



U. S. DEPARTMENT OF ENERGY
STRATEGIC PETROLEUM
RESERVE PROJECT
MANAGEMENT OFFICE NEW
ORLEANS, LA



CONTRACT AWARD - DE-AC96-06PO92716

FOR

**TECHNICAL AND MANAGEMENT
SUPPORT SERVICES**

IN SUPPORT OF THE

STRATEGIC PETROLEUM RESERVE

PROJECT MANAGEMENT OFFICE

[Cover Letter](#)

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REQUEST FOR PROPOSAL DE-RP96-06PO92716

TECHNICAL AND MANAGEMENT SUPPORT SERVICES IN SUPPORT OF THE STRATEGIC PETROLEUM RESERVE PROJECT MANAGEMENT OFFICE

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SOLICITATION, OFFER AND AWARD 1. THIS CONTRACT IS A RATED ORDER RATING PAGE OF
2. CONTRACT NO. 3. SOLICITATION NO. UNDER DPAS (15 CFR 350) 4. TYPE OF SOLICITATION ON SEALED BIDDING (IFB) NEGOTIATED (RF)
DE-AC96-06PO92716 DE-RP96-06PO-92716 5. DATE ISSUED 6. REQUEST FOR INFORMATION/PURCHASE NO. PO92716.06.000

7. ISSUED BY CODE 8. ADDRESS OFFER TO (If other than Item 7)
U.S. Department of Energy
Strategic Petroleum Reserve Project Mgt. Office
900 Commerce Road East
New Orleans, LA 70123

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".

9. Sealed offers in original and 0 copies for furnishing the supplies or services in the Schedule will be received at the last place specified in Item 8, or if handcarried, in the depository located in SEE SEC L.36 until 3:00 Central Time local time May 22, 2006 (Hour) (Date)

CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-10. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION A. NAME Joyce B. Francois B. TELEPHONE NO. (Include area code) (NO COLLECT CALLS) 504 734-4760 EMAIL: Joyce.Francois @ spr.doe.gov

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PART II - CONTRACT CLAUSES
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14. ACKNOWLEDGMENT OF AMENDMENTS AMENDMENT NO. DATE AMENDMENT NO. DATE

OFFER (Must be fully completed by offeror)

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within calendar days (60 calendar days unless a different period is inserted by the offeror) from the date of receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated:

14. DISCOUNT FOR PROMPT PAYMENT 10 CALENDAR DAYS 20 CALENDAR DAYS 30 CALENDAR DAYS
receipt of amendments 001 4/21/06 003 5/9/06
to the SOLICITATION for offerors and related documents numbered and dated: 002 5/3/06 004 5/18/06

15A. NAME CODE FACILITY 16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN
Deltha Critique, Inc. DUNS: 128204208 Earl Washington, President
3520 General De Gaulle Drive Suite 5060 New Orleans, LA 70114 President

15B. TELEPHONE NO. (Include area code) 504 367-8766 15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE. 17. SIGNATURE 18. OFFER DATE

19. ACCEPTED AS TO ITEMS NUMBERED 20. AMOUNT \$ 7,545,271.00 21. ACCOUNTING AND APPROPRIATION

26. NAME OF CONTRACTING OFFICER (Type or print) Items 1,2,3,& 4. \$ 7,545,271.00
27. UNITED STATES OF AMERICA 28. AWARD DATE
1610698 SA080412I 00400 25200 0450 11 \$414,000.00
23. SUBMIT INVOICES TO ADDRESS SHOWN IN ITEM (4 copies unless otherwise specified) Block 7
24. ADMINISTERED BY (If other than Item 7) CODE Joyce B. Francois
25. PAYMENT WILL BE MADE BY CODE Refer to Section G. of contract.

IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.
NSN 7540-01-152-8064 33-134
PREVIOUS EDITION NOT USABLE

PART I - THE SCHEDULE

SECTION B - SUPPLIES OR SERVICES AND PRICE/COSTS

PART I - THE SCHEDULE

SECTION B - SUPPLIES OR SERVICES AND PRICE/COSTS

B.1 MANAGEMENT AND TECHNICAL SUPPORT SERVICES

**B.2 INDEFINITE DELIVERY/INDEFINITE QUANTITY, COST ESTIMATE,
AND PERFORMANCE FEES**

B.3 PERIOD OF PERFORMANCE

B.4 ESTIMATED COST AND FEE

B.5 OBLIGATION OF FUNDS

B.6 OPTION TO EXTEND THE TERM OF THE CONTRACT

PART I - SECTION B

SUPPLIES, SERVICES, AND PRICES/COST

B.1 MANAGEMENT AND TECHNICAL SUPPORT SERVICES

This is a cost reimbursement performance based service contract for Management and Technical Support Service for the U.S. Department of Energy's Strategic Petroleum Reserve Project Management Office (SPRPMO). The Contractor shall furnish all personnel necessary to perform the services, and otherwise do all things necessary for, or incidental to, the performance in an efficient and effective manner all work set forth in Section C, *Statement of Work*.

- Item 1 - Phase-in activities for a period not to exceed 14 calendar days prior to commencement of base contract.

- Item 2 - Provide management and technical support services to the Department of Energy (DOE) SPRPMO as set forth in *Statement of Work* contained in Part I - Section C.

- Item 3 - Phase-out activities for a period not to exceed 14 calendar days after completion of contract period of performance.

- Item 4 - Reports in accordance with "Reporting Requirements Checklist," Form DOE F1332.1 and the "Uniform Reporting System." (See DEAR 952.212-72 in Part II, Section I, and Attachments 4a in Part III, Section J, and Part IV, Section L - Exhibit C.)

B.2 INDEFINITE DELIVERY/INDEFINITE QUANTITY, COST ESTIMATE, AND PERFORMANCE FEES

The work described in Paragraph B.1 is contracted for the entire term of the contract. The work shall be accomplished on the basis of an indefinite delivery/indefinite quantity contract. The total minimum guaranteed quantity is 132,360 direct productive labor hours (DPLH). The Cost Estimate shall consist of the Contractor's (DPLH) expended in performance of the contract. The Contractor shall use _____ **211,600** DPLH as the total estimated quantity of labor hours that will be ordered under this contract. The maximum DPLH that can be

ordered under this contract, including the base period and option years is 211,600. Fee proposals shall be based upon this estimated quantity of labor hours to be ordered. The Contractor shall be obligated to perform all required work during the term of the contract even if DPLH in addition to that set forth below are required; however, the Contractor shall not be required to perform such additional DPLH until added to the contract by the Contracting Officer. There is no guarantee, however, that all of the estimated DPLH will be required during the term of the contract or that any additional DPLH will be added. If the total estimated quantity of labor hours are not ordered, the total available fee shall be reduced accordingly.

DPLH are defined as actual work exclusive of vacation, holiday, sick leave, administrative leave, and other absences. The Contractor shall keep complete and accurate records on the DPLH charged to this account.

It is anticipated that in the event additional DPLH are required in performance of the work during the term of the contract, a Request for Proposal will be issued to the Contractor for the additional DPLH. The parties will negotiate an equitable adjustment in estimated cost and fee for the additional DPLH and modify the contract appropriately. Failure of the parties to agree to an equitable adjustment for the additional DPLH shall constitute a "dispute" within the meaning of Section I, Clause I.70, entitled "Disputes, Alternate I" in Section I of the contract. The Contracting Officer shall unilaterally adjust the contract to incorporate the additional DPLH and estimated cost and fee, and the Contractor shall proceed diligently with the performance of the contract in accordance with the Contracting Officer's decision rendered pursuant to Section I, Clause I.70.

If the total estimated DPLH quantity is not ordered, the fee shall be reduced in the same proportion as labor hours actually ordered to the estimated labor hours.

In performance of Task Assignments issued hereunder during the contract period shown below, the DPLH, estimated cost, and performance fees are as follows:

	Professional (DPLH) (1,840)	Non-Professional (DPLH) (1,840)	Key Personnel (DPLH)
Base Contract – Year 1	22,080	16,560	3,680
Base Contract – Year 2	22,080	16,560	3,680
Base Contract – Year 3	22,080	16,560	3,680
Option Year 1	22,080	16,560	3,680
Option Year 2	22,080	16,560	3,680
TOTAL	110,400	82,800	18,400

Professional includes any person involved in discharging the duties of a position under this contract having a recognized status based on the individual's acquiring knowledge through prolonged study. This category includes bona fide executive, administrative, or professional employees, as defined in 29 CFR Part 541.

Non-professional includes any person involved in discharging the duties of a position under this contract other than a bona fide executive, administrative, or professional position, as defined in 29 CFR Part 541.

B.3 PERIOD OF PERFORMANCE

The period of performance for the work specified in Section C, *Statement of Work*, of this contract shall commence November 1, 2006, and continue through October 31, 2009, unless terminated sooner as provided for in other provisions of this contract. The Phase-In Period shall commence October 15, 2006, and continue through October 31, 2006.

B.4 ESTIMATED COST AND FEE

- a. The estimated cost (includes total available fee) for this contract is as follows:

TABLE B-1 ESTIMATED COST AND FEE (in thousands)						
Base Year	1st Year Base Award 11/01/06 through 10/31/07	2nd Year Base Award 11/01/07 through 10/31/08	3rd Year Base Award 11/01/08 through 10/31/09	Option Year 1 11/01/09 through 10/31/10	Option Year 2 11/01/10 through 10/31/11	Total Contract Cost
Estimated Cost	\$2,298,530	\$2,353,908	\$2,399,217	\$2,451,921	\$2,504,987	\$7,051,655
Performance Fee						
Total Fee Available	\$160,897	\$164,774	\$167,945	\$171,634	\$175,349	\$493,616
Total Cost and Fee(s)	\$2,459,427	\$2,518,682	\$2,567,162	\$2,623,555	\$2,680,336	\$7,545,271

- b. The estimated cost for the Phase In period is \$ 00 . There will be no fee paid for the Phase In period.
- c. The total estimated cost of this contract is \$ 7,051,655. The Performance fees are \$ 493,616. The total estimated cost and performance fees are \$ 7,545,271.

B.5 OBLIGATION OF FUNDS

The total amount of funds presently obligated by the Government under this contract is \$ **414,000.00**. This amount may be increased or decreased in accordance with FAR 52.232-22, Limitation of Funds (APR 1984), referenced in Section I, Clause I.66, Clauses Incorporated by Reference.

B.6 OPTION TO EXTEND THE TERM OF THE CONTRACT

This contract may be extended at the unilateral option of the Government by written notice to the Contractor 60 days prior to the expiration date of this contract. Further, the Contractor agrees that the stated fees as set forth in Section B.4, *Estimated Cost and Fee*, above will apply to the Option Period(s). The Option Periods may be exercised at the sole discretion of the Contracting Officer and may be exercised unilaterally for any period(s) not to exceed two years. If an option is for a period of less than one year, the fee will be prorated based on the period of the option. (See FAR 51.217-9, *Option to Extend the Term of the Contract* - Section I, Clause I.31) as referred in Section L, L.33.

PART I - THE SCHEDULE

SECTION C – STATEMENT OF WORK

Section C – Statement of Work

Management and Technical Support Strategic Petroleum Reserve Project Management Office

The following format has been used for this statement of work:

- I. Introduction/Background
- II. Scope
- III. Applicable Documents
- IV. Work Areas/Performance Requirements
- V. Notes/guidance
- VI. Glossary

I. Introduction/Background

This contract is in support of the Strategic Petroleum Reserve Project Management Office (SPRPMO) located in New Orleans, Louisiana. The SPRPMO is responsible for the storage, drawdown, and distribution of crude oil in the event of an emergency. In support of this mission, the SPRPMO executes project management directives and program planning documents governing the planning, design, construction, operation, and maintenance of oil handling, storage, and distribution facilities.

The primary mission of the SPR is to maintain a state of readiness to respond to the President of the United States should he order the use of the SPR to mitigate the effects of an oil supply emergency. We are also prepared to store royalty-in-kind oil diverted to the SPR in order to maintain our oil supply. The SPR stores substantial quantities of crude oil in an environmentally safe manner inside of salt domes along the Louisiana-Texas Gulf Coast.

The Technical and Management Support Services contractor provides financial and management analysis; budget formulation and execution support; project reports, cost and schedule controls; integration of appraisal and audit information; analysis of scheduling and documentation and analysis of configuration management systems; integration and documentation of security and emergency program procedures; mail and word processing; reproduction; graphics; analysis and integration of special studies; and IT implementation of SPR Data Systems.

II. Scope

A. Types of Work

The contractor must perform management and technical work in support of the following work areas:

1. Financial Management
2. Project Controls and Reports
3. Business Management
4. Technical Management
5. Administrative Support
6. Reports/Deliverables
7. Cost Effectiveness
8. Security Support and Emergency Management

B. Resources

The contractor must provide all of the personnel resources required to perform the work under this contract. The contractor must manage all aspects of contract performance to ensure satisfactory completion of the technical and business requirements.

The Government will provide all other resources, for example, office space, office equipment, etc. similar to that provided to SPRPMO government employees in comparable positions.

C. Location of Performance

The primary place of performance for the work under this contract shall be at the SPRPMO offices located in New Orleans, Louisiana. Occasional travel to the SPR sites located in Louisiana and Texas, and other locations in the continental U.S. may be required.

D. Work Hours

The contractor's employees engaged in work under this contract must perform their work within the normal SPRPMO work hours, 7:30 a.m. to 4:30 p.m. on Mondays through Fridays. The SPRPMO currently allows for

an Alternate Work Schedule (AWS) attendance structure. Employees may elect to work eight 9-hour days and one 8-hour day for their 80-hour work period during a two week period. The 2nd Friday of each pay period is a day off for the employees who elect to follow this schedule. Some employees elect to work a normal schedule of ten 8-hour days. The contractor's employees will be allowed to participate in this program. However the contractor will be required to provide coverage for word processing and mailroom functions on the 2nd Friday to support those SPR employees who do not chose to select AWS. There will be occasions that require the contractor employees to work overtime in order to meet schedules.

III. Applicable Documents

Required documents related to this Statement of Work are identified in Section J of the RFP.

IV. Work Areas/Performance Requirements Performance Requirements in this contract are expressed in the following manner:

Each performance requirement will contain the following three elements. In each case, when taken together, these elements constitute a performance requirement.

- Performance Objective - A statement of the outcome or results expected in a specific task area. (These objectives will be identified in the basic contract for each task area.)
- Performance Measures – The critical few characteristics or aspects of achieving the objective that will be monitored by the Government, those things that the Government will be gathering data about. Each objective may have one or more measures. Some performance requirements (objectives, measures and expectations) are completely identified in this statement of work. In other cases, the measures and expectations will be dependent on the actual task issued by the Contracting Officer. In those cases, the basic contract will identify a list of measures from which the Contracting Officer will select one or more measures for the specific tasks that are issued.)
- Performance Expectations – The targeted level or range of levels of performance for each performance measure. As with performance measures, the expectations may be found in the basic contract or the COR will identify the expectations for each measure and incorporate them into the specific task.

A. Work Area – Financial Management

Performance Objective No. IV.A.1 – The contractor must support the SPRPMO line and staff organizations in the preparation of the annual short and long-range budget request. In that effort, the contractor must:

Provide complete documentation in support of:

- Budget formulation process
- Budget execution process
- Budget presentation process
- Budget reporting process
- Travel Processing, Reporting and Management of Travel System
-

Performance Measures Performance Expectations

- | | |
|---------------------|---|
| a) Quality/Accuracy | Budget documentation (format and content) prepared in accordance with SPRPMO Budget Formulation Procedure, dated September 1997, also in accordance with Program Office and DOE Guidance. |
| b) Timeliness | Documentation prepared to support prescribed budget development and submission schedules. |

Performance Objective No. IV.A.2 – The contractor must monitor the budget status from its submission to its implementation and execution to ensure successful completion of the process. The contractor is expected to assist the SPRPMO in becoming more proactive, and less reactive, in executing the budget process.

Performance Measures Performance Expectations

- | | |
|---------------------|--|
| a) Quality/Accuracy | In accordance with SPRPMO process and direction from COR |
| b) Timeliness | In accordance with schedule established by COR |

Performance Objective No. IV.A.3 – The contractor must assist in development of the following documentation to enable PMO line and staff organizations to prepare, execute and track the SPRPMO budget:

- Budget formulation and execution guidance to the Management and Operating (M&O) contractor
- Planning documentation
- Annual budget execution documentation
- Annual operating plan documentation
- Budget status documentation
- Performance plan and report
- Special projects/reports

Performance Measures Performance Expectations

- | | |
|---------------------|---|
| a) Quality/Accuracy | In accordance with SPRPMO Budget Formulation Procedures, dated September 1997 |
| b) Timeliness | In accordance with SPRPMO milestones for process |

Performance Objective No. IV.A.4 – The contractor must provide input to enable SPRPMO response to inquiries pertaining to the budget from:

- Government Accounting Office (GAO)
- Other DOE organizations or offices
- Congressional Committees
- Office of Management and Budget (OMB)
- Inspector General (IG)
- Program Office

Performance Measures Performance Expectations

- | | |
|---------------------|---|
| a) Quality/Accuracy | In accordance with SPRPMO procedures. Budget documentation (format and content) prepared in accordance with SPRPMO Budget Formulation Procedure, dated September 1997 |
| b) Timeliness | In accordance with SPRPMO directed due dates. Documentation prepared to support work deliverable |

Performance Objective No. IV.A.5 – The contractor must support the following systems and databases.

- Financial Management Information Systems for SPRPMO including STARS, BEARS, and IDW.
- Databases for:
 - Budget formulation
 - Budget execution
 - Accounting system
 - Travel Management

This support may include:

- Providing input.
- Generating customized reports using information from the systems/databases (STARS, BEARS, and IDW).
- Performing analyses.
- Developing system and process improvement recommendations.
- Developing daily, monthly and fiscal year-end accounting detail supporting the accounting closeout cycle from the STARS system.
- Providing systems assistance, accounting programming and query-writing, as needed from STARS , BEARS, and IDW.

Performance Measures Performance Expectations

- | | |
|---------------------|--|
| a) Quality/Accuracy | In accordance with SPRPMO process and direction provided from COR |
| b) Timeliness | In accordance with milestones in process and schedule established by COR |

Performance Objective No. IV.A.6 – The contractor must provide support to SPRPMO by coordinating the budget and cost process reengineering efforts as well as the performance management efforts on an SPR-wide basis. This support includes the following:

- Enumerating and defining SPRPMO business processes
- Mapping DOE SPR (including SSC) processes to corresponding M&O contractor processes
- Developing re-engineered DOE budget and accounting processes

- Developing standard definitions and processes for development of budget formulation data
- Supporting SPRPMO's performance-based management program and performance-based budgeting
- Reviewing and planning integration of processes for development of budget formulation and execution data
- Supporting process identification, linking and integration of process information systems
- Supporting the SPR Planning processes and special projects

Performance Measures Performance Expectations

- | | |
|---------------------|---|
| a) Quality/Accuracy | Budget documentation (format and content) prepared in accordance with SPRPMO Budget Formulation Procedure, dated September 1997 |
| b) Timeliness | Documentation prepared to support prescribed budget development and submission schedule |

Performance Objective No. IV.A.7 - The contractor must provide a travel processing function, including the following:

- Process all documents relating to official travel of the DOE employees at the SPRPMO.
- Review travel authorization forms for Completeness, Accuracy, and Compliance with travel regulations
- Enter data into the Departmental Standard Accounting and Reporting System (STARS) to establish records and verify funds availability
- Assist with the implementation of the new web-based Travel Manager System (GOVTRIP)
- Monitor and manage the new web-based Travel Manager System (GOVTRIP)
- Review TVs for completeness, accuracy, and compliance with travel regulations
- Prepare recurring and ad-hoc travel-related reports,
- Meet any new travel related issues as requirements arise

Performance Measures Performance Expectations

- | | |
|---------------------|---|
| a) Quality/Accuracy | In accordance with SPRPMO process and direction provided from COR |
| b) Timeliness | In accordance with schedule established by COR |

Performance Objective No. IV.A.8 – The contractor must prepare a comprehensive year-end executive report analyzing the financial performance of the SPR Project Office for the previous fiscal year.

Performance Measures Performance Expectations

- | | |
|---------------------|--|
| a) Quality/Accuracy | In accordance with SPRPMO process and direction provided from COR. |
| b) Timeliness | Completed on or before November 15 of each year. |

B. Work Area – Project Controls and Reports

Performance Objective No. IV.B.1 - The contractor must assist in the maintenance of all of the SPRPMO Project Control System (PCS) procedures and documents, for example:

- Work Breakdown Structure (WBS)
- Organization Breakdown Structure

Performance Measures Performance Expectations

- | | |
|---------------------|---|
| a) Quality/Accuracy | In accordance with SPRPMO process and direction provided from COR |
| b) Timeliness | In accordance with schedule established by COR |

Performance Objective No. IV.B.2 - The contractor must assist in the integration of Program/Project status data, in a format as specified by DOE, into specified outputs and updates as required.

Performance Measures Performance Expectations

- a) Quality In accordance with SPRPMO process and direction provided from COR
- b) Timeliness In accordance with schedule established by COR

Performance Objective No. IV.B.3 - The contractor must provide the capability to publish, maintain, control and distribute the Quarterly Program Review Report with all associated charts, graphs, other presentation materials, and support for related briefings.

Performance Measures Performance Expectations

- a) Quality In accordance with SPRPMO process and direction provided from COR
- b) Timeliness In accordance with schedule established by COR

Performance Objective No. IV.B.4 - The contractor must provide documentation production services, e.g., writing, editing, word processing, and illustration support for the generation of periodic and special reports, and assist the SPR staff in the preparation of periodic reports in both hardcopy and electronic media.

Performance Measures Performance Expectations

- a) Quality/Accuracy In accordance with SPRPMO process and direction provided from COR with subject clearly stated and presented
- b) Timeliness In accordance with schedule established by COR

Performance Objective No. IV.B.5 - The contractor must provide analysis of M&O contractor cost and performance reports on a monthly basis to ensure reporting of accrued cost and labor on a timely basis. All reports and analyses must be provided and/or available in electronic format and in hard copy versions as required. The contractor must ensure prompt electronic availability of all reports and analyses to DOE.

Performance Measures Performance Expectations

- | | |
|---------------------|---|
| a) Quality/Accuracy | In accordance with SPRPMO process and direction provided from COR |
| b) Timeliness | In accordance with schedules established by COR |

C. Work Area - Business Management

1. Sub-Work Area - Audit Information Systems

Performance Objective No. IV.C.1.a - The contractor must review and analyze existing SPRPMO audit activities, including the following:

- GAO Audit
- DOE OIG Audits
- OMB Circulars
- FMFIA/Assurance Memorandum

Performance Objective No. IV.C.1.b – The contractor must provide the following audit liaison and follow-up support:

- Develop and maintain intranet pages, objects, and links (internal and external) to facilitate SPRPMO audit information system.
- Assist in the identification and creation of branches, and sub-branches within PCentra and Sharepoint to support the filing and retrieval of information on audits and the filing of materials documenting the audit cycle
- Assist the development of summaries of GAO and DOE audits and audit concerns that might have relevance to the SPRPMO operations.

- Assist in the development of ad-hoc reports requested by SPRPMO’s Office of Internal Control and Financial Review.
- Provide support to the DOE Web authors for the design, development, and maintenance of the SPRPMO Web Pages.
- Develop systems requirements and an implementation plan for audit information systems and activities, including those related to the following:
 - Audit liaison activities (including the coordination, completion and submission of the SPR’s yearly oil inventory and lease revenue audits).
 - Management control activities
 - Functional appraisals

Performance Measures Performance Expectations

- | | |
|---------------------|--|
| a) Quality/Accuracy | In accordance with SPRPMO process and direction provided from COR. Also, in accordance with DOE IG and KPMG process and direction. |
| b) Timeliness | In accordance with schedule established by COR and also in accordance with submission schedule established by DOE IG. |

2. Sub-Work Area – On-Site Management Appraisal

Performance Objective No. IV.C.2.a - The contractor must support the SPRPMO On-Site Management Appraisal Process, including the following:

- Prepare and maintain a Site Appraisal Plan, and establish an annual schedule for On-Site management appraisals at each SPR site:
- Prepare and assist in conducting the appraisals, including all activities from initial planning through preparation of the final appraisal report and entering findings into the Assessment Tracking System (ATS).
- ATS Administrator for SPRPMO’s, including assisting with the closure of the On-Site appraisal findings in ATS, for each On-Site management appraisal conducted. Status to be reported monthly to DOE.

Performance Measures Performance Expectations

- | | |
|---------------------|---|
| a) Quality/Accuracy | In accordance with SPRPMO process and direction provided from COR |
| b) Timeliness | In accordance with schedule established by COR |

3. Sub-Work Area - Security Support and Emergency Management

Performance Objective No. IV.C.3.a - The contractor must assist SPRPMO in security and emergency management related documentation reviews and make recommendations as required.

Performance Measures Performance Expectations

- | | |
|---------------------|---|
| a) Quality/Accuracy | In accordance with SPRPMO processes and direction provided from COR |
| b) Timeliness | In accordance with schedule established by COR |

Performance Objective No. IV.C.3.b - The contractor must assist SPRPMO in security and emergency management related documentation reviews and make written recommendations and reports including:

- Security survey/audit reports
- Protection program plans
- Vulnerability assessments
- Security reviews, assessments, and evaluations
- Technical Assessments
- Security and Emergency Operations Division Plans
- Continuity of Operations Assessment and Reports
- Field Training Exercises

Performance Measures Performance Expectations

- | | |
|---------------------|---|
| a) Quality/Accuracy | In accordance with SPRPMO process and direction provided from COR |
| b) Timeliness | In accordance with schedule established by COR |

Performance Objective No. IV.C.3.c - The contractor must review security system designs, milestones and inspections to provide support in monitoring performance under security construction contracts.

Performance Measures Performance Expectations

- | | |
|---------------------|---|
| a) Quality/Accuracy | In accordance with SPRPMO process and direction provided from COR |
| b) Timeliness | In accordance with schedule established by COR |

Performance Objective No. IV.C.3.d - The contractor must assist in developing a Security Site Appraisal Survey and Inspections Plan, and support the SPRPMO in conducting appraisals and resolving findings through the close-out of the report.

Performance Measures Performance Expectations

- | | |
|---------------------|---|
| a) Quality/Accuracy | In accordance with SPRPMO process and direction provided from COR |
| b) Timeliness | In accordance with schedule established by COR |

4. Sub-Work Area - Procurement Support

Performance Objective No. IV.C.4.a - The contractor must utilize the Procurement and Assistance Data System to perform the following activities:

- Collecting, assembling, and coding procurement data on DOE acquisition actions as required.
- Operating and maintaining the SPRPMO database in the DOE PADS as required.
- Obtains standard and special reports from the PADS database as requested.

Performance Measures Performance Expectations

- | | |
|---------------------|---|
| a) Quality/Accuracy | In accordance with SPRPMO process and direction provided from COR |
| b) Timeliness | In accordance with schedule established by COR |

Performance Objective No. IV C.4.b – The contractor must gather data from the annual short and long range budget documentation and provide to DOE for use in analyzing and determining current and long range socio-economic goals.

Performance Measures Performance Expectations

- | | |
|---------------------|---|
| a) Quality/Accuracy | In accordance with SPRPMO process and direction provided from COR |
| b) Timeliness | In accordance with schedule established by COR |

5. Sub-Work Area – Environmental, Safety, and Health Support

Performance Objective No. IV.C.5.a - The contractor must assist SPRPMO in environmental, safety, and health-related assessments and documentation reviews and make written recommendations and reports including:

- Environmental, safety and health (ES&H) reports
- ES&H program plans, manuals, and procedures
- ES&H regulatory records and data
- Contractor-generated documents, including those required by Federal, state, or local statute or regulation
- ES&H reviews, assessments, and evaluations

Performance Measures Performance Expectations

- | | |
|---------------------|---|
| a) Quality/Accuracy | In accordance with SPRPMO processes and direction provided from COR |
| b) Timeliness | In accordance with schedule established by COR |

D. Work Area - Technical Management

1. Sub-Work Area - Scheduling System Support

Performance Objective No. IV.D.1.a - The contractor must perform the following activities:

- Analyze and report Project Schedule status based on approved Control Milestone Change Requests and in accordance with schedule in SPRPMO Order 210.1, for DOE and other DOE prime contractors, through the following means:
 - Site visits
 - Analysis
 - Contractor’s approved and updated schedules
- Assist in the oversight of the management and operating contractor’s computerized Project Master Schedule System and networks of significant project elements and activities that provide critical path and slack time identification. This assistance also includes continuously monitoring project schedules and providing recurring reports and analyses of schedules to the SPRPMO.
- Monitor, and where appropriate, support initiation of Control Milestone Change Requests to ensure the continuous updating of schedules.
- Verify integration of various SPRPMO and contractor schedules
- Track actual progress
- Conduct analyses
- Identify problem areas and potential problems
- Report status
- Submit recommended courses of action

Performance Measures Performance Expectations

- | | |
|---------------------|---|
| a) Quality/Accuracy | In accordance with direction provided by SPRPMO Order 210.1 and COR |
| b) Timeliness | In accordance with schedule established by SPRPMO Order 210.1 and COR |

2. Sub-Work Area - Configuration Management Support

The M&O Contractor shall serve as the project integrator for the SPRPMO Configuration Management (CM) Program.

Performance Objective No. IV.D.2.a - The contractor must provide support to DOE in its oversight of the M&O contractor and assist in monitoring DOE and other prime contractors in the project-wide implementation of the SPRPMO CM order. The assistance includes the following:

- Verification that project documentation conforms to applicable CM standards and that the SPRPMO and contractors comply with SPRPMO Manual 410.1-1A.
- Monitoring the baseline configuration to ensure that proposed changes to the system configuration are approved via an approved procedure prior to implementation as stated in SPRPMO Manual 410.1-1A.
- Assisting DOE in making any required revisions or improvements to the SPRPMO CM program.
- Maintain files for Class 1 Changes.

Performance Measures Performance Expectations

- | | |
|---------------------|---|
| a) Quality/Accuracy | In accordance with direction provided by SPRPMO M 410.1-1A and COR |
| b) Timeliness | In accordance with schedules established by SPRPMO M 410.1-1A and COR |

3. Sub-Work Area – Information Technology

Performance Objective No. IV.D.3.a – Support the assessment analysis, administration and monitoring of the SPRPMO data systems. The contractor must:

- Maintain and administer DOE systems such as: Travel Manager and Sharepoint areas
- Monitor STARS/I-Manage implementation
- Analyze SPR needs for enterprise level computing systems
- Support, maintain and update DOE Sharepoint Sites and Areas

- Assist in Change Management and Training as required
- Perform system analysis in office automation and internet tools
- Participate on DOE Business Process Re-Engineering Teams

Performance Measures Performance Expectations

- | | |
|---------------------|---|
| a) Quality/Accuracy | In accordance with SPRPMO process and direction provided from COR |
| b) Timeliness | In accordance with schedule established by COR |

E. Work Area – Administrative Support

1. Sub-Work Area - Mailroom

Performance Objective No. IV.E.1 - The contractor must provide support for electronic action system and mail and reproduction processing. The contractor must:

- Establish and maintain an SPRPMO Central Mail Facility.
- Ensure all incoming, outgoing, and internal mail is processed (including a variety of overnight express mail services).
- Ensure pick-up and delivery services are performed in a timely manner.
- Assist in records disposition.
- Provide reproduction services.

Performance Measures Performance Expectations

- | | |
|---------------------|---|
| a) Quality/Accuracy | In accordance with SPRPMO process and direction provided by COR |
| b) Timeliness | In accordance with schedule established by COR. |

2. Sub-Work Area – Word Processing

Performance Objective No. IV.E.2 - The contractor must establish and maintain a word processing center, including typing and proofreading of various types of correspondence. The contractor must ensure that all material to be typed is:

- Screened
- Logged in
- Processed
- Proofread to provide error-free processed work
- Logged out
- Returned to customer

Performance Measures Performance Expectations

- | | |
|---------------------|---|
| a) Quality/Accuracy | In accordance with SPRPMO process and direction provided from COR |
| b) Timeliness | In accordance with schedule established by COR |

F. Work Area - Reports/Deliverables

Performance Objective No. IV.F.1 - The contractor must prepare and submit reports/deliverables:

1. Uniform Reporting System Reports

The following plans and reports must be prepared in accordance the DOE Uniform Reporting System, and in accordance with the delivery requirements identified below:

- a. Cost Plan (DOE Form1332.7)
- b. Labor Plan (DOE Form 1332.4)
- c. Project Status Report
- d. Cost Management Report (DOE Form 1332.9)
- e. Labor Management Report (DOE Form 1332.8)

Delivery Requirements

- Distribution and number of copies will be established by the Contracting Officer Representative or his/her representative in written direction to the contractor.
- Delivery Schedule - All reports specified above must be delivered monthly, by the 15th day of the following month, except as follows:

Written Property Control System 60 days after execution of the definitive contract and updated as required to document changes in the Government-furnished property

Cost Plan - 30 days after contract award

- Whenever there is contract change
- Annually (60 days prior to beginning of each new DOE fiscal year)

Labor Plan Same as cost plan

G. Work Area – Cost Effectiveness

The Contractor will receive an overall rating on the cost effectiveness of the work performed under this contract.

V. Notes/Guidance

The Government will provide office space, furniture, office machines, and computer equipment to perform the work required on this contract. Government furnished equipment will include but is not limited to the listing provided in the Section J.

VI. Glossary

AWS	Alternate Work Schedule
BCR	Baseline Change Request
BEARS	Budget Execution and Reporting System

CM		Configuration Management
CMCR		Control Milestone Change Request
COR		Contracting Officer's Representative
DARTS		Departmental Audit Report Tracking System
DOE		Department of Energy
FIDDS		Finance Drawdown Sales System
FMFIA		Federal Manager's Financial Integrity Act
FTX	GAO	Field Training Exercises
IAW	IDW	Government Accountability Office
OIG	OMB	In accordance with
PADS	PCS	I-Manage Data Warehouse
Reservations		Office of Inspector General
		Office of Management and Budget
		Procurement and Assistance Data System
RFP		Project Control System
SEOP		The administrative set aside of funding for a work item. The
SPR		step prior to formal obligation and legal identification of funds
SPRPMO		for the specific element of work
STARS		Request for Proposal
SSC		Security and Emergency Operations Division
TA		Strategic Petroleum Reserve
TV		Strategic Petroleum Reserve Project Management Office
		Standard Accounting and Reporting System
		Support Services Contract
		Travel Authorization
		Travel Voucher

PART I - THE SCHEDULE

SECTION D – PACKAGING AND MARKING

PART I - SECTION D
PACKAGING AND MARKING

D.1 PACKAGING

Preservation, packaging, and packing for shipment or mailing of all work delivered under this Contract shall be in accordance with good commercial practices and adequate to ensure acceptance by common carrier and safe transportation.

D.2 MARKING

- (a) Each package, report, or other deliverable shall be accompanied by a letter or other document which:
 - (1) Identifies the contract by number under which the item is being delivered.
 - (2) Identifies the deliverable Item Number or Report Requirement which requires the delivered item(s).
 - (3) Indicates whether the Contractor considers the delivered item to be a partial or full satisfaction of the requirement.
- (b) For any package, report, or other deliverable being delivered to a party other than the Contracting Officer, a copy of the document required in (a) above shall be simultaneously provided to the contract specialist as identified in Section G of the contract.

PART I - THE SCHEDULE

SECTION E – INSPECTION AND ACCEPTANCE

PART I - SECTION E

INSPECTION AND ACCEPTANCE

**E.1 FAR 52.246-5 - INSPECTION OF SERVICES - COST REIMBURSEMENT
(APR 1984)**

E.2 INSPECTION

E.3 ACCEPTANCE

PART I - SECTION E

INSPECTION AND ACCEPTANCE

E.1 FAR 52.246-5 INSPECTION OF SERVICES--COST-REIMBURSEMENT
(APR 1984)

- (a) *Definition.* "Services," as used in this clause, includes services performed, workmanship, and material furnished or used in performing services.

- (b) The Contractor shall provide and maintain an inspection system acceptable to the Government covering the services under this contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the Government during contract performance and for as long afterwards as the contract requires.

- (c) The Government has the right to inspect and test all services called for by the contract, to the extent practicable at all places and times during the term of the contract. The Government shall perform inspections and tests in a manner that will not unduly delay the work.

- (d) If any of the services performed do not conform to contract requirements, the Government may require the Contractor to perform the services again in conformity with contract requirements, for no additional fee. When the defects in services cannot be corrected by re-performance, the Government may--
 - (1) Require the Contractor to take necessary action to ensure that future performance conforms to contract requirements; and
 - (2) Reduce any fee payable under the contract to reflect the reduced value of the services performed.

- (e) If the Contractor fails to promptly perform the services again or take the action necessary to ensure future performance in conformity with contract requirements, the Government may--
 - (1) By contract or otherwise, perform the services and reduce any fee payable by an amount that is equitable under the circumstances; or

- (2) Terminate the contract for default

E.2 INSPECTION

Inspection of all items under this contract shall be accomplished by the DOE Contracting Officer's Representative (COR), Sheldra A. Wormhoudt, or any other duly authorized Government representative. Mrs. Wormhoudt can be reached at (504) 734-4296.

E.3 ACCEPTANCE

Acceptance of all work and effort under this contract (including "Reporting Requirements," if any) shall be accomplished by the Contracting Officer or his duly authorized representative.

PART I - THE SCHEDULE

SECTION F – DELIVERIES OR PERFORMANCE

PART I - SECTION F

DELIVERIES OR PERFORMANCE

F.1 TERM OF CONTRACT

1. PHASE-IN

The period of performance of phase-in will be from the October 15, 2006 through October 31, 2006.

2. BASE CONTRACT

The period of performance (exclusive of the Phase-In Period) for the work specified in Section C, *Statement Of Work*, of this Base Contract period is from November 1, 2006 through October 31, 2009, with options at the sole discretion of the Government for an additional period of up to two years.

3. PHASE-OUT

The period of performance of phase-out will be for a period not to exceed fourteen (14) calendar days following the Base Contract period of performance, or Option Period 1, or Option Period 2, if exercised.

F.2 PRINCIPAL PLACE OF PERFORMANCE

The work under this contract shall be performed at the Department of Energy Strategic Petroleum Reserve Project Management Office located in Harahan, Louisiana.

F.3 FAR 52.242-15 STOP-WORK ORDER ALT. 1 (AUG 1989)

- (a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to

minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either—

- (1) Cancel the stop-work order; or
 - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- (b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if—
- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
 - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- (c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- (d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

PART I - THE SCHEDULE

SECTION G – CONTRACT ADMINISTRATION

PART I - SECTION G CONTRACT ADMINISTRATION

G.1 CORRESPONDENCE PROCEDURES

To promote timely and effective administration, correspondence (except for invoices and reports) submitted under this contract shall be subject to the following procedures:

- (a) **Technical Correspondence.** Technical correspondence (as used herein, this term excludes technical correspondence where patent or technical data issues are involved and waivers, deviations, or modifications to the requirements, terms, or conditions, of this contract) shall be addressed to the DOE Contracting Officer's Representative (COR) with an information copy of the correspondence to the DOE Contract Specialist (see Paragraph G.2).

- (b) **Other Correspondence.** All other correspondence, except the plans and reports indicated in the reporting requirements checklist in Part III - Section J, shall be addressed to the Contracting Officer, with information copies of the correspondence to the DOE COR, and DOE Patent Counsel (where patent or technical data issues are involved), DOE Property Administrator (where property issues are involved), and DOE Industrial Relations Specialist on all Human Resources Programs and issues.

The checklist reports shall be distributed as specified in Section J, Attachment 4a.

- (c) **Contracting Officer's Address.** The Contracting Officer's address is as follows:

Department of Energy
Strategic Petroleum Reserve
Project Management Office
ATTN: Ms. Joyce B. Francois
900 Commerce Road East
New Orleans, LA 70123
(504) 734-4760

- (d) **Subject Line(s)**. All correspondence shall contain a subject line commencing with the contract number, as illustrated below:

G.2 GOVERNMENT CONTACT FOR POST AWARD ADMINISTRATION

The DOE Contract Specialist is Mr. Chris Silva. Mr. Silva can be reached at (504) 734-4561. The Contractor shall use the Contract Specialist as the point of contact on all but technical matters (see Paragraph G.1 (a), above, for definition).

G.3 CONTRACTING OFFICER'S REPRESENTATIVE FOR POST AWARD ADMINISTRATION

The DOE COR for this contract is Mrs. Sheldra A. Wormhoudt. Mrs. Wormhoudt can be reached at (504) 734-4296. The Contractor shall use the COR as the point of contact on technical matters (see Paragraph G.1 (a), above for definition).

G.4 DOE PATENT COUNSEL

The mailing address for information copies to the DOE Patent Counsel is:

U.S. Department of Energy
Assistant General Counsel for
Intellectual Property
GC-62, Room 6F067
ATTN: Mr. Paul Gottlieb
1000 Independence Avenue, SW
Washington, DC 20585

G.5 PROPERTY ADMINISTRATOR

The DOE Property Administrator for this contract is Mr. James Hampton. Mr. Hampton may be reached at (504) 734-4041. The Contractor shall use the Property Administrator as the point of contact on property matters (see Paragraph G.1 (b), above for definition).

G.6 INVOICING AND PAYMENT

For purposes of compensation under this contract, payments shall be made in accordance with Section B and J of this contract. The SPRPMO and Oak Ridge accept invoices transmitted via U.S. mail, e-mail, and fax. The e-mail address and fax number for invoices submitted electronically are:

Oak Ridge: orfscmail@oro.doe.gov

(865) 574-5374

SPRO: sprfinance@spr.doe.gov

(504) 818-5968

The Contract is required to submit invoices to both Oak Ridge and SPRO.

When submitting invoices via U.S. mail, you must submit to the following address:

United States Department of Energy – SPRO
Oak Ridge Financial Service Center
P.O. Box 4907
Oak Ridge, TN 37831

Street address for overnight mailing:

200 Administration Road
Oak Ridge, TN 37831

In addition, two copies of the invoice must be forwarded to:

United States Department of Energy
Strategic Petroleum Reserve
Planning and Financial Management Division, FE-4452
900 Commerce Road East
New Orleans, LA 70123

PART I - THE SCHEDULE

SECTION H - SPECIAL CONTRACT REQUIREMENTS

PART I - SECTION H
SPECIAL CONTRACT REQUIREMENTS

H.1 TECHNICAL DIRECTION

H.2 MODIFICATION AUTHORITY

H.3 GOVERNMENT-FURNISHED PROPERTY AND DATA

H.4 KEY PERSONNEL

H.5 SUBCONTRACTS

H.6 SERVICES OF CONSULTANTS

H.7 ORDERING PROCEDURE

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**H.9 REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF
OFFEROR OR QUOTER**

H.10 EQUIVALENT FEDERAL WAGE RATES

H.11 PERFORMANCE FEE

H.12 CONTRACTOR'S PROJECT MANAGER

H.13 PUBLIC RELEASE OF INFORMATION

H.14 SAFETY AND HEALTH

H.15 CONTRACTOR'S ORGANIZATION

H.16 PERMITS

H.17 SECURITY

H.18 INFORMATION TECHNOLOGY EQUIPMENT USAGE

H.19 INFORMATION TECHNOLOGY EQUIPMENT LEASING

H.20 UNIFORM REPORTING SYSTEM

H.21 PHASE OUT

**H.22 PROHIBITION AGAINST WORK FOR ANY STRATEGIC PETROLEUM
RESERVE PRIME CONTRACTORS AND SUBCONTRACTORS**

H.23 FAR 31.103 PRICING OF ADJUSTMENTS

H.24 SEVERANCE PAY

H.25 PAYMENT OF OVERTIME PREMIUMS

H.26 EXERCISE OF OPTION(S) (SEP 1995)

H.27 STANDARD INSURANCE REQUIREMENTS

PART I - SECTION H SPECIAL CONTRACT REQUIREMENTS

H.1 TECHNICAL DIRECTION

- (a) Performance of the work under this contract shall be subject to the technical direction of the DOE Contracting Officer's Representative (COR). The COR shall designate a task coordinator for each of the work areas and subwork areas identified in Section C. The technical monitor will act as the focal point for oversight of the task and its subtasks. The COR will also designate subtask interfaces to provide routine coordination of subtask work and conduct routine review of subtasks. Special needs and unusual situations will be addressed through the technical monitor or COR. The term "technical direction" is defined to include, without limitation:
 - (1) Directions to the Contractor which redirect the contract effort, shift work emphasis between work areas or tasks, require pursuit of certain lines of inquiry, fill in details, or otherwise serve to accomplish the contractual statement of work.
 - (2) Provision of written information to the Contractor which assists in the interpretation of technical portions of the work description.
 - (3) Review and, where required by the contract, approval of technical reports and information to be delivered by the Contractor to the Government under the contract.
- (b) Technical direction must be within the scope of work stated in the contract. The COR does not have the authority to, and may not, issue any technical direction which:
 - (1) Constitutes an assignment of additional work outside the Statement of Work;
 - (2) Constitutes a change as defined in the contract clause entitled "Changes";

- (3) In any manner causes an increase or decrease in the total estimated contract cost, the base and performance fee (if any), or the time required for contract performance;
 - (4) Changes any of the expressed terms, conditions, or specifications of the contract; or
 - (5) Interferes with the Contractor's right to perform the terms and conditions of the contract.
- (c) All technical directions shall be issued in writing by the COR.
- (d) The Contractor shall proceed promptly with the performance of technical directions duly issued by the COR in the manner prescribed by the article and within his authority under the provisions of this article.

If, in the opinion of the Contractor, any instruction or direction by the COR falls within one of the categories defined in (1) through (5) above, the Contractor shall not proceed but shall notify the Contracting Officer in writing within 5 working days after receipt of any such instruction or direction and shall request the Contracting Officer to modify the contract accordingly. Upon receiving the notification from the Contractor, the Contracting Officer shall:

- (1) Advise the Contractor in writing within 30 days after receipt of the Contractor's letter that the technical direction is within the scope of the contract effort and does not constitute a change under the "Changes" clause of the contract;
 - (2) Inform the Contractor in writing within 30 days after receipt of the Contractor's letter not to perform under the direction and to cancel the direction; or
 - (3) Advise the Contractor within a reasonable time that the Government will issue a written change order.
- (e) A failure of the Contractor and Contracting Officer to agree that the technical direction is within the scope of the contract, or a failure to agree upon the contract action to be taken with respect thereto shall be subject to the provisions of the clause entitled "Disputes" of the General Provisions (PART II – Section I. Clause I.70).

H.2 MODIFICATION AUTHORITY

Notwithstanding any of the other provisions of this contract, the Contracting Officer shall be the only individual authorized to:

- (a) Accept nonconforming work,
- (b) Waive any requirement of this contract, or
- (c) Modify any term or condition of this contract.

H.3 GOVERNMENT-FURNISHED PROPERTY AND DATA

Pursuant to the clause of the Contract Clauses entitled “Government Property Cost-Reimbursement, Time-and-Material, or Labor-Hour Contracts,” a detailed listing of all Government furnished property (GFP) will be provided to the successful offeror. Government property shall be furnished for contract performance on a Government establishment or installation. FAR Clause 52.245-1, Section I, Clause I.80, Property Records, will apply to all Government Property located on the Government installation, located at 900 Commerce Road East, New Orleans, LA. The Government’s official property records for Government Property on the Government installation shall be maintained by the Strategic Petroleum Reserve (SPR) Management and Operating (M&O) Contractor.

- (a) Reporting Requirements
 - (1) The reports required in accordance with the clause referenced above, and as specified in the Department of Energy Acquisition Regulation (DEAR) Part 945, shall be submitted on DOE Form 4300.3, pursuant to DEAR Part 945 and the form’s instructions.
 - (2) The reports are to include all capital equipment and sensitive items acquired or furnished under this contract, whether or not it is listed herein.
- (b) Low Dollar Value Limitation. Except as otherwise authorized by the CO in writing and notwithstanding the contract clause, entitled “Government Property (Fixed Price)”, “Government Property (Cost-Reimbursement, Time-and-Material, or Labor-Hour Contracts)”, the contractor is not authorized to acquire as a direct charge items under this contract any equipment (including office equipment), furniture, fixtures or other real or personal property items having a unit acquisition cost of five thousand dollars (\$5,000) or more. The

contractor may request authorization for such acquisitions from the CO. Any request for authorization shall include any analysis of the most economical method of acquisition.

H.4 KEY PERSONNEL

Pursuant to the clause of the Contract Clauses entitled “Key Personnel,” the Contractor’s key personnel are as established in Attachment 2 of Section J of this contract.

H.5 SUBCONTRACTS

Prior to the placement of subcontracts, the Contractor shall ensure that:

- (a) They contain all of the clauses of this contract (altered when necessary for proper identification of the contracting parties) which contain a requirement for such inclusion in applicable subcontracts;
- (b) Any applicable subcontractor Certificate of Current Cost or Pricing Data (see FAR 15.804-4, Section I) and subcontractor Representations and Certifications.
- (c) Any required prior notice and description of the subcontract is given to the Contracting Officer and any required consent is received. (See the clause entitled “Subcontracts.”)

Except as may be expressly set forth therein, any consent by the Contracting Officer to the placement of subcontracts shall not be construed to constitute approval of the subcontractor or any subcontract terms and conditions, determination of the allowability of any cost, revision of this contract or any of the respective obligations of the parties thereunder, or creation of any subcontractor privity of contract with the Government.

H.6 SERVICES OF CONSULTANTS

- (a) In addition to the provisions of the clause of the contract entitled “Subcontracts (Cost-Reimbursement and Letter Contracts),” the prior written consent of the Contracting Officer also shall be obtained for the utilization of the services of any consultant under this contract.
- (b) The Contractor will obtain and furnish to the Contracting Officer information concerning the need for and selection of such consultant

services and the reasonableness of the fees to be paid, including but not limited to, whether fees to be paid to any consultant exceed the lowest fee charged by such consultant to others for performing consulting services of a similar nature.

H.7 ORDERING PROCEDURE

Performance of work under this contract which the Contracting Officer assigns by task orders shall be subject to the following ordering procedure:

- (a) Task and Subtask Assignments will be issued annually by the Contracting Officer to the Contractor designating (a) the task to be performed; (b) the schedule of performance; and (c) any other materials, and authorized travel. Such assignments will be issued on forms specified and provided by the Government. Task and Subtask Assignments will be numbered.

- (b) The Contractor shall submit within 10 days after receipt for each Task Assignment issued, a Task Plan on forms specified and provided by the Government except as set forth below. The Task Plan is the Contractor's resources plan for accomplishing the work described in each Task/Subtask Assignment and will be submitted in response to the Task Assignment. The Task Plan shall be the Contractor's overall estimate for the completion of the Task Assignment and shall include the following:
 - (i) Date of Commencement of Work and any necessary revision to the schedule of performance.
 - (ii) Labor hours (both straight time and overtime), on a monthly basis, by applicable labor category.
 - (iii) The travel and material estimate.
 - (iv) An estimate for subcontractors reflecting the man-years of effort, as appropriate.

- (c) Each Task Assignment shall specify deliverables and required delivery dates. Deliverables may consist of statements, charts, reports, briefing notes, tabulations, viewgraphs, and other forms of presentation as appropriate.

- (d) The Task Assignments and Task Plans will be finalized through the issuance of Task Orders annually by the Contracting Officer.
- (e) The Contractor's Task Plan is subject to the approval of the Contracting Officer. If the approved Task Plan estimate of DPLH and dollars differ from the Task Order, a revised Task Order incorporating the approved Task Plan estimate of DPLH and dollars will be issued. After a Task Order is issued, if any revision becomes necessary to the estimated cost or level of effort, the Contractor shall promptly submit to the Contracting Officer a revised Task Plan with explanatory notes. Revised Task Plans submitted by the Contractor are subject to the approval of the Contracting Officer, and a revised Task Order is required if a revised Task Plan is approved.

Costs and DPLH shall be tracked by the Contractor for each Task Order.
- (f) The Contractor shall notify the Contracting Officer in writing whenever it has reason to believe that either the costs or DPLH it expects to incur under a Task Order in the next 30 days, when added to all costs or DPLH previously incurred, will exceed 85 percent of the total costs or DPLH designed on the Task Order.

Orders shall be issued for completion only within the TERM OF CONTRACT, unless unexercised options to extend the term are available to the Government. In that event, any task period of performance is considered provisional unless the TERM OF CONTRACT is extended.
- (g) This ordering procedure is of a lesser order of precedence than the "Limitation of Cost," "Limitation of Funds," "Completion Dates," "Term of Contract," or "Work Effort" clauses of the contract. The Contractor is not authorized to incur costs on Task Orders which are not in compliance with any of those clauses of the contract.
- (h)

H.8 CONFIDENTIALITY OF INFORMATION

- (a) To the extent that the work under this contract requires that the contractor be given access to confidential or proprietary business, technical, or financial information belonging to the Government or other companies, the Contractor shall after receipt thereof, treat such information as confidential and agrees not to disclose such information to the third parties

unless specifically authorized by the Contracting Officer in writing. The foregoing obligations, however, shall not apply to

- (1) Information on which, at the time of receipt by the Contractor, is in the public domain;
 - (2) Information which is published after receipt thereof by the Contractor or otherwise becomes part of the public domain through no fault of the Contractor;
 - (3) Information which the Contractor can demonstrate was in its possession at the time of receipt thereof and was not acquired directly or indirectly from the Government or other companies;
 - (4) Information which the Contractor can demonstrate was received from a third party who did not require the Contractor to hold it in confidence.
- (b) The Contractor shall obtain the written agreement, in a form satisfactory to the Contracting Officer, of each employee permitted access, whereby the employee agrees that he will not discuss, divulge, or disclose any such information or data to any person or entity except those persons with the Contractor's organization directly concerned with the performance of the contract.
- (c) The Contractor agrees, if requested by the Government, to sign an agreement identical, in all material respects, to the provisions of this clause, with each company supplying information to the Contractor under this contract, and to supply a copy of such agreement to the Contracting Officer. From time to time upon request of the Contracting Officer, the Contractor shall supply the Government with reports itemizing information received as confidential or proprietary and setting forth the company or companies from which the Contractor receives such information.
- (d) The Contractor agrees that, upon request by DOE, it will execute a DOE-approved agreement with any party whose facilities or proprietary data is given access to or is furnished, restricting use and disclosure of the data or the information obtained from the facilities. Upon request by DOE, such an agreement shall also be signed by Contractor personnel.
- (e) This clause shall flow down to all subcontracts.

H.9 INCORPORATION OF REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFEROR OR QUOTER

The Representations, Certifications, and Other Statements of the Offeror, dated , for this contract are hereby incorporated in Part IV - Section K.

H.10 EQUIVALENT FEDERAL WAGE RATES

In the performance of this contract, the Contractor shall comply with the requirements of the Service Contract Act of 1965, as amended, contract clause. A copy of the applicable Wage Determination is attached to this contract (see Part III - Section J).

H.11 PERFORMANCE FEE

(a) Definitions

- (i) Performance Fee – is the amount available that the Contractor may earn in whole or in part, based on an evaluation of the Contractor’s performance under the contract, as specified in Sections B.4, Estimated Cost and Fee and B.5, Obligation of Funds of the contract.

The amount of performance fee specified in Sections B.4, Estimated Cost and Fee and B.5 Obligation of Funds is the total amount available for the performance fee pool by fiscal year due and payable in the amounts specified herein.

- (ii) Fee Determination Official (FDO) – is the Assistant Project Manager, Management and Administration.

(b) Payment of Performance Fee

- (i) Performance Fee – Following the determination by the FDO as set forth below, the Government will, on an annual basis, promptly make payment of any performance fee upon the submission of a public voucher or invoice in the amount of the total performance fee earned for the period evaluated. Payment shall be made without the need for a contract modification.

The available performance fee will be reduced if the estimated quantity of labor hours are not ordered. The amount of performance fee available will be in the same proportion as the labor hours order to the estimated labor hours set forth in Section B. This could be illustrated with a formula:

$$\begin{array}{c} \text{Performance Fee} \\ \text{(as set forth in} \\ \text{Section B)} \end{array} \times \frac{\text{Labor Hours} \\ \text{ordered}}{\text{Estimated Labor Hours}} = \frac{\text{Performance Fee} \\ \text{available}}$$

(c) Determination of Performance Fee Earned

- (1) The Government shall, at the conclusion of each specified evaluation period, evaluate the Contractor's performance for a determination of performance fee earned.
- (2) For this contract, the Government FDO shall be the Assistant Project Manager, Management and Administration. The Contractor agrees that the determination as to the amount of performance fee earned will be made solely by the Government FDO and such determination is binding on both parties and shall not be subject to appeal under the contract clause entitled *Disputes - Alternate I*, referenced in Section I, I.70, Clauses Incorporated by Reference, or otherwise subject to litigation under the Contract Disputes Act of 1978, as amended (41 U.S.C. 601-613), or any other appeal clause.
- (3) The evaluation of Contractor performance shall be in accordance with the Performance Evaluation Plan described in Subparagraph d. below. The Contractor shall be promptly advised in writing of the determination and the reasons why the performance fee was or was not earned. While it is recognized that the basis for determination of the fee shall be the evaluation by the Government in accordance with the Performance Evaluation Plan (PEP), the FDO may also consider any information available to him or her which relates to the Contractor's performance of contract requirements regardless of whether or not those requirements are specifically identified in the PEP. To the extent the Contractor does not perform those requirements; the FDO may reduce the fee determination. In the event that the Contractor's performance is considered unacceptable in any area of contract performance which is specifically assigned to the particular performance area, the FDO may at his/her sole discretion determine the Contractor's overall performance to be

unacceptable, and accordingly may withhold the entire performance fee for the evaluation period.

- (4) If, in the performance of this contract, there is a catastrophic event (such as a fatality, or a serious workplace related injury or illness to one or more employees, loss of control over classified material, or significant damage to the environment), the FDO or his/her designee, may reduce any otherwise earned fee for the evaluation period by an amount up to the fees earned. In determining any diminution of fee resulting from a catastrophic event, the FDO or his/her designee will consider whether willful misconduct and/or negligence contributed to the occurrence and will take into consideration any mitigating circumstance presented by the contractor or other sources. This clause is in addition to any other remedies available to the Government that may be contained in this contract.

(d) Performance Evaluation Plan

- (1) The Government shall establish unilaterally a Performance Evaluation Plan upon which the determination of performance fee shall be based. Such Plan shall include the performance measures set forth in Section C and any additional objectives and measures deemed appropriate. A copy of the Plan shall be provided to the Contractor 30 calendar days prior to the start of an evaluation period.
- (2) The Performance Evaluation Plan will set forth the criteria upon which the Contractor will be evaluated for performance relating to any technical, schedule, management, and/or cost objectives selected for evaluation. Such criteria may be objective or subjective. The Plan shall also set forth a performance grading and fee conversion table establishing performance points and the percentage of available performance fee earned for each performance point for outstanding, good, satisfactory, marginal, and unsatisfactory performance levels.
- (3) The Performance Evaluation Plan may, consistent with the contract statement of work, be revised unilaterally by the Government at any time during the period of performance. Notification of such changes shall be provided to the Contractor at least 90 calendar days prior to the end of the evaluation period in which the change will apply and at least 30 calendar days prior to the change becoming effective.

(e) Contractor Self-Assessment

Following each evaluation period, the Contractor shall submit a self-assessment within 7 calendar days after the end of the period. This self-assessment shall address both the strengths and weaknesses of the Contractor's performance during the evaluation period. Where deficiencies in performance are noted, the Contractor shall describe the actions planned or taken to correct such deficiencies and avoid their recurrence. The FDO will review the Contractor's self-assessment as part of their evaluation of the Contractor's management during the period. An unrealistic self-assessment will result in lower performance fee determinations. The Contractor will not be penalized for a realistic self-assessment, although deficiencies noted by the Contractor may be reflected in the Government's evaluation. The self-assessment itself will not be the basis for the performance fee determination.

(f) Schedule for Performance Determinations

The FDO shall issue the final performance fee determination in accordance with the schedule set forth in the Performance Evaluation Plan.

H.12 CONTRACTOR'S PROJECT MANAGER

The Contractor shall designate a Project Manager who will be the Contractor's authorized supervisor for technical and administrative performance of all work hereunder. The Project Manager shall provide the single point of contact between the Contractor and the Government's COR under this contract. All administrative support for technical personnel required to fulfill the work stated in the contract shall be the responsibility of the Contractor. The Project Manager shall receive and execute, on behalf of the Contractor, such technical directions as the DOE COR may issue within the terms and conditions of the contract.

H.13 PUBLIC RELEASE OF INFORMATION

- (a) It is the policy of DOE that Contractors share in the responsibility for timely and appropriate public reporting of unclassified DOE-related activities in order to enhance the public understanding of energy development activity and to promote commercial development of new and more efficient energy sources.
- (b) Contractors are expected to submit to the Contracting Officer for advance review and coordination all such oral, written, and visual information

material proposed for public issuance, except items of local interest only, and those which are comparable to issuance made previously under similar circumstances.

H.14 SAFETY AND HEALTH

The contractor shall develop, implement, and maintain a comprehensive Safety and Health Program which shall include all activities necessary to ensure the health and safety of the workforce and shall meet the requirements of DOE Orders, SPR requirements, and federal, state, and local codes. Program elements include safety and health inspections; hazard abatement; accident investigations; records maintenance; and industrial hygiene.

Deliverables:

- a) Tabulation of work hours and vehicle usage - Report is due Quarterly on DOE Form 5484.Y to DOE ES&H Division.
- b) DOE Form 5484.X, Accident/Incident Report is due within 14 days of an incident to DOE ES&H Division. Accidents shall be reported within 24 hours to DOE ES&H Division.

H.15 CONTRACTOR'S ORGANIZATION

- (a) Organization chart. As promptly as possible after the execution of this contract, the Contractor shall furnish to the Contracting Officer a chart showing the names, duties, and organization of key personnel to be employed in connection with the work, and shall furnish, from time to time, supplementary information reflecting changes therein.
- (b) A competent full-time resident supervising representative of the Contractor satisfactory to the Contracting Officer shall be in charge of the work at all times.
- (c) The Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, and integrity and shall be responsible for taking such disciplinary action with respect to his employees as may be necessary. Such standards and procedures shall be subject to the approval of the Contracting Officer.

H.16 PERMITS

Except as otherwise directed by the Contracting Officer, the Contractor shall procure all necessary permits or licenses and abide by all applicable laws, regulations, and ordinances of the United States and of the State, territory, and political subdivision in which the work under this contract is performed.

H.17 SECURITY

SECURITY REQUIREMENTS DOCUMENT FOR DOE PRIME AND SUBCONTRACTORS CONTRACTOR REQUIREMENTS

Contractor employees working at or for the Strategic Petroleum Reserve (SPR) must comply with current Department of Energy and SPR security policies and procedures. This includes prebadging investigations, proof of citizenship, and proof of identity, unescorted/escorted access, security education, and site entry and exit controls. It is the Contractor's responsibility to ensure that safeguards and security are fully integrated into all activities commensurate with analyzed risk. All references to "Contractor" in this summary include Prime Contractors and their subcontractors.

The Contractor is required to designate in writing one supervisory employee to act as the Contractor Security Representative. The Contractor provides an appointment letter to the Government Representative, Construction Management Technical Representative (CMTR), or Subcontract Manager's Technical Representative (SMTR) which ever is applicable, who will distribute one copy to the DynMcDermott Petroleum Operations Company (DM) Security and Emergency Preparedness Directorate within 10 calendar days after the effective date of the Notice to Proceed or contract award. The Contractor security representative serves as the liaison between the Contractor and DM Security, through the Government Representative, CMTR, or SMTR to ensure that all SPR security requirements are followed.

Contractor personnel who are on SPR sites or in SPR leased-buildings must comply with DOE Order 1450.4, "Consensual Listening-In To or Recording Telephone/Radio Conversations." This Order establishes DOE policy concerning monitoring and recording telephone conversations. No communications or discussions are to be recorded without the concurrence of all parties involved. The Contractor security representative must indicate to the Government Representative, CMTR, or SMTR that a recording is being made. If a requirement exists to monitor any calls for any purpose, the Contractor must obtain approval according to the Order.

SPR BADGES

A prebadging investigation must be conducted on all Contractor personnel (U.S. citizens and foreign nationals) working at or for the SPR to include access to the SPR Intranet. This is accomplished by completing a Prebadging Investigation Form consenting to a social security number and a criminal record background check. United States citizens must show proof of citizenship. Foreign nationals must complete the required foreign national paperwork as outlined in Paragraph 7. below.

Contractor personnel, who require access to the SPR Intranet and/or will be working at or for the SPR more than 6-months, must have a completed National Agency Check (NAC) prior to being issued an “unescorted badge”. This is accomplished by submitting a completed Standard Form 85 (SF-85), Questioner for Non-Sensitive Positions and the Declaration for Federal Employment, Optional Form (OF) 306, items 1, 2, 8 through 13, 16, and 17a. The contractor must also present proof of identity by showing the Registrar or Registrar designee two original identification documents and complete a fingerprint card. .

Pending completion of a NAC for contractors with access to the SPR intranet and/or who will work at or for the SPR in excess of 6-months, the contractor will receive an “escort required” badge.

Contractors, who do not require access to the SPR Intranet and will not work in excess of 6-months at or for the SPR, may receive an unescorted badge upon completion of a prebadging investigation conducted through DM security. In the interim, all contractor personnel must be escorted by a picture-badged employee at all times.

If the Contractor employee received an unfavorable investigation report, the individual is disapproved for badging and immediately denied entry to the site.

- Felony conviction within the last 5 years
- Violent misdemeanor conviction within the last 5 years
- Drug sale conviction within the last 5 years
- Drug possession within the last 2 years
- Pending charges, active warrant, or deferred adjudication regarding issues
1-4

- Probation or parole regarding issues 1-4 or nolo contendere
- “Driving Under The Influence” within the last 2 years – conditional approval subject to any state driving restrictions or requirement to drive on site.
- Pattern of disruptive or untrustworthy behavior.
- The individual is, or is suspected of being, a terrorist
- The individual has deliberately omitted, concealed, or falsified relevant and material facts from any Questioner for Non-Sensitive Positions (SF-85), or similar form used in the determination of eligibility for a DOE Security Badge.
- The individual has presented false or forged identity source documents
- The individual has been barred from Federal Employment

For Contractors who do not require access to the SPR Intranet and who will not work at or for the SPR longer than 6-months, they may submit a letter within 3 working days for denial of access to the SPR to the DM Security Manager justifying the continued need for employment on the SPR. Upon approval of this justification from the DM Security Manager, the individual will be issued an “Escort Required” badge and must remain escorted by a picture-badged Contractor employee at all times. If the DM Security Manager disapproves the request or if the Contractor chooses not to submit a letter justifying the continued need for access, the individual is denied entry to the SPR.

U.S. citizen Contractor personnel working at the SPR with a pending prebadging investigation will be issued an “Escort Required” badge upon entering the site. These individuals must furnish one pictured or two non-pictured means of identification each time when requesting an “Escort Required” badge. Personnel must wear the badge on the front of their outer garment between the neck and waist and ensure that it is visible at all times. Badges must be returned upon exiting the site.

An individual whose sole purpose on site is to deliver material or service equipment will be eligible for an “Escort Required” badge if he or she provides proper picture identification and if the Contractor confirms that the individual is authorized to enter the site. The Contractor will be responsible to provide an escort the entire time that delivery personnel are on site. Delivery service personnel who are not U.S. citizens will not be issued an “Escort Required”

badge, and will not be allowed onsite without completing all Unclassified Foreign Visits and Assignment documentation.

The Government will deduct a charge of \$250 from the Contractor's final payment for each individually issued employee's SPR badge that is not returned or accounted for upon contract completion. Before verification of the Contractor's final invoice, the Government will contact local DM Security to ensure that all security-related items (such as SPR badges, parking decals, and proximity wafers) have been returned and will notify the Government of the results.

When lost or not returned security-related items have been identified, the Contractor security representative will be notified to retrieve the missing security-related items. The Contractor security representative shall ensure that action is taken to recover and return the security-related items or that proper restitution is made before contract closeout.

PREBADGING

Contractor personnel working on the SPR will complete a Prebadging Investigation Form legibly and in ink. Falsification of the Prebadging Investigation Form will result in denied entry to SPR facilities. Under 18 U.S.C. 911, any person who misrepresents their citizenship on the Prebadging Investigation Form may be punished by imposition of fine, imprisonment, or both. Prebadging Investigation Forms may be provided at the preconstruction conference. Foreign Nationals also must meet the requirements stated in Paragraph 6. U.S. citizens must present proof of citizenship by providing one of the following documents.

- a. Original Certificate of U.S. Citizenship (birth certification) (INS Form N-560 or N-561). Original Certification of Birth Abroad issued by the Department of State (FS-545 or Form DS-1350).
- b. Original birth certificate issued by a state, country, municipal authority, or outlying possession of the United States bearing an official seal.
- c. Certificate of Naturalization (INS Form N-550 or N 570).
- d. U. S. Passport

At the same time the Prebadging Investigation Form is completed, the individual will be provided the SPR Basic Security Instructions, which summarize SPR security responsibilities. The Prebadging Investigation Form and signed SPR Basic Security Instructions agreement, which states that the employee will comply with security regulations, must be submitted to local DM Security no more than 15 working days before the employee begins assignment.

The prebadging investigation consists of a social security number search; local law enforcement checks where the individual has lived during the past 5 years and where the individual is presently working. An interruption over 120 days in SPR Contractor employment requires resubmitting a completed Prebadging Investigation Form. Local DM Security notifies the Contractor security representative of the results of prebadging investigations.

PERSONAL IDENTITY VERIFICATION

For contractors that require access to the SPR Intranet or will be working at the SPR longer than 6-months will require a National Agency Check with Inquiries (NACI). The Government Representative, CMTR, or SMTR will have each contractor and subcontractor employee complete a Questioner for a Non-Sensitive position, SF-85 and the Declaration for Federal Employment, OF 306, items 1, 2, 8 through 13, 16, 17a. .

The contractor employee will personally give the Registrar or Registrar designee all documentation to include two original forms of identification described on the Form I-9 located at: <http://uscis.gov/graphics/formsfee/forms/files/i-9.pdf>. The employee must also be fingerprinted by DM security for inclusion in the request package.

Once the SPRPMO Registrar receives the SF 85, and OPM Optional Form (OF) 306, it will take approximately 5- 10 working days to complete the initial National Agency Check (NAC). If the NAC is favorably returned, the employee will be notified and a badge may be issued. If the NAC is unfavorable, the contractor employee may appeal in accordance with Department of Energy Notice 206.3., Paragraph 4. b. (13).

SECURITY PLAN

A security plan may be developed for special situations or circumstances which would include, but not be limited to Contractor work activities, such as establishment of a construction zone, removal of sections of protection fences or barriers, or require disabling or modification of the physical protection system

that requires alternate measures or deviation from normal security procedures. Under normal circumstances notification of the start and planned duration of these activities by the Contractor should be submitted to DOE and the DM Site Security Specialist a minimum of five working days prior to the start of work. A security plan will be developed by the DM Site Security Specialist in accordance with Security Operations Manual ASI5600.1; E0, Section 3.1.4. d. Special Designated Security Area, coordinated with the Contractor and site management for approval. Minimum requirements for the security plan include the following:

- a. Location of the work area.
- b. Purpose or requirements justifying departure from normal provisions.
- c. Access list completed in Vehicle/Visitor Register format to be used for daily access.
- d. Escort procedures.
- e. Area limitations or demarcation.
- f. Operational hours, proposed start date and duration of project.
- g. Special provisions for access or transportation.