

The Service Level Agreement

Between

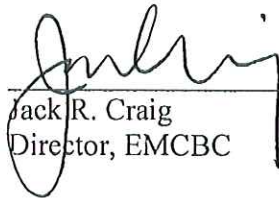
The Environmental Management Consolidated Business Center

and

The NNSA Los Alamos Site Office

The attached document provides the roles and responsibilities, authorities, and working relationships between the Environmental Management Consolidated Business Center (EMCBC) and the NNSA Los Alamos Site Office (LASO). This Service Level Agreement shall remain in effect until such time as it is amended by the EMCBC Director and the LASO Site Manager.

Approved:



Jack R. Craig
Director, EMCBC

11/27/12
Date



Juan L. Griego
Acting Manager, LASO

1/2/13
Date

PURPOSE

The Assistant Secretary for Environmental Management (EM), Department of Energy (DOE), is responsible for the safe, efficient and effective clean-up, stabilization and remediation of nuclear and hazardous waste materials and contamination resulting from prior activities of DOE and its predecessors. Activities related to this mission are conducted at many locations around the nation and are typically staffed with federal and contractor personnel that possess technical, business, technical support & asset management, and administrative expertise. The EMCBC's mission is to provide centralized business support services to selected EM sites such as the LASO allowing the LASO resources to focus on effectively executing its clean-up responsibilities.

The LASO mission and responsibilities include the day-to-day oversight of EM funded projects related to Legacy Waste. This include planning, directing, establishing, coordinating and managing waste management site activities associated with the pre-1999 EM Legacy, and coordinating with the NNSA Enduring Waste Program at LANL to assure strict adherence to compliance and waste reduction in support of overall LANL mission.

In order to effectively accomplish its mission, the LASO has received in the past needed assistance through both the NNSA Albuquerque Complex and the EMCBC located in Cincinnati, Ohio. While it is understood that the LASO would continue to receive support from the NNSA Albuquerque Complex, the purpose of this agreement is to establish a mechanism for the LASO to receive needed support from the EMCBC in its implementation of EM activities including capital asset and operating projects related to ground water and soil remediation, and decontamination and decommissioning activities.

This agreement outlines the areas for which the LASO-EPO is in need of support by the EMCBC. This agreement can be amended to include additional areas of support through mutual agreement of the parties as any future need for additional support arises in the implementation of LASO activities.

This Service Level Agreement would provide to LASO the following benefits 1) continuous, stable business support services from the EMCBC; 2) achieve economies of scale through standardization and streamlined operations; and 3) better utilization of its resources for front-line cleanup activities.

EMCBC Operational Strategy

The EMCBC will provide defined business support services to the LASO. Under this model, the LASO will continue to have mission responsibility, with the EMCBC providing support in business services as outlined in this Agreement. The LASO can focus their resources on project and technical management, and oversight of the LASO contractors. Attributes of the EMCBC operational strategy include the following:

- Stable business support for a variety of customers with differing project mission requirements and differing business support requirements;
- Ability to support multiple customers in different time zones;

- Combined use of federal employees and support service contractors (as required) to support customers;
- Optimization of Full Time Equivalents between the EMCBC and its customers;
- The LASO site personnel performing functions as defined in this agreement with respect to business services, with support from functional business specialists and necessary support staff for peak workloads and specific tasks residing at EMCBC;
- An EMCBC travel budget to support planned and unscheduled customer site visit requirements.

Service Approach

A cooperative business support responsibility exists between the EMCBC and the LASO as defined in this agreement. In general, EMCBC business support functions outlined under this Agreement include Contracting/Procurement, Cost Estimating & Analysis and Project Planning and Execution Support.

Contracting/Procurement

The DOE Senior Procurement Executive approved the establishment of a single EM Head of Contracting Activity (HCA) and delegated that authority to the Deputy Assistant Secretary for Acquisition and Project Management (EM-50) on November 15, 2007. Accordingly, EM-50 has delegated specific HCA functions and responsibilities to the EMCBC Assistant Director, Office of Contracting, which includes procurement authority within specified monetary levels for EM requiring activities

The EMCBC Office of Contracting Review Team will provide the primary independent review function for the EMCBC for sales, contract, financial assistance, and subcontract actions within specified monetary levels.

The EMCBC, Office of Contracting, will provide contracting/procurement services for the LASO through contracting personnel located at the EMCBC. Functions to be provided by the EMCBC will include the following:

- Assistance in contract, grant, and cooperative agreement award, administration, modification, termination, and closeout;
- Assistance in entering into agreements committing the Department to the sale of products and other services, including funds-in interagency agreements and other agreements providing reimbursable work for others;
- Assistance in all areas of contractor human resource management programs (compensation, benefits, labor relations and workforce transition), including review of contract deliverables and providing recommendations to the Contracting Officer, and coordinating HQ's data calls covering the program areas;
- Coordinating HCA approval of Contracting Officers' Representative appointments; developing and maintaining plans, policies, and procedures applicable to the procurement and acquisition support processes;
- Managing and maintaining the Federal Procurement Data Systems (e.g., STRIPES, CPARS, FPDS, etc.) and Subcontracting Reporting System;

- Providing cost and price analysis regarding pre-award proposals, post-award proposals, Requests for Equitable Adjustments, and fee actions such as draft fee plans, payments of Performance Based Incentives, and determinations of award/incentive fee earned.

Cost Estimating & Project Management Support

The mission of the EMCBC Office of Cost Estimating and Project Management Support is to fully integrate sound cost estimating practices into all of EM's acquisition and project management processes, by establishing EM Corporate cost estimating requirements and providing oversight for contractor-developed cost estimates, preparing Independent Government Cost Estimates (IGCEs) to support EM acquisition and contract management activities, preparing Independent Cost Estimates (ICEs) to support EM project planning and execution needs, performing Independent Cost Reviews (ICRs) of contractor-developed cost estimates, supporting Risk Management Planning activities, and assisting with the management of site or project-specific lifecycle baselines to facilitate development of environmental liability estimates. This office also serves as the EMCBC's Project Management Organization, whose role is to improve the overall success of EM's Clean-up projects by establishing standards and templates, providing project support through mentoring and resources, and by supporting the planning and execution of strategic, high risk, high cost, and complex EM Clean-up/Closure projects.

The EMCBC Office of Cost Estimating and Project Management Support will provide cost estimating and analysis and project planning and execution services to the LASO using cost estimating and project management personnel located at the EMCBC or subcontractor support when LASO demand exceeds in-house capacity.

Functions to be provided by the EMCBC Office of Cost Estimating & support may include the following:

- Prepare Independent Government Cost Estimates (IGCE);
- Prepare Independent Cost Estimates (ICE(s));
- Perform Independent Cost Reviews (ICR(s));
- Perform reasonableness or technical review of costs for contractor-submitted proposals;
- Provide cost engineering support to Acquisition-related Source Evaluation Boards or Contracting Officers;
- Support Contract Close-out activities by capturing actual project costs and integrating actual project cost data to the EM Environmental Cost Analysis System;
- Provide support and oversight for contractor-developed cost estimates;
- Assist LASO with the consistent interpretation and implementation of DOE and EM project management/execution Policies, Directives (e.g., DOE Order 413.3B, EM Operations Protocol, etc.);
- Lead or perform Independent Project Reviews and project peer reviews as requested;
- Provide project planning, management, and execution support, including Earned Value Management System setup and administration;

- Perform project performance analysis;
- Provide lifecycle planning support, including maintenance and oversight of program or project baselines;
- Provide support with site transition planning; and
- Provide project execution reporting support.