow of vehicles in coordination with all contractors on site, perform vendor escort functions for ammunition and aviation fuel shipments, special intra-site shipments, conduct traffic accident investigations, provide a traffic enforcement function, and provide for the detection and deterrence of criminal offenders through patrol functions, specialized investigations and National Crime Information Center (NCIC) criminal justice information database checks. The Contractor shall manage and maintain Commission on Accreditation for Law Enforcement Agencies (CALEA) accreditation for the law enforcement and

criminal investigations responsibilities and meet all CALEA requirements as directed by the Commission.

Personnel assigned to this function shall be knowledgeable of and abide by Memorandums of Understanding (MOUs) established by DOE with Local Law Enforcement Agencies (LLEAs). The Contractor shall maintain a comprehensive, uniform set of written directives and operational goals, which provide direction to law enforcement personnel. The Contractor will also be expected to provide reports and analyses necessary for fact- based, informed management decisions. The Contractor must also maintain and internal process control and review system to facilitate the pursuit of professional excellence through ongoing review, revision and reaccreditation assessments. Personnel assigned to the Law Enforcement function will monitor the integrity of the general site boundary fence line and conduct random river patrols on that part of the Savannah River contingent to Savannah River Site property, to detect and apprehend trespassers. Personnel assigned to this function will provide emergency law enforcement response to natural or security incidents on the Savannah River Site.

The Contractor shall conduct preliminary investigations of all suspected violations of law at the SRS sufficient to facilitate complete disposition of the suspected violation. The Contractor shall employ and provide a staff of professional criminal investigators, trained and equipped to conduct criminal and administrative investigations into violations of state and Federal law or administrative regulations which occur inside the boundaries of the SRS. The Contractor will assist DOE with administrative investigations and provide VIP escort services on site when directed by the Contracting Officer.

The staff must be trained in psychological interview and interrogation, crime scene investigation, rules of evidence, court procedures, search and seizure, case management, use-of-force discipline, and qualified with, at a minimum, a DOE issued handgun. Investigators must be trained as initial responders in cyber security/criminal investigations, explosive incident investigations and incident management support, and hostage negotiations. Investigators must be proficient in the use of evidence collecting equipment, crime scene photography, and crime scene techniques. Investigators must complete and maintain complete case management files on all investigations. Investigators must be proficient in crime prevention and public speaking and have an accurate knowledge of state and local laws and federal statutes. The investigators must be well versed in crimes and offenses, elements of offenses, constitutional law, and federal court procedures.

Criminal Investigators will provide site organizations with arrest protocols and effect arrests, serve warrants, and assist local agencies with civil process service.

The investigative staff must maintain an evidence vault to store evidence collected for all suspected violations. Additionally, the investigative staff must comply with and maintain proficiency in the current evidence processing rules, regulations, and certifications, including drug identification and testing, as required by South Carolina courts.

In order to provide arrest authority in conducting law enforcement activities on the Savannah River Site, the Contractor shall nominate qualified Security police officers to be submitted to the Governor of the State of South Carolina to serve as Special State Constables with authority as described in Title 23, Chapter 7 of the Code of Laws of South Carolina, 1976 as amended. Application forms and any required bonds shall be submitted to the Department of Energy for forwarding to the Governor's Office. These selected members shall successfully complete the training requirements at the South Carolina Criminal Justice Academy to attain and maintain Class 1 Law Enforcement Officer certification. The Contractor shall work in concert with local Magistrate courts and Solicitor Offices in prosecuting traffic and criminal cases and maintaining all administrative documentation relating to enforcement and prosecution.

C.5.2 SPECIAL OPERATIONS

C.5.2.1 Special Response Team (SRT)

The Contractor shall maintain a dedicated Special Response Team (SRT) available at all times capable of resolving incidents that require force options that exceed the capabilities of Security Officer (SO), Fixed Post Readiness Standard Security Police Officer (FPRS SPO), Basic Readiness Standard SPO I (BRS SPO I) and Advanced Readiness Standard SPO II (ARS SPO II). This cadre shall be staffed with qualified and certified Advance Readiness Standard SPO III (ARS SPO III) personnel capable of being deployed as one or more dedicated teams with specialized weapons and equipment, operating from mobile tactical vehicles, as ground and aerial assault forces or a combination of both. The Contractor’s SRT shall comply with the requirements of DOE O 473.3A and as defined by 10 CFR 1046.3 Advanced Readiness Standard (ARS).

Special Response Team personnel shall maintain an in-depth and current knowledge of SRS critical facilities layouts, and be capable of effective and ready response in executing both defensive and offensive operations. Specifically, the

SRT shall be prepared to resolve adversary actions using force options (including, but not limited to, open-air, mobile, stronghold, and emergency assault using dynamic and covert techniques) and team tactics for interdiction, interruption, and neutralization operations and containment, denial, recapture, recovery, and pursuit strategies directed against an adversary.

The Contractor shall maintain current SRT response plans. The plans shall maximize the probability of successful neutralization of a force consisting of well-equipped, trained and dedicated adversaries. Such plans shall be written and be submitted for DOE approval. SRT shall demonstrate fully implemented and effective response capabilities during Force on Force exercises and/or tactical training scenarios.

C.5.2.2 Explosive Response

The Contractor shall maintain the capability to effectively respond to bomb or explosive incidents on-site and off-site with DOE approval in accordance with DOE-STD-1212-2012, Explosives Safety; DOE O 470.4B, Chg 2, Safeguards and Security Program and DOE O 473.3A and to coordinate the removal or disposal of unexploded or suspect ordnance. These capabilities shall include coordinating with the canine explosive detection section and having on staff a full-time Explosive Ordnance Disposal Technician that meets the qualifications cited in DOE-STD-1212-2012. Qualified Contractor personnel shall establish and maintain appropriate isolation zones (on site) around any suspect devices or unexploded ordnance until cleared by a DOE approved Explosive Ordnance Disposal Unit, or by DOE and Contractor management decision. The Contractor shall maintain and control the SRS Explosive Site Plan for the DOE Authority who has Jurisdiction ("AHJ").

C.5.2.3 Chemical/Biological Response Capabilities

The Contractor shall provide equipped, trained and qualified personnel who are responsible for responding to attackers in a contaminated environment. The Paramilitary Force must be trained to recognize the need to don protective masks, chemical and biological protective suits and maintain team security while doing so. Protective masks must be of a type that does not hinder performance of emergency duties, including accurate firing of all assigned firearms. In accordance with 29 CFR 1910.134, Occupational Safety and Health Standards, Personal Protective Equipment, Respiratory Protection, they must be rated for radiological/biological/chemical protection and be individually fit tested. The

Chemical/Biological decontamination processing will be performed by and is the responsibility of the SRS Managing and Operating Contractor (M&O) Fire Department at SRS.

C.5.2.4 Aviation Operations

The Contractor shall provide aviation operations ensuring that all personnel, equipment and operations are compliant with Federal Aviation Regulation 14 CFR Chapter 1, DOE O 473.3A, Annex 4, Security Helicopter Flight Operations and DOE O 440.2C Chg 1, Aviation Management and Safety. These operations will include Federal Aviation Administration (FAA) certified pilots and aircraft maintenance personnel necessary to effectively maintain and operate the two DOE helicopters, which are based on the general site, in various weather conditions at an operational readiness rate of 90 percent. The primary mission of the aviation operations is to provide rapid transportation for the Special Response Team (SRT). Secondary helicopter missions shall include such functions as providing an airborne intelligence gathering/relay station, airborne firing platform, escort/response vehicle, routine patrol of the general site and law enforcement support. Routine helicopter operations may include, pilot proficiency, training and testing for emergency response. Other missions may include, but are not limited to, site photography, forestry and ecological support, and emergency medical evacuations.

The Contractor is required to maintain an FAA airworthiness certification under 14 CFR Part 135.25 for helicopters and associated equipment to include, but not limited to, night vision devices, Forward Looking Infrared (FLIR) and Nitsun. The Contractor shall maintain the capability with personnel and equipment to operate the helicopters in varying weather conditions and to operate under both daytime and nighttime conditions utilizing appropriate instrumentation and equipment. The Contractor shall provide the training necessary for all Aviation Operations personnel to maintain proficiency in pertinent aircraft systems.

The Contractor shall have operational control and exclusive use of the two DOE owned helicopters as outlined in the 14 CFR Part 135.25. Further the helicopters will be in the receipt and legal custody of the Contractor through the site's established property assignment policies and procedures. The Contractor shall not delegate its responsibility for any 14 CFR Part 135.25 operational control functions and/or its responsibility to maintain operational control over flight activities to any outside entity.

All aircraft will remain in the Contractor's exclusive legal possession for the duration of the contract.

The Contractor must successfully undergo periodic inspections of aviation operations conducted by the DOE Office of Aviation Management, the FAA Flight Standards District Office, the US Environmental Protection Agency and the SC Department of Health and Environmental Control. The Contractor shall maintain compliance with Federal Aviation Regulation Part 133 - Rotorcraft External Load Operations, Part 135 -Operating Requirements: Commuter and On Demand Operations and Rules Governing persons on Board such Aircraft, and Part 137 - Agricultural Aircraft Operations. Contractor shall have sufficient personnel to meet requirements of and staff all positions in accordance with these regulations

The pilots, chief pilot and aircraft maintenance personnel must have a thorough knowledge of Federal Aviation Regulation Parts 61, 91, 133, 135, and 137 and maintain compliance with all FAA requirements for their positions. All aircraft maintenance personnel are required to hold FAA Airframe and Power plant certificates. The chief of aircraft maintenance must have FAA Inspection Authorization (IA).

C.5.2.5 Canine Operations

The Contractor shall be responsible for canine handler operations consisting of contractor handlers and DOE-supplied canines. All police working dogs must be trained and certified annually in either explosives or narcotics detection to the standards set by the United States Police Canine Association (USPCA) or DOE Canine detection standards. Explosive Detector Dog teams must also be trained and qualified consistent with the Bureau of Alcohol, Tobacco, Firearms & Explosives (ATF&E) National Odor Recognition Test (NORT). Each canine shall be assigned to at least one (1) Contractor Law Enforcement Special State Constable SPO handler. Canines shall be kenneled (on Savannah River Site) and cared for by the Contractor on the site to the standards required by the Department of Defense for military police dogs.

Additional responsibilities include, but are not limited to: conducting random detector dog inspections; providing explosive detector dog response to area emergencies; conducting random patrols of the site and critical security area(s) and providing security compensatory measures during failures/outages of intrusion detection systems. In addition, at DOE direction and/or with DOE

approval, the canine teams provide assistance to law enforcement personnel in the South Carolina counties surrounding the SRS.

C.5.2.6 Material Transportation Security

The Contractor shall be responsible for operating shipment vehicles and protecting all on-site nuclear material movement. The Contractor shall be responsible for operating shipment vehicles for classified off-site shipments, if requested by the CO. The Contractor shall be specially trained and qualified in offensive and defensive vehicular tactics for any Category I shipment of SNM. Other material transportation security support may include, but not be limited to, the following tasks:

- Coordinating and scheduling all on-site and off-site shipments of any Special Nuclear Material conducted by DOE and NNSA;
- Such support shall include, but is not limited to, planning and coordinating with local and state law enforcement authorities along the route related to the transportation and receipt of Spent Nuclear Fuel;
- Procuring, maintaining and operating shipment vehicles assigned to DOE/NNSA shipment program; maintaining and operating NNSA Safeguards Transporter (SGT) vehicles in accordance with Office of Secure Transportation (OST) operations regulations;
- Maintaining Class A and Class B Commercial Drivers with Hazmat endorsement to operate shipment vehicles;
- Providing security for shipments on and off site of DOE assets;
- Providing training for qualified Commercial Driver's License (CDL) operators; and,
- Meeting all Department of Transportation requirements.

C.5.3 TRAINING

C.5.3.1 Planning and Development

The Contractor shall ensure that Protective Force members are competent to perform the tasks within their assigned responsibilities under both normal and emergency conditions and adequately support the contract. The qualification and training programs shall be based on criteria established by the DOE National Training Center (NTC) as outlined in DOE O 473.3A and 10 CFR 1046. Training criteria shall also incorporate site-specific requirements per Section J Attachment D entitled DOE/NNSA Directives and Other Related Documents.

The Contractor shall prepare annually (at least every 12 months) a Job Analysis (JA) detailing the required actions or functions for each specific job assignment. The JA shall be used as a basic input document for training requirements, reviewed and updated annually, and submitted for approval to the DOE-SR Officially Designated Federal Security Authority (ODFSA).

Additionally, the Contractor shall:

- Coordinate and administer Veterans Administration On-The-Job Training Program through the South Carolina Department of Education.
- Program, utilize, and maintain an extensive inventory of Engagement Simulation Systems (ESS) to conduct realistic training and exercises of the protective force.
- Maintain a comprehensive audiovisual program to ensure all training aids, graphic materials, and equipment for classroom presentations support all training activities.
- Serve as Savannah River Site point of contact for all DOE National Training Center approved courses. Coordinate all DOE site certified and mobile training team courses conducted at Savannah River Site.
- Conduct and maintain a robust Red Cross first responder training program to ensure designated PF personnel are certified. Ensure all instructors maintain first aid, Cardiopulmonary Resuscitation (CPR) and Automatic External Defibrillator (AED) certifications.
- Plan, conduct, and evaluate all law enforcement training for the site. Ensure all Law Enforcement Constables meet and maintain their South Carolina Class 1 Law Enforcement Certification.
- Maintain an effective training and qualification program for first responders to safeguards and security events on the SRS.
- Schedule, document, track, and maintain training records on all protective force members. This includes weapons and physical fitness qualifications, protective force leader training, radiation worker training, law enforcement officer qualifications, and all annual training.
- Conduct annual staff training to ensure all personnel maintain their technical competence and enhance their professional development.
- Prepare (at least every 12 months) an Annual Training Plan per Section J Attachment D entitled DOE/NNSA Directives and Other Related Documents

- Submit a Training Approval Program (TAP) as required by the DOE National Training Center (NTC). Maintain NTC site certifications for NTC approved courses and analyze additional NTC courses for potential site certification to attain additional cost saving and efficiencies.

C.5.3.2 Weapons Instruction and Qualification

All SPO members of the protective force shall, after a period of training and qualification consistent with DOE O 473.3A and 10 CFR Part 1046 Medical, Physical Readiness, Training, And Access Authorization Standards For Protective Force Personnel and approved by DOE ODFSA, be granted the authority to carry firearms and make arrests in compliance with 10 CFR Part 1047, Limited Arrest Authority and Use of Force by Protective Force Officers.

The Contractor shall maintain a cadre of experienced qualified instructors and firearms instructors; manage the Consolidated Training Facility at Building 742-A to conduct computer based site specific training and tactics training with simulated weapons systems; manage the Advanced Tactical Training Academy (ATTA) firing range to conduct live fire tactical training and fitness-for-duty weapons qualification. Firearms training programs must be based on criteria established by the NTC. Instructors are required to be intimately familiar with the operation of a variety of specialized weaponry and effective training techniques to enhance the protective force's weapons proficiency.

All firearms training, qualification, proficiency testing, practice, and test firing activities must be conducted by instructors who are certified by the NTC in the principles of operation for the specific weapon system on which training is provided.

Training records for personnel authorized to carry firearms must be available for review by appropriate safety and security personnel. Lesson plans or instructional guidelines for all firearms training must be available for review by appropriate safety and security personnel. Such lesson plans or instructional guidelines must incorporate safety in addition to other training objectives and task performance standards.

C.5.3.3 Physical Fitness Readiness

All protective force personnel must comply with applicable medical and physical fitness qualifications set out in 10 CFR Part 1046 Medical, Physical Readiness, Training, and Access Authorization Standards for Protective Force Personnel, and

DOE O 473.3A. The Contractor shall maintain a comprehensive and effective physical fitness program for the protective force (PF) which shall be updated annually and submitted for approval to the SRS cognizant security authority, per Section J Attachment D entitled DOE/NNSA Directives and Other Related Documents. Contractor Physical Fitness Program personnel will administer all SPO physical fitness for duty qualification tests.

All SPO applicants and incumbents must satisfy the applicable medical certification standards set forth in 10 CFR 1046. The Medical Certification Standards are the minimum medical standards to be used in determining whether applicants and incumbent PF personnel can effectively perform, with or without reasonable accommodation, all essential functions of normal and emergency duties without imposing an undue hardship on the employer or posing a direct threat to the PF member or others, the facility, or the general public.

Contractor PF personnel must meet the physical readiness standard for their assigned position and must physically demonstrate the physical training, knowledge, skills, and essential functions set out 10 CFR 1046 as required for their assigned position before beginning active duty in that position. All incumbent SPOs must re-qualify every year according to their applicable readiness standard.

The DOE approved and designated Physical Protection Medical Director (PPMD) for the site and/or approved Designated Physician (DP) are responsible for the conduct of medical examinations, evaluations, and medical certifications for Contractor PF personnel.

C.5.3.4 Training Program Accreditation and Certification

The Contractor shall:

- Maintain accreditation by the Commission on Accreditation for Law Enforcement Agencies (CALEA) and DOE as a Public Safety Training Academy.
- Maintain accreditation by the American Council on Education.
- Maintain accreditation as an Institutional Academy by the South Carolina Criminal Justice Academy.
- Manage and maintain CALEA accreditation for the law enforcement and criminal investigations responsibilities and meet all CALEA requirements as directed by the Commission.

C.5.3.5 Leadership & Professional Development

Contractor Protective Force Supervisors who are assigned leadership/supervisory responsibilities must successfully complete the appropriate basic and annual training necessary to competently perform their responsibilities. The required tasks and expected levels of competency must be based on a site specific Job Analysis and the specialized task areas listed in DOE O 473.3A. In addition Contractor SRT personnel in leadership positions must successfully complete the DOE NTC or an ODFSA-approved Tactical Leadership course. Each supervisor must successfully complete formal annual refresher training to ensure that duties and tasks associated with tactical unit command can be performed at optimal level.

C.5.4 SECURITY SUPPORT FUNCTIONS

C.5.4.1.1 Site Personnel Security Program Support

The Contractor shall provide support in the following areas:

- Self-assessment activities, compliance reviews, technical assessments, and corrective action validation activities.
- DOE clearance requests and potential problem mitigation.
- Records management activities for active and terminated personnel for personnel security investigations.
- Safeguards and Security Awareness briefings and records maintenance.
- Site and facility access for site employees, contractors, and other DOE-SR-approved personnel in accordance with DOE O 470.4B, Chg 2 and DOE O 473.3A.
- Personnel security investigative reports management in accordance with 10 CFR 710 and guidelines provided by DOE on a "Case Evaluation" form.
- Personal subject interviews associated with background investigations in accordance with 10 CFR 710 entitled Criteria and Procedures for Determining Eligibility for Access to Classified Matter or Special Nuclear Material. Document each interview and recommend next appropriate clearance action. Note: The Contractor will have no authority to grant a clearance; the Contractor will request statistical data and reports related to the DOE clearance process only. Technical and administrative support for the Human Reliability Program and the Site-wide Security Investigation Budget.

C.5.4.1.2 Homeland Security Presidential Directive-12 (HSPD-12) Program Support

The Contractor shall provide assistance in all aspects of processing the HSPD-12 packages:

- Researching reports of background investigations received from the U.S. Office of Personnel Management (OPM);
- Supporting data entry to DOE developed database for tracking and reporting metrics;
- Providing support in the areas of self-assessment activities;
- Compliance review;
- Technical assessment;
- Corrective action validation activities;
- And, other duties as required pertaining to HSPD-12

C.5.4.1.3 Human Reliability Program (HRP) Program Support

The Contractor shall provide expert technical and administrative support for the DOE-SR HRP by: providing assistance in processing HRP certification and recertification for site employees; maintaining official Program records; verifying components are current and satisfactory as required in accordance with 10 CFR 712; returning incomplete or incorrect paperwork to the originator for correction; providing analyses, recommendations, and drafts to incorporate security program requirements; identifying deficiencies and positive performance actions; making recommendations for corrective actions/process improvements/validation activities for deficiencies; coordinating with other agencies; maintaining a database to manage the site's HRP process; other duties as required pertaining to the HRP.

C.5.4.1.4 Foreign Ownership Control and Influence (FOCI) Program Support

The Contractor shall provide expert technical and administrative support for the DOE-SR FOCI Program by:

- Providing assistance in processing FOCI submission packages relating to DOE-SR contracts and other agreements;
- Verifying data as required; returning incomplete or incorrect submission Packages to the originator for correction;
- Providing FOCI-oriented analyses on submissions and generating reports of these analyses;

- Preparing draft transmittals, facility National Agency Checks, and other correspondence;
- Coordinating with other agencies;
- Processing responses from other agencies;
- And, maintaining a database to manage the FOCI process.

C.5.4.1.5 Other Related Site Security Duties

- The Contractor shall provide expert technical and administrative support for the local Personnel Security Database and DOE Integrated Safeguards Security Electronic Transmission (DISS/ET) Automated Information Systems. In addition, the Contractor shall: provide visitor control, temporary badge issuance and, contraband control; and provide property pass control.
- The Contractor shall plan, schedule, organize, and attend approved security-related meetings, working groups, committees, and symposia as required by DOE-SR.
- The Contractor shall conduct security-related document, policy and action reviews; evaluative studies and analyses; and draft development of reports, correspondence, briefings, announcements, policies, and procedures.
- The Contractor shall provide security-related technical analyses and recommendations pertaining to all aspects of the Operations Security Program, Section J Attachment D entitled DOE/NNSA Directives and Other Related Documents, and the Foreign Visits and Assignments Program, Attachment D entitled DOE/NNSA Directives and Other Related Documents to include:
    (1) Supporting DOE technical assessments of SRS contractor programs
    (2) Assisting in strategic planning activities for both programs identified above
- The Contractor must develop, implement, and update, as necessary, a Continuity of Operations (COOP) program as defined in DOE O 150.1A which is designed to:
    (1) Assist the Department in continuing to accomplish essential functions;
    (2) Be integrated with the Emergency Management Program, as appropriate;

(3) Utilize existing programs to meet the requirements of this Contractor Requirements Document;
(4) Incorporate existing guidance and policy for human resources management;
(5) Identify work for others (deemed a Mission Essential Function (MEF) or a Primary Mission Essential Function by another organization) and their interdependencies.

- The COOP or business continuity plan must be approved by the responsible by the DOE-SR Office of Safeguards, Security and Emergency Services. The contractor program, specifically within their COOP program, must develop a COOP or business continuity plan that documents their program as prescribed in DOE O 150.1A.

C.5.4.2 Contractor Security Compliance

The Contractor shall comply with all applicable orders and directives specified in Section J, Attachment D that govern the protection of classified information, unclassified controlled information, computer security, operations security (OPSEC), technical security countermeasures, export control, telecommunications, Human Reliability Program (HRP), Drug Free Workplace, Gun Control Act, Workplace Violence Act, personnel security and General Site access control systems, specifically DOE O 470.4B, Chg 2,and 470.4-3 DOE O 473.3A. Responsibilities shall include, but not be limited to: maintaining an accountable pass and badge system; fabricating and issuing permanent and temporary badges to authorized personnel; processing contract personnel security questionnaires and reviewing same for completeness prior to submittal to the DOE; performing necessary fingerprinting services associated with the DOE issued security clearances; maintaining an accountability system for the control of classified documents; and conducting an employee security indoctrination and ongoing security awareness program.

C.5.4.3 Facilities Maintenance

The Contractor will not normally be responsible for “landlord” type maintenance to the buildings it occupies. Buildings include all permanent structures including security fences. These landlord maintenance activities shall be defined and agreed upon between the Contractor and the applicable site contractor(s) in accordance with the SR Interface Management Plan and approved by DOE. The Contractor

shall provide the appropriate staff to report, coordinate, and track all maintenance items in buildings occupied or utilized by Paramilitary Contractor personnel in order to ensure the buildings remain safe and habitable. However, maintenance not provided by the landlord operating contractor shall be obtained from other sources. The Contractor shall be responsible to ensure that all Government property both real and personal, whether furnished by the Government or obtained by the Contractor, is maintained in accordance with commonly accepted industrial standards or as specified herein.

C.5.4.4 Security Planning and Analysis Program

The Contractor shall provide a professional security staff responsible for security planning and analysis functions that ensure cost-effective protection strategies are developed and maintained for all DOE security interests at the Savannah River Site in accordance with DOE O 470.4B, Chg.2. These functions include: management and participation in Security Plans, including vulnerability analysis; management of all protective force staffing requirements and force authorizations; allocation of protective force members to include assignments/reassignments; development of an annual staffing plan; development of protective force contingency response plans, security orders, post orders and emergency security operations procedures; identification of compensatory measures; management of all protective force deviations to DOE directives requirements; identification of vulnerabilities and deficiencies in physical security systems, programs and operating designs; development of special purpose performance tests to validate planning assumptions; research and analysis of new technology; conduct of Operational Readiness Reviews; and development of the Contractor's strategic plan.

General and specific orders, details, procedures and other instructions generated by the Contractor or as directed by the Contracting Officer, shall be in accordance with the most recent version of DOE O 473.3A, to inform protective force personnel of the nature of their duties and to guide them in the successful performances thereof. These instructions will also include policies and procedures to be followed in emergency situations. These instructions shall be based upon DOE directives or other written DOE guidance. DOE reserves the right to review these instructions upon specific request. All General, Post and Emergency Orders shall be reviewed by the Contractor at least every twelve months to ensure the procedures are meaningful, accurate and current. The schedule for such reviews shall be provided to the Government quarterly. The results shall be forwarded to

DOE-SR Office of Safeguards, Security and Emergency Services (OSSES) within 30 days of completing the review.

Appropriate DOE Orders, the DOE Design Basis Threat (DBT) and the Adversary Capabilities List will serve as the baseline planning documents for development of associated protection strategies. All planners assigned to this work shall be trained on the use of computerized vulnerability assessment programs such as the Joint Conflict and Tactical Simulation System and Simajin, and meet applicable certifications as dictated by the DOE National Training Center. Contractor shall provide DOE with recommendations to enhance the overall security posture. These recommendations may include but are not limited to: proposed security upgrade projects; safeguards and security equipment capabilities/limitations; commercial security hardware applications; and emergency/routine protective force deployment.

C.5.4.5 Performance Testing Program

The Contractor shall fully implement an effective and compliant performance testing program to plan, conduct, and document exercises and performance tests that evaluate, train, and provide feedback on safeguards and security programs, protective force operations, and protection strategies. In addition, the Contractor shall train and maintain a certified pool of Controllers, Evaluators, and Opposition Force personnel that will support program activities. The Contractor's Performance Assurance Program (PAP) shall systematically evaluate all assigned protection program essential elements and validate the performance of all essential Safeguards & Security (S&S) protection elements within the contract. The Contractor shall coordinate with the SRS Management and Operating contractor to conduct integrated effectiveness tests for S&S systems.

The Contractor shall conduct all performance testing requirements as identified in DOE O 470.4B, Chg.2 and DOE O 473.3A. In addition, the Contractor shall provide support to DOE and the site operating contractor in the conduct of Emergency Preparedness training including Command Post, Command Field, and Joint Security and Operational Emergency Training Exercises.

C.5.4.6 Safeguards and Security Self-Assessment Program

The Contractor shall maintain an effective Safeguards and Security Self-Assessment Program that complies with the requirements identified in DOE O 470.4B, Chg. 2 and local site requirements. The contractor shall utilize the STAR database maintained by the SRS M&O contractor to track and document analysis

and corrective actions for all findings assigned during self-assessments, DOE-SR surveys, or independent assessments to completion.

The Contractor shall maintain individuals that possess the qualifications, experience, and training sufficient to review and inspect the topical and sub-topical areas of DOE Form 470.8. These personnel will attend applicable courses provided by the National Training Center for self-assessment team leaders and team members, including the Basic Survey Course.

C.5.4.7 Design/Engineering Services for Small Construction Projects

The Contractor shall provide design and engineering services to meet security infrastructure project needs. An infrastructure project is defined as any expansion, addition, modification or upgrade to a facility, equipment or system other than routine maintenance. New security facility construction also constitutes an infrastructure project.

The majority of Contractor infrastructure projects shall be funded, designed, and managed by the site Management and Operations (M&O) contractor. However, some infrastructure projects may require design and engineering services provided by the Contractor, such as:

- Barricades
- Entry Control Facilities
- Firing Ranges
- Canine Facilities
- Aircraft Hangers
- Training Facilities

The DOE Contracting Officer must approve all infrastructure projects of this type.

The Contractor shall ensure that design input meets infrastructure project functional requirements and is in accordance with all applicable: Federal and state laws; DOE Orders; Industry Standards; Savannah River Site Standards; and, Integrated Safety Management principles and functions. The Contractor will review documentation pertaining to cost, scope, and schedules to ensure alignment with infrastructure needs. The Contractor will prepare or assist with preparation of task requirements and criteria, Statements of Work, Requests for Proposals, and selection of the Design and Engineering Agency. The Contractor will coordinate funding and prioritization issues with the site operating contractor, as required.

All infrastructure projects must be managed in accordance with the site configuration controls. The Contractor shall develop pertinent design input and provide DOE with complete design and engineering packages that will be utilized during the construction phase of projects. All design activities will adhere to applicable DOE Orders and governing technical standards. The Contractor will coordinate with appropriate DOE Program and Budget managers in developing and managing budgets to support the Scope of Work and with appropriate DOE Program managers and the site operating contractor organizations to assure that all work under the program is properly integrated with other site activities. The Contractor will be responsible for Service Contract Act and Davis Bacon Act compliance as it applies to small construction project work.

C.5.5 PROGRAM SUPPORT

C.5.5.1 Environment, Safety, Health and Quality Assurance

The Contractor shall implement and conduct a comprehensive ESH&QA program that provides for the protection of workers, the public, and the environment in accordance with the clause in Section I, entitled "Integration of Environment, Safety and Health into Work Planning and Execution" and consistent with the overarching ESH&QA program implemented by the SR M&O Contractor. The Contractor shall include provisions for the protection of human health and safety and the environment in all activities for which it has contractual responsibilities. The Contractor shall implement and continuously improve the existing ESH&QA program and shall conduct its activities in full compliance with DOE ESH&QA requirements. The Contractor shall also coordinate with the SR M&O Contractor for issues pertaining to site-wide ESH&QA matters.

The Contractor shall implement a comprehensive and integrated contractor assurance system in accordance with DOE Order 226.1B, Implementation of Department of Energy Oversight Policy. As part of its overall performance assurance program, the Contractor shall implement and maintain an Integrated Safety Management System (ISMS) for the Protective Force Security Services program that is consistent with the ISMS implemented and maintained by the SR M&O contractor. The Contractor shall submit and maintain an ISMS System Description document. Pending the initial issuance and approval of its ISMS program, the Contractor shall implement the existing ISMS program established by the predecessor contractor and documented in its ISMS Description Document.

The Contractor shall provide support for any activity on site, as needed, in emergency situations.

The Contractor shall also provide ESH&QA support to others when directed by the CO. The Contractor shall immediately report to DOE any ESH&QA related issues arising with its adherence to the SR M&O contractor's overarching site-wide ESH&QA program which it cannot resolve with the SR M&O contractor.

The Contractor shall implement and maintain a set of requirements to ensure the protection of human health and safety and the environment. In the event the Contractor becomes out of compliance, appropriate action to protect human health and safety and the environment shall be taken until compliance is reestablished.

The Contractor shall work effectively with other site contractors, subcontractors, external regulators, and others to maintain and improve ESH&QA performance at SRS. The Contractor shall ensure ES&H excellence in subcontractor performance and flow-down of all applicable requirements to subcontractors. The Contractor shall consider ES&H past performance as an evaluation factor in the selection of subcontractors performing work in Government-owned or leased facilities.

The Contractor shall periodically evaluate its ESH&QA program for effectiveness by using both self and independent assessments, monitor ESH&QA performance continuously by the use of ES&H performance indicators, and affect continued ESH&QA improvement in a cost effective manner.

C.5.5.2 Reserved

C.5.5.3 Administration

C.5.5.3.1 Employee Benefits

The Contractor shall develop, implement, communicate and administer a Contractor Compensation Program for: performing job evaluations; developing job structures; conducting and utilizing salary surveys; administering pay policies and practices, developing an annual Salary Increase Fund; evaluation and self-audit of compensation policies and practices; administering an accrual system for vacation, holidays, and sick leave; and submitting reports to DOE through the Workforce Information System (WFIS).

The Contractor shall develop, implement, communicate and administer Contractor Benefits Programs consisting of Group Life, Health and Dental Health Coverage, Short- and Long-Term Disability, COBRA, 401(k) and/or Retirement Plan. The Contractor shall administer Risk Management Programs for Automobile, Aviation, General Liability and Workers' Compensation.

Employee Personnel and Benefits Records shall be established and maintained. A Human Resource Information System shall be utilized for establishing employee records, updating information, and reporting. Compensation and benefits data shall be compiled and provided to internal and external auditors, DOE and subcontractors supporting the contract. Compensation and Benefits Programs shall be in compliance with DOE, state and federal laws, rules and regulations as well as the provisions of the contract.

C.5.5.3.2 Employee Management Programs

The Contractor shall maintain an off-site location suitable to recruit, select, and promote applicants into vacant positions without regard to race, color, religion, gender, age, national origin, marital or veteran status, or physical disability. To retain highly qualified employees, various reward and recognition programs/policies will be administered to maintain employee morale. A confidential Employee Assistance Program (EAP) will be made available to Contractor employees and their immediate dependents.

The Contractor shall submit a Diversity Plan to the Contracting Officer for approval within 90 days after the effective date of contract. The Contractor shall submit an update to the Plan annually. The Contractor's Diversity Plan shall include innovative strategies for increasing opportunities to fully use the talents and capabilities of a diverse workforce. The Plan shall address, at a minimum, the Contractor's approach for promoting diversity through: the Contractor’s Work Force: Educational Outreach; Community Involvement and Outreach; Subcontracting; Economic Development (including Technology Transfer); and the Prevention of Profiling based on Race or National Origin.

The Contractor shall develop, implement, communicate, and administer an Employee Concerns Program (ECP) to encourage personnel to come

forward, without fear of reprisal, with information they believe is evidence of unsafe, unlawful, fraudulent, or wasteful practices in accordance with DOE Order 442.1A. The Contractor's ECP shall be implemented in accordance with the Section H Clause entitled Employee Concerns Program. Additional responsibilities of the Employee Concerns Section shall include, but are not be limited to: administering the Affirmative Action Program, Equal Employment Opportunity Program, Family and Medical Leave Act, and Alternative Dispute Resolution Program to ensure compliance with state and federal laws, and to establish and maintain effective employee relations through uniform and equitable application of DOE directives and organization policies and procedures.

With respect to labor relations support, the Contractor shall provide for the establishment and administration of the Collective Bargaining Agreement; execution and administration of the grievance/arbitration procedures; establishment and maintenance of disciplinary files and history; any necessary interaction with external agencies such as the National Labor Relations Board (NLRB), Federal Mediation and Conciliation Services (FMCS), etc.; and coordination as necessary with DOE.

C.5.5.3.3 Accounting Services

Accounting services shall be provided to fulfill internal and external reporting requirements, including, but not limited to: implementing financial software systems and maintaining financial database integrity for accounting/payroll processes; executing all phases of the payroll/labor distribution/fringe benefit and accounts payable functions to ensure procedural as well as federal and state regulatory compliance; coordinating all company business travel arrangements and reimbursements for Contractor personnel: promptly vouchering and disbursing monies due to ensure fiscal responsibility and accountability; planning, developing, and administering financial controls and procedures to ensure compliance with Contractor policies regarding the safeguarding of DOE assets; ensuring contract compliance with Cost Accounting Standards, applicable DOE Orders, and other Government regulations; and assisting internal and external auditors in conducting financial systems and cost-incurred audits.

C.5.5.3.4 Budget and Cost Management Services

The Contractor shall provide budgeting and cost management services including, but not limited to: implementing software systems and maintaining database integrity for budgeting and cost management functions; maintaining a system for segregating hours worked and costs by DOE funding program element for analysis and reporting purposes; developing and justifying budgets and Annual Operational Plans as required by DOE, monitoring actual activity, and providing periodic status reports and reviews to DOE to include, as necessary, variance analyses, revised forecasts, and funding impacts; preparing cost estimates and analyses as required to substantiate or determine the feasibility of various scenarios in the conduct of operations; and coordinating with DOE the transfer of funding for work performed by/for other Government agencies/contractors.

C.5.5.3.5 Litigation Services

The Contractor shall direct the litigation process, to include: interpreting the guidance contained in DOE 10 CFR 719; coordinating with DOE-SR Office of Chief Counsel to obtain prior approval before initiating litigation, appeal of adverse decisions or defense of litigation filed; and selection of the best risk avoidance approach, supervising the work of outside counsel, approving billing invoices prior to submission to DOE, and submitting approved litigation billing for payment.

C.5.5.3.6 Information Technology Support Services

In providing information technology support of critical business systems and leveraging the benefits of replacing outdated manual processes with electronic ones, the Contractor shall adhere to DOE and site standards and requirements and best cyber security practices to include ensuring operating system patches and virus updates are monitored conscientiously and installed in a timely manner to avoid vulnerabilities or to close them as soon as they are identified. Servers and workstations shall be configured to prevent intrusion and scanned frequently to detect potential vulnerabilities. Encryption shall be employed as required by DOE and site standards. Business continuity and disaster recovery options shall be readily available**.**

C.5.5.3.7 Reports and Records

The Contractor shall provide a staff trained and proficient in collecting daily or routine reports, information, records and documents which detail the actions and responsibilities of the Security and Law Enforcement operations. Personnel assigned to this staff shall be proficient in conducting trend analysis; evaluation of reports and logs; classification and storage; automated submission of state records, reports and logs; compiling reports and data for additional charts, graphs and reports, as well as protecting privacy act information and documents from unauthorized access or disclosure. The Contractor shall complete, compile, and submit routine and specific Uniform Crime Reports and Criminal Information Exchange data to state and federal organizations in compliance with their requirements and timelines.

The Contractor shall ensure proper preparation of a Daily Log for each protective force section. The log will be used to list all activities and incidents, by time of occurrence, for each 24-hour period. The Contractor shall also be required to prepare reports on offenses, security violations and infractions, fires, bomb threats and all other unusual incidents, as specified in the Contractor's Security, Post and Emergency Orders and Contingency Plan, and as required herein. The Contractor shall maintain a copy of such reports. A copy shall be forwarded to the DOE Director of the Office of Safeguards, Security & Emergency Services within 24 hours after the end of the reporting period.

C.5.5.3.8 Other Administrative Services

The Contractor shall conduct purchasing and subcontracting functions for all required materials and services in accordance with FAR and DEAR, Executive Orders, DOE Orders, Acquisition Letters, and other applicable requirements; develop annual Small Business Plans to set goals for awarding purchases and subcontracts in accordance with Small Business Program requirements, and ensure that goals are met; purchase items in accordance with the Environmental Protection Agency guidelines for recycled/reclaimed materials; conduct shipping and receiving functions for the Contractor in accordance with U.S. Department of Transportation guidelines, FAR and DEAR; administer the contract with DOE; and maintain an Interface Protocol Document, including accompanying Memorandums of Understanding, with the Savannah River Site operating contractor.

C.5.5.4 Public Information and External Affairs

The Contractor shall provide a public affairs function that responds to national and local news media on matters relating to the Contractor's site-specific security mission, and national security as it applies to the Savannah River Site mission. The external communications material shall include news releases, statements, speeches, brochures, and community outreach initiatives. The Contractor shall: provide a corporate liaison

with community leaders and civic organizations to ensure that the SRS mission and Contractor's security function are adequately communicated within the site's surrounding communities; provide an interface with DOE-SR and their prime contractors to ensure a cohesive communications plan from SRS to external audiences; conduct employee morale activities that promote a cohesive environment of inclusion; and, develop policies and procedures that ensure the public information and internal communications function are conducted effectively, ethically and within applicable copyright laws.

C.5.5.5 Reserved

C.5.5.6 Equipment Maintenance and Logistical Support

The contractor shall develop, implement, and administer policies, programs, and procedures that provide for an effective equipment maintenance and logistical support program.

The Contractor shall be responsible for maintenance of all equipment assigned to or obtained by the Contractor. Equipment must be maintained in a serviceable condition, in keeping with generally accepted practices for the particular type of equipment. Preventive maintenance must be conducted and records maintained. The program consists of conducting effective preventive maintenance and cost-effective repairs for vehicles, watercraft, motorized equipment, a variety of firearms to include engagement simulation systems, trace explosive detection equipment, and a multi-frequency secure radio network consisting of portable, mobile, and fixed station radios. Qualified technicians and armorers are required to perform maintenance and repair services. Armorers must be DOE- certified in accordance with DOE O 473.3A. Technicians performing radio maintenance must meet the licensing or certification requirements of the Savannah River Radio Services Procedural Guide. Personnel

maintaining engagement simulation systems that perform adjustments to laser transmitters must meet the qualification requirements of DOE O 473.3A. Additionally, the Contractor will maintain keys, locks and combinations to safes pertaining to protective force operations.

The logistical support program provides internal support to the Contractor's operations and includes the following:

- Maintenance of keys, locks and combinations to safes pertaining to protective force operations;
- Services for laundry, boot/shoe repair, and bottled water;
- Provide and maintain a supply facility maintaining uniforms, personal equipment, and other items in support of the protective force mission;
- Develop, implement, and administer policies, programs, and procedures that ensure adequate controls of firearms and ammunition/explosives;
- Acquisition and accountability of authenticator matrix cards;
- Planning for and provision of telecommunications services to include telephone, facsimile, cellular, regional pagers, STU Ill, and others as may be requested;
- Sewing services to include uniform alterations, sewing of patches and name tags;
- General maintenance/repair and fabrication services;
- All planning for communications services;
- Administrative support to effect compliance with requirements for capital asset management.

C.5.5.7 Personal Property Management Program

The Contractor shall develop and execute a DOE-SR contracting officer approved, Personal Property Management System (PPMS) and protection program to ensure adequate accountability controls for all Government property under this contract. All requirements identified in the DOE O 580.1A, 41 CFR 109, 41 CFR 101, and 41 CFR 102 will apply when developing the organization's PPMS. Due to the nature of this work a thorough knowledge of munitions list items and demilitarization techniques, as outlined in the Defense Demilitarization Manual, is also required. With respect to administrative duties, activities shall include

establishing and maintaining an appropriate document control system, accurate inventory records and a historical record file system. With respect to property management support, the Contractor shall provide for the acquisition, accountability, and disposition of all Government property.

C.6 INTERFACES WITH SITE USERS

As part of the execution of this scope of work, the Contractor shall be required to interface with DOE, NNSA, DOE/NNSA contractors, visitors, and tenant entities engaged in onsite activities. As such, the Contractor will participate in the implementation of the Savannah River Interface Management Plan.