

Attachment J-4

List of INL Mandatory and Optional Site Services

LIST OF INL MANDATORY AND OPTIONAL SITE SERVICES

	Mandatory Service Title	PWS Section	Scope Description
1.	Fire Department and Emergency Medical Services	C.3.1; C.3.2; C.7.2.01.02; C.9.2.06; C.9.3.10	<ul style="list-style-type: none"> • Provide Fire Department services which encompasses qualified personnel and equipment to respond to emergencies such as medical, structural fires, wildland fires, vehicle accidents, and special hazards (e.g., confined space rescue, HAZMAT, and high- and low-angle rescue). Includes acquisition and maintenance of equipment and personnel to sustain a state of readiness to respond to events. • Maintain operational fire stations at Central Facilities Area (CFA), Materials and Fuels Complex (MFC), and Test Area North (TAN). • Execute and maintain Emergency Response Baseline Needs Assessment, Pre-Incident Plans, and Annual Vegetation/Defensible Space Inspection. • Provide Emergency Medical Services at CFA Medical. Services include a Registered Nurse, 24/7; and a Medical Provider on location, M-Th (7:00 AM - 5:30 PM) and on call all other times; and the use of the medical decontamination facility for treatment of radiologically contaminated injuries/illnesses.
2.	Emergency Management	C.9.2.06; C.9.3.10	<ul style="list-style-type: none"> • Perform Emergency Management operations, including emergency and security notifications and providing support for the coordination and execution of emergency event activities and drills. • Receive and disseminate information pertaining to outages, alarm monitoring, telecommunications, hazardous shipments, weather, and national warning systems. • Provide emergency reporting, answering, and dispatch services and act as the Emergency Management Public Liaison Representative. • Operate and maintain readiness of the INL Emergency Operations Center (EOC) and Emergency Command Center (ECC).

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3.	Radio Frequency (RF) Communication (Land Mobile Radio [LMR])	C.9.1.01; C.9.2.06	<ul style="list-style-type: none"> • Provide Radio Frequency Communication, which includes Land Mobile Radio (LMR) P25 frequency transmission services. • Provide site-wide strategic and tactical planning, including frequency management. • Coordinate wireless and radio communication system integration and connectivity needs. • Manage the INL radio frequency spectrum as required by the National Telecommunications and Information Administration. • Perform and coordinate spectrum assessments and federal emergency readiness and security activities. <p>NOTE: Radios and signal boosters are not included in this service.</p>
4.	Power and Power Management	C.3.1; C.3.2; C.9.2.06; C.9.3.10	<ul style="list-style-type: none"> • Provide Power and Power Management that includes distribution of commercial electrical power to site tenant’s perimeter high voltage substations at Advanced Mixed Waste Treatment Project (AMWTP), Idaho Nuclear Technology and Engineering Center (INTEC), and Radioactive Waste Management Complex (RWMC). • Manage above ground power distribution system, including maintenance, repair, and inspection. • Coordinate power usage billing.
5.	Roads and Grounds	C.9.2.06	<ul style="list-style-type: none"> • Provide inspection, maintenance, repair, replacement, and upgrade/betterment of primary site-wide roads and bridges. Map of INL Primary Roads, Attachment 1, is provided for reference only. • Manage site traffic operations including signage, boundary signs, and lighting. • Provide snow removal on primary site-wide roads and bridges. • Provide noxious weed control, mowing/weed abatement, and borrow source management adjacent to roads and bridges and up to the site tenant’s perimeter. • Operate site flood control structures. • Provide prescribed Department of Transportation (DOT) traffic control and drivers for nuclear shipments between INL complexes. <p>NOTE: Roads and grounds services does not include service associated with parking lots/parking areas.</p>
6.	Seismic Monitoring, Reporting, and Program Management	C.9.2.06	<ul style="list-style-type: none"> • Provide Seismic Monitoring, Reporting, and Program Management, which includes earthquake monitoring and periodic maintenance of Strong Motion Accelerograph (SMA) instruments and Seismic Stations located throughout INL and Southeast Idaho.

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			<ul style="list-style-type: none"> Reporting and documentation of earthquake activity on and around INL. Periodic update of probabilistic seismic hazard analysis activities. Earthquake monitoring to provide advanced notification of a potential future volcanic eruption.
7.	Safeguards and Security, Protective Force and Site Badging and Access	C.9.2.02; C.9.2.06	<ul style="list-style-type: none"> Provide Safeguards and Security post and patrol Protective Force Services in accordance with the INL Site Security Plan up to the site tenant’s perimeter. Any future changes to the federal funding appropriation/source, cost accounting definition, or level of security service needed by the Contractor will be negotiated on a case-by-case basis with assistance by DOE to acquire additional funding if needed. Provide general site badging and access services according to the INL Site Security Plan as determined by agreement or DOE direction. <p>NOTE: Direct Funded</p>
8.	Fire Alarm and Emergency Dispatch Center	C.9.3.10	<ul style="list-style-type: none"> Maintain and provide INL emergency response and communication infrastructure that supports functions such as the Fire Alarm and Emergency Dispatch Center (FAEDC) and Warning Communication Center (WCC).
9.	Cultural Resource Monitoring, Reporting and Program Management	C.9.2.06; C.9.3.04	<ul style="list-style-type: none"> Provide Cultural Resource Monitoring, Reporting, and Program Management, which includes implementing all facets of the INL Cultural Resources Management Plan (CRMP) that includes updating the facility inventory, eligibility determination. Coordinate tracking of federal undertakings and actions/mitigations by outside agencies, universities, or subcontractors. Maintain INL cultural resource records. <p>NOTES:</p> <ul style="list-style-type: none"> The State Historical Preservation Office has the final facility eligibility determination approval and final CRMP review and issuance. Does not include performance of cultural resource reviews for federal undertakings. (“Undertaking means a project, activity, or program funded in whole or in part under the direct or indirect jurisdiction of a Federal agency, including those carried out by or on behalf of a Federal agency; those carried out with Federal financial assistance; and those requiring a Federal permit, license or approval.” See 36 CFR 800.16(y).)

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10.	Site Wide Environmental Reporting	C.9.2.06; C.9.3.02; C.9.3.04	<ul style="list-style-type: none"> • Provide Site Wide Environmental Reporting, which includes acting as site-wide technical point-of-contact on implementation of new regulations and/or reporting requirements. Excludes CERCLA and RCRA. • Transmit data calls and compiled reports for review and concurrence. Interface Agreement (IAG)-681, Attachment 2, is provided for reference only. A new IAG will be executed with the ICP Contractor. • Prepare, review, and certify annual, semi-annual, and quarterly INL environmental reports, such as NESHAPS, TSCA, Site Wide Groundwater Monitoring Plan, Annual Environmental Monitoring Plan, INL Water Use Reports, EPCRA, Sustainability, and Greenhouse Gas, etc.
11.	Landfill Services	C.9.2.06	<ul style="list-style-type: none"> • Provide a landfill on the INL site for disposal of sanitary waste, construction, and building demolition and destruction materials. • Trash dumpster pickup and refuse disposal. • Chain end-dumpster delivery, pickup, and disposal. • Co-mingled, wood, and steel recycle bin processing.
12.	Benefit Services	C.9.8	<ul style="list-style-type: none"> • Provide pension and investment administrative services on behalf of all plan participants of the multiple-employer INL Employee Retirement and Investment Plans. • Responsible for funding and collecting funding from Plan Sponsors and maintaining a qualified status of all pension and investment plans. • Maintain and administer the post-retirement medical benefit plan for all retired employees who are participants of the pension plan. • Responsible for reporting administrative matters to designated committees: Plan Administrative Committee, Plan Operations Committee, and Plan Investment Committee.
13.	Bus Services	C.9.2.06	<ul style="list-style-type: none"> • Provide Bus Services to multiple locations on the INL site from various INL selected locations in Idaho Falls, Pocatello, Blackfoot, and other outlying areas. • Provide shuttles throughout the day, 24-hour dispatching, and poor weather road scouting. <p>NOTES:</p> <ul style="list-style-type: none"> • Does not include bus tours. • Maintained parking lots (i.e., snow removal, striping, and lighting) are necessary, and the responsibility of the ICP Contractor for the ingress and egress of buses at ICP complexes.

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14.	Records Management	C.9.1.02	<ul style="list-style-type: none"> • Provide Physical Record Management, which includes timely and compliant reviews of new boxes transferred into the facility; retrieval of records stored in the facility; reports of records which have met retention for destruction or transfer; and transfer and destruction of records approved for disposition. • Provide Electronic Record Management, which includes maintaining a compliant electronic record storage system that meets applicable federal laws and regulations ensuring records are accessible; and management of records for legal holds and record disposition. Provide EDMS access and support. <p>NOTE:</p> <ul style="list-style-type: none"> • The upcoming changes from M-19-21 may affect the number of records incoming out and outgoing. https://www.whitehouse.gov/wp-content/uploads/2019/06/M-19-21.pdf

Services outside the Scope Descriptions for Mandatory Services may be negotiated between ICP and INL Contractors. Such Services will be performed on a full cost recovery basis, unless otherwise noted. In the event the Contractor determines that a Mandatory Service may be obtained from more cost effective sources of supply to the Government (EM and NE combined), the Contractor shall notify the DOE Contracting Officer (CO) of its proposal to utilize other sources. DOE CO approval shall be obtained prior to changing a Mandatory Service.

	Optional Service Title	PWS Section	Description
1.	Occupational Medicine Program	C.8.3	<ul style="list-style-type: none"> Provide Occupational Medicine Services, which includes onsite medical treatment of on-the-job worker injuries and illnesses, medical examinations (new hire, ability to work, ability to return to work, certifications, and surveillances), and drug screen program management and collection. Does not include emergency medical services.
2.	Calibration of Measuring and Testing Equipment (M&TE)	C.8.3	<ul style="list-style-type: none"> Calibration of portable non-radiation measuring and test equipment (M&TE) traceable to the National Institute of Standards and Technology (NIST) within the existing capabilities of the provider.
3.	Calibration of Radiation Monitoring Instruments	C.8.3	<ul style="list-style-type: none"> Calibrate, maintain, and repair portable and fixed radiation monitoring instruments.
4.	Secure Locksmith Services	As applicable	<ul style="list-style-type: none"> Provide Locksmith Services for high security safe repairs and/or combination issues, security door lock repair and installation, creation or duplication of security keys, and security padlock creation and/or repairs.
5.	Dosimetry Services	C.9.2.06; C.9.3.13	<ul style="list-style-type: none"> Provide Dosimetry and Radio-bioassay Services, which includes internal and external personnel dosimetry, area dosimetry, and direct and indirect radio-bioassay services to contractors in accordance with Department of Energy Laboratory Accreditation Program (DOELAP) as required by 10 CFR 835. These services include providing resources to collect, analyze, and report data that leads to evaluation of total committed effective dose and committed equivalent dose. Additionally, these services provide for Wound Counting and Nuclear Accident Dosimetry which are outside of DOELAP accredited services.
6.	Property Accounting Services	C.9.2.03	<ul style="list-style-type: none"> Provide Property Accounting and financial reporting for all capital assets, includes activities that are associated with capital asset reconciliations for multiple systems, write on/off assets, record asset changes, maintain the Property Record Unit Catalog, create and update property procedures, act as the property application trustee, submit property STARS reporting monthly, complete all quarterly and year-end property related financial statement reporting, support property reviews, audits and other financial property related activities.

The Optional Services described above are available to the ICP Contractor. Other services, not identified above, may be provided as negotiated between ICP and INL Contractors. If the Contractor purchases an Optional Service from the INL contractor, the Optional Service will become a Mandatory Service for the life of the contract and any subsequent task order. Any deviation from this requirement will require DOE CO approval. In the event the Contractor determines that an Optional Service may be obtained from more cost effective sources of supply to the Government (EM and NE combined), the Contractor shall notify the DOE Contracting Officer (CO) of its proposal to utilize other sources.

Services outside of the Scope Descriptions for Mandatory and Optional Services may be negotiated between ICP and INL Contractors. Such Services would be performed on a full cost recovery basis and may also include fee, e.g., to access INL's scientific expertise to support solving unique technical problems.