

DEPARTMENT OF ENERGY  
 STRATEGIC PETROLEUM RESERVE PROJECT MANAGEMENT OFFICE  
 CONTRACT NO. DE-AC96-06PO92716

Contractor: Deltha-Critique			
Task Order No.: IV.A	Revision: Original	Effective Date: 11/01/09	
Task Title: Financial Management			
Includes Subtasks:			
A.1 Budget Formulation/Execution/Reporting/Travel Processing A.2 Budget Assistance in Execution & Developing Documentation A.3 Budget Planning & Documentation A.4 Budget Inquiries A.5 Budget Systems and Data Base Support/Operations A.6 Process Reengineering Support A.7 Travel Processing A.8 Year-End Financial Performance Report			
Contractor Task Director: Lou DeFusco  Title: Project Manager		Telephone No.: (504) 734-4058	
Schedule: Start: November 1, 2009		Complete: October 31, 2010	
Approval	Task Monitor	Contracting Officer's Representative	Contracting Officer
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Telephone Number:	734-4296 734-4927 734-4224	734-4296	734-4760
Signature:	<i>Sheldra Wormhoudt</i> <i>Patricia Ehrle</i> <i>Sheldra Wormhoudt</i>	<i>Sheldra Wormhoudt</i>	<i>Joyce B. Francois</i>
Date:	11/01/09	11/01/09	11/01/09

DEPARTMENT OF ENERGY  
STRATEGIC PETROLEUM RESERVE PROJECT MANAGEMENT OFFICE  
CONTRACT NO. DE-AC96-06PO92716

TASK ORDER

1. TASK: IV.A

SUBTASKS: FINANCIAL MANAGEMENT

2. ELEMENTS:

- A.1 Budget Formulation/Execution/Reporting/Travel Processing
- A.2 Budget Assistance in Execution & Developing Documentation
- A.3 Budget Planning & Documentation
- A.4 Budget Inquiries
- A.5 Budget Systems and Data Base Support/Operations
- A.6 Travel Processing
- A.7 Year-End Financial Performance Report

3. PERFORMANCE OBJECTIVES:

**A.1 Budget Formulation/Execution/Reporting**

The contractor must support the SPRPMO line and staff organizations in the preparation of the annual short and long-range budget request and in the proper execution of the annual budget:

- Provide complete documentation in support of:
  - Budget formulation process
  - Budget execution process
  - Budget presentation process
  - Budget reporting process
  - Budget inquiries
  - Funds and Unobligated Analysis

**Performance Measures      Performance Expectations**

- |                     |  |
|---------------------|--|
| a) Quality/Accuracy | Budget documentation (format and content) prepared in accordance with latest update of the SPRPMO Budget Formulation and Execution Procedures, also in accordance with Program Office and DOE Headquarters Guidance. |
| b) Timeliness       | Documentation prepared to support prescribed budget development, milestones, submission schedules, and Budget Execution schedules.   |

**A.2 Budget Assistance in Execution & Developing Documentation**

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 fiscal year budget. Contractor is to ensure personnel are cross-trained on all budget and cost functions.

**Performance Measures      Performance Expectations**

- |                     |   |
|---------------------|---|
| a) Quality/Accuracy | In accordance with SPRPMO process and direction from COR<br><br>100% of Budget functions have a backup who can fully execute the tasks required<br><br>Contractor is to develop and deliver a plan on training backups. |
| b) Timeliness       | In accordance with schedule established by COR  |

**A.3 Budget Planning & Documentation**

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
- Development of Planning documentation
- Annual budget execution documentation (internal)
- Annual operating plan documentation (to include performance planning and reporting)
- Budget status documentation
- Special projects/reports

**Performance Measures      Performance Expectations**

- |                     |  |
|---------------------|--|
| a) Quality/Accuracy | In accordance with the latest SPRPMO Budget Formulation and Execution Procedures |
| b) Timeliness       | In accordance with SPRPMO milestones and schedule established by COR             |

#### **A.4 Budget Inquiries**

The contractor must provide input to enable SPRPMO to respond to inquiries (some of which may be classified) pertaining to the budget from:

- Internal SPR Management/Planning and Financial Management Division (PFM&D) Staff
- Government Accounting Office (GAO)
- Other DOE organizations or offices
- Congressional Committees
- Office of Management and Budget (OMB)
- Inspector General (IG)
- Program Office
- DOE Chief Financial Officer (CFO)
- Internal inquiries

#### **Performance Measures**

#### **Performance Expectations**

a) Quality/Accuracy

In accordance with SPRPMO procedures and direction. Budget documentation (format and content) prepared in accordance with the latest SPRPMO Budget Formulation and Execution Procedures

b) Timeliness

In accordance with SPRPMO directed due dates

#### **A.5 Budget Systems and Data Base Support/Operations**

The contractor must support the following systems and databases.

- Financial Management Information Systems for SPRPMO, including Standard Accounting and Reporting System (STARS), Budget Execution and Reporting System (BEARS), I-Manage Data Warehouse (IDW), GOVTrip, and internal SharePoint sites and related process workflows.

This support may include:

- Generating customized reports using information from the systems/databases.
- Maintenance of systems (internal).
- Information input.

- Developing system and process improvement recommendations.
- Developing daily, monthly and fiscal year-end accounting detail supporting the accounting closeout cycle from the systems.
- Providing systems assistance, programming and query-writing, as needed.

**Performance Measures**

**Performance Expectations**

a) Quality/Accuracy

In accordance with SPRPMO process and direction provided from COR

b) Timeliness

In accordance with milestones established by COR

**A.6 Process Reengineering Support**

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 Procedures |
| b) Timeliness       | Documentation prepared to support prescribed budget development and submission schedules                   |

**A.7 Travel Processing**

The contractor must support the travel processing function, to include the following:

- Travel Processing, Reporting and Management of GOVTrip (the web-based Travel Manager System).
- 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.
- Review Travel Vouchers for completeness, accuracy, and compliance with travel regulations.
- Prepare recurring and ad-hoc travel-related reports.
- Manage any new travel related issues as requirements arise.

**Performance Measures**

**Performance Expectations**

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

## **A.8 Year-End Annual Financial Report**

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 processes and direction provided from COR

b) Timeliness

Completed on or before December 31 of each year

DEPARTMENT OF ENERGY  
 STRATEGIC PETROLEUM RESERVE PROJECT MANAGEMENT OFFICE  
 CONTRACT NO. DE-AC96-06PO92716

Contractor: Deltha-Critique			
Task Order No.: IV.B	Revision: Original	Effective Date: 11/01/09	
Task Title: Project Controls and Reports			
Includes Subtasks:			
<ul style="list-style-type: none"> <li>B.1 Project Control Systems</li> <li>B.2 Project Assessment</li> <li>B.3 Quarterly Program Review Status, Report, and Planning</li> <li>B.4 Documentation Production Services</li> <li>B.5 Analysis of Cost &amp; Performance Reports on M&amp;O Data</li> </ul>			
Contractor Task Director: Lou DeFusco		Telephone No.: (504) 734-4058	
Title: Project Manager			
Schedule: Start: November 1, 2009		Complete: October 31, 2010	
Approval	Task Monitor	Contracting Officer's Representative	Contracting Officer
Name:	Sheldra Wormhoudt	Sheldra Wormhoudt	Joyce B. Francois
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Signature:	<i>Sheldra Wormhoudt</i>	<i>Sheldra Wormhoudt</i>	<i>Joyce B. Francois</i>
Date:	11/01/09	11/01/09	11/01/09

DEPARTMENT OF ENERGY  
STRATEGIC PETROLEUM RESERVE PROJECT MANAGEMENT OFFICE  
CONTRACT NO. DE-AC96-06PO92716

TASK ORDER

1. TASK: IV.B  
  
SUBTASKS: PROJECT CONTROLS AND REPORTS
  
2. ELEMENTS:
  - B.1 Project Control Systems (PCS)
  - B.2 Project Assessment
  - B.3 Quarterly Program Review Status, Report, and Planning
  - B.4 Documentation Production Services
  - B.5 Analysis of Cost & Performance Reports on M&O Data

3. PERFORMANCE OBJECTIVES:

**B.1. Project Control Systems**

The contractor must assist in the maintenance and updated revision of all of the SPRPMO 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

## **B.2. Project Assessment**

The contractor must analyze SPR contractor data/status into an overall Project Assessment Briefing to include posting of the material on the SPR Intranet and present to DOE PM/APMs during monthly review.

### **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                    |

## **B.3. Quarterly Program Review Status, Report, and Planning**

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                    |

## **B.4. Documentation Production Services**

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  |

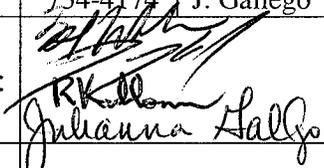
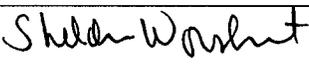
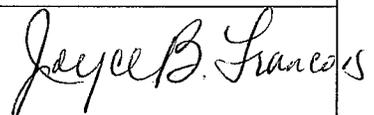
**B.5. Analysis of Cost & Performance Reports on M&O Data**

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. The contractor must also provide accruals and Construction Work in Progress (CWIP) in accordance with established procedures.

**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, 14 <sup>th</sup> workday of the month for cost accruals and 15 <sup>th</sup> workday of each quarterly month for CWIP accruals. 15 <sup>th</sup> workday of the month for DM-DC CWIP reconciliation. |

DEPARTMENT OF ENERGY  
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 CONTRACT NO. DE-AC96-06PO92716

Contractor: Deltha-Critique			
Task Order No.: IV.C	Revision: Original	Effective Date: 11/01/09	
Task Title: Business Management			
Includes Subtasks:			
<ul style="list-style-type: none"> <li>C.1 Audit Information Systems and Audit of SPR Oil Inventories, Lease Revenues, and Lessee Capital Improvements</li> <li>C.2 Security Support and Emergency Management</li> <li>C.3 Environmental, Safety and Health, Emergency Preparedness and Fire Safety Support</li> <li>C.4 Quality Assurance and Performance Assurance Support</li> </ul>			
Contractor Task Director: Lou DeFusco		Telephone No.: (504) 734-4058	
Title: Project Manager			
Schedule: Start: November 1, 2009		Complete: October 31, 2010	
Approval	Task Monitor	Contracting Officer's Representative	Contracting Officer
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Telephone Number:	734-4327 R. Kallauner 734-4431 J. Packard 734-4060 J. Wallace 734-4174 J. Gallego	734-4296	734-4760
Signature:			
Date:	11/01/09	11/01/09	11/01/09

DEPARTMENT OF ENERGY  
STRATEGIC PETROLEUM RESERVE PROJECT MANAGEMENT OFFICE  
CONTRACT NO. DE-AC96-06PO92716  
TASK ORDER

1. TASK: IV.C

SUBTASK: BUSINESS MANAGEMENT

2. ELEMENTS:

- C.1 Audit Information Systems and Audit of SPR Oil Inventories, Lease Revenues, and Lessee Capital Improvements
- C.2 Security Support
- C.3 Environmental, Safety and Health Support, Emergency Preparedness and Fire Safety Support
- C.4 Quality Assurance and Performance Assurance Support

3. PERFORMANCE OBJECTIVE:

**C.1. Audit Information Systems and Audit of SPR Oil Inventories, Lease Revenues, and Lessee Capital Improvements**

a. The contractor must review and analyze existing SPRPMO audit activities, relating to the following:

- DOE OIG Audit Program
- GAO Audit Program
- DOE OIG/GAO Protocols Audit Planning—Cooperative Audit Program
- SPRPMO Audit Planning
  - M&O Contractor Internal Audit Plan
  - SPRPMO Audit Plan/Program
- DOE Internal Control Program
- DOE Directives and Controlling OMB Circulars
- DOE CFO Office of Internal Review/Risk Management
  - Audit Liaison
  - Audit Follow-up Reporting and Closeout
- DOE-Wide Performance and Accountability Reporting.
  - FMFIA Reporting—Internal Controls and Financial Systems
  - Annual Assurance Memorandum
  - Management Representation Letters

b. The contractor must provide the following audit liaison resolution and follow-up support:

- Develop and maintain SharePoint pages and internal links and external links, as permitted, to SPRPMO network-based document systems.
- Support the transition for Windows SharePoint 2.0 to a more feature rich Windows SharePoint Services 3.0, the migration of items housed in CONFIG, and the incorporation of record retention schedule included in the SPRPMO's implementation of DOCUMENTUM document management system.
- Assist the development of summaries of GAO and DOE audits and audit concerns that might have relevance to the SPRPMO operations in support of the SPRPMO's Audit Report Review System.
- Assist in the coordination and development of responses to information requests and report submittals from independent oversight elements such as the OIG, GAO, DOE Office of Independent Oversight and the internal review of DOE CFO's Office of Independent Review.
- Support the SPRPMO in meeting DOE's annual Performance and Accountability Reporting:
  - FMFIA Reporting-Internal Controls/Assurance Memorandum
  - OMB Circular A-123 Reporting
    - Financial System Evaluation
    - Management Representation Letters
- Coordination and support of an annual Oil Accountability Agreed Upon Procedures Review by an independent CPA of the quantity, quality, and book value of SPRPMO/SPRPO crude oil and heating oil storage reserves to support the DOE annual consolidated statements.
- Coordination and support of annual Lease Revenues Agreed Upon Procedures Review by an independent CPA of the leases of pipelines and terminals.
- Ad hoc support for other internal audit activities

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

**C.2. Security Support and Emergency Management**

- 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

- b. The contractor must assist SPRPMO in security and emergency management related documentation reviews, written recommendations and reports including:

- ES&H assessments and reviews
- Emergency Management reviews, reports, and recommendations
- Security survey/audit reports (some of which may be classified at the Secret/National Security Information level)
- Protection program plans (some of which may be classified at the Secret/National Security Information level)
- Vulnerability assessments (some of which may be classified at the Secret/National Security Information level)
- Security reviews, assessments, and evaluations (some of which may be classified at the Secret/National Security Information level)
- Technical Assessments (some of which may be classified at the Secret/National Security Information level)
- Security and Emergency Operations Division Plans (some of which may be classified at the Secret/National Security Information level)
- Continuity of Operations Assessment and Reports
- Field Training Exercises (some of which may be classified at the Secret/National Security Information level)
- Personnel/PIV Security background check package processing and tracking through the Office of Personnel Management National Agency Check (NAC)
- Site Security Plan and Annual Security Management Plan
- 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

- c. 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

**C.3      Environmental, Safety and Health, Emergency Preparedness, and Fire Protection Support**

The contractor must assist SPRPMO in environmental, safety and health, emergency preparedness, and fire safety-related assessments and documentation reviews and make written recommendations and reports including:

- Environmental, safety and health (ESHD) reports
- ESHD program plans, manuals, and procedures
- ESHD regulatory records and data
- DOE Emergency Management oversight of M&O contractor self-assessment
- Contractor performance of the official assessment tracking application process
- Contractor-generated documents, including those required by Federal, State, or local statute or regulation
- ESHD 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

**C.4      Quality Assurance and Performance Assurance Support**

The contractor will assist the SPRPMO in Quality Assurance and Performance Assurance-related activities in an effort to meet the requirements of DOE O 414.1C and DOE O 226.1A. This work will routinely require travel to all of the sites in Mississippi, Louisiana, and Texas. Activities include the following:

- Assist and support in preparing the SPRPMO Quality Assurance Implementation Survey when received from Headquarters.

- Assist and support in updating Quality Assurance, Performance Assurance and Official Assessment Tracking Application/Trending program plans/procedures and schedules.
- Assist in the development/update and submission of DOE/SPRPMO Computer Based Training modules dealing with Quality and Performance Assurance.
- Assist and support in performing SPRPMO Management Assessments, including preparation of assessment plans, analyzing/trending results, compiling draft/final report and preparing briefing slides.
- Assist and support in performing Independent Assessments of the SPRPMO programs and field offices, including initial planning, preparation of assessment plans, assessment team member, entering findings into the SPRPMO official assessment tracking application, compiling draft/final report, analyzing/trending results, preparing briefing slides and assist in the closure of findings associated with these assessments. Programs will include: On-Site Management Appraisals; Surveillance of Critical Few Performance Measures; SPRPMO Reliability, Availability & Maintainability (RAM); SPRPMO Conduct of Operations; SPRPMO Drawdown Activities; SPRPMO Maintenance Management Program; SPRPMO Oversight Program; and SPRPMO Contractor Assurance Program.
- Administer the SPRPMO official assessment tracking application for findings identified from Management Assessments and Independent Assessments, including providing monthly status of findings, trending data, and preparing briefing charts and/or reports for Senior Management.

**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

DEPARTMENT OF ENERGY  
 STRATEGIC PETROLEUM RESERVE PROJECT MANAGEMENT OFFICE  
 CONTRACT NO. DE-AC96-06PO92716

Contractor: Deltha-Critique				
Task Order No.: IV.D		Revision: Original		Effective Date: 11/01/09
Task Title: Technical Management				
Includes Subtasks:				
D.1 Scheduling System Support D.2 Configuration Management Support D.3 Information Technology D.4 Special Projects				
Contractor Task Director: Lou DeFusco			Telephone No.: (504) 734-4058	
Title: Project Manager				
Schedule: Start: November 1, 2009			Complete: October 31, 2010	
Approval	Task Monitor		Contracting Officer's Representative	Contracting Officer
Name:	D.1, 2, & 4 D.3	Wayne Elias John O'Brien	Sheldra Wormhoudt	Joyce B. Francois
Telephone Number:	734-4397 734-4560	Wayne Elias John O'Brien	734-4296	734-4760
Signature:	<i>Allen P. Rome for John O'Brien</i>		<i>Sheldra Wormhoudt</i>	<i>Joyce B. Francois</i>
Date:	11/01/09		11/01/09	11/01/09

DEPARTMENT OF ENERGY  
STRATEGIC PETROLEUM RESERVE PROJECT MANAGEMENT OFFICE  
CONTRACT NO. DE-AC96-06PO92716

TASK ORDER

1. TASK: IV.D  
  
SUBTASKS: TECHNICAL MANAGEMENT
2. ELEMENTS:
  - D.1. Scheduling System Support
  - D.2. Configuration Management Support
  - D.3. Information Technology
  - D.4. Special Projects

3. **PERFORMANCE OBJECTIVES:**

D.1. **Scheduling System Support**

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
- Oversight of the electronic CMCR process
- 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 |

**D.2. Configuration Management Support**

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.
- Maintain PCCB Action Items Report via Konfig.

**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 |

**D.3. Information Technology**

Support the assessment analysis, administration and monitoring of the SPRPMO data systems. The contractor must:

- Maintain and administer DOE systems such as GOVTRIP
- Manage and support STARS/STRIPES/I-Manage/BEARS systems
- Support COVATS system
- Analyze SPR needs for enterprise level computing systems

- Support, maintain and update DOE SharePoint Sites and Areas and related process workflows utilizing K2 and InfoPath
- 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                    |

**D.4 Special Projects**

The contractor shall provide professional, technical and administrative support to special projects identified by SPRPMO on an individual basis. Special projects include but are not limited to the following:

- Conducting studies, reviews, assessments, and surveys
- Performing analyses
- Preparing reports
- Procuring Subject Matter Experts (SME)

**Performance Measures**      **Performance Expectations**

- |                     |  |
|---------------------|--|
| a) Quality/Accuracy | As established by SPRPMO on a project specific basis as applicable |
| b) Timeliness       | In accordance with project schedule established by SPRPMO          |

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 CONTRACT NO. DE-AC96-06PO92716

Contractor: Deltha-Critique			
Task Order No.: IV.E	Revision: Original	Effective Date: 11/01/09	
Task Title: Administrative Support			
Includes Subtasks: E.1 Mail Processing E.2 Word Processing			
Contractor Task Director: Lou DeFusco Title: Project Manager		Telephone No.: (504) 734-4058	
Schedule: Start: November 1, 2009		Complete: October 31, 2010	
Approval	Task Monitor	Contracting Officer's Representative	Contracting Officer
Name:	A. Quern D. Harvey	Sheldra Wormhoudt	Joyce B. Francois
Telephone Number:	734-4228 734-4316	734-4296	734-4760
Signature:	<i>A. Quern</i> <i>Dianna Harvey</i>	<i>Sheldra Wormhoudt</i>	<i>Joyce B. Francois</i>
Date:	11/01/09	11/01/09	11/01/09

DEPARTMENT OF ENERGY  
STRATEGIC PETROLEUM RESERVE PROJECT MANAGEMENT OFFICE  
CONTRACT NO. DE-AC96-06PO92716

TASK ORDER

1. TASK: IV.E  
SUBTASKS: ADMINISTRATIVE SUPPORT

2. ELEMENTS:  
E.1 Mail Processing  
E.2 Word Processing

3. **PERFORMANCE OBJECTIVE:**

**E.1. Mail Processing**

a. The contractor must provide support for the electronic action system and the mail received in the mailroom (some of which may be classified). The contractor must:

- Develop policies and procedures for Manual for Mail Room Operations.
- 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.
- Develop a mailroom Management Security Plan annually, as necessary.
- Support the transfer of DOE records to the Federal Records Center and Records Holding Area.

**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                  |

b. **Reproduction Services** – The contractor must provide support for reproduction services:

- 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

**E.2. Word Processing**

The contractor must establish and maintain a word processing center, including typing and proofreading of various types of correspondence (some of which may be classified). 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 processes and direction provided from COR/Requester

b) Timeliness

In accordance with schedule established by COR/Requester

DEPARTMENT OF ENERGY  
 STRATEGIC PETROLEUM RESERVE PROJECT MANAGEMENT OFFICE  
 CONTRACT NO. DE-AC96-06PO92716

Contractor: Deltha-Critique			
Task Order No.: IV.F	Revision: Original	Effective Date: 11/01/09	
Task Title: Reports/Deliverables			
Includes Subtasks: <div style="text-align: center; margin-left: 100px;">F.1 Uniform Reporting System Reports</div>			
Contractor Task Director: Lou DeFusco <div style="text-align: center; margin-left: 100px;">Title: Project Manager</div>		Telephone No.: (504) 734-4058	
Schedule: Start: November 1, 2009		Complete: October 31, 2010	
Approval	Task Monitor	Contracting Officer's Representative	Contracting Officer
Name:	Sheldra Wormhoudt	Sheldra Wormhoudt	Joyce B. Francois
Telephone Number:	734-4296	734-4296	734-4760
Signature:	<i>Sheldra Wormhoudt</i>	<i>Sheldra Wormhoudt</i>	<i>Joyce B. Francois</i>
Date:	11/01/09	11/01/09	11/01/09

DEPARTMENT OF ENERGY  
STRATEGIC PETROLEUM RESERVE PROJECT MANAGEMENT OFFICE  
CONTRACT NO. DE-AC96-06PO92716

TASK ORDER

1. TASK: IV.F  
SUBTASKS: REPORTS/DELIVERABLES
2. ELEMENTS: F.1 Uniform Reporting System Reports
3. **PERFORMANCE OBJECTIVE:**

**F.1. Uniform Reporting System Reports**

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**

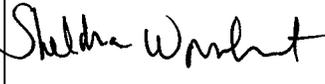
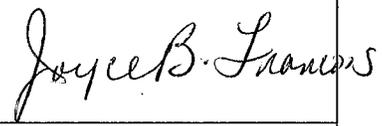
- Distribution and number of copies will be established by the Contracting Officer Representative or his/her representative in written direction to the contractor.
- Delivery Schedule - All reports specified above must be delivered monthly, by the 15<sup>th</sup> day of the following month, except as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

DEPARTMENT OF ENERGY  
 STRATEGIC PETROLEUM RESERVE PROJECT MANAGEMENT OFFICE  
 CONTRACT NO. DE-AC96-06PO92716

Contractor: Deltha-Critique			
Task Order No.: IV.G	Revision: Original	Effective Date: 11/01/09	
Task Title: Cost Effectiveness			
Includes Subtasks: <div style="text-align: center; margin-left: 100px;">G.1 Cost Management</div>			
Contractor Task Director: Lou DeFusco <div style="text-align: center; margin-left: 100px;">Title: Project Manager</div>		Telephone No.: (504) 734-4058	
Schedule: Start: November 1, 2009		Complete: October 31, 2010	
Approval	Task Monitor	Contracting Officer's Representative	Contracting Officer
Name:	Sheldra Wormhoudt	Sheldra Wormhoudt	Joyce B. Francois
Telephone Number:	734-4296	734-4296	734-4760
Signature:			
Date:	11/01/09	11/01/09	11/01/09

DEPARTMENT OF ENERGY  
STRATEGIC PETROLEUM RESERVE PROJECT MANAGEMENT OFFICE  
CONTRACT NO. DE-AC96-06PO92716

TASK ORDER

1. TASK: IV.G  
SUBTASKS: COST EFFECTIVENESS
2. ELEMENTS:  
G.1 Cost Management
3. **PERFORMANCE OBJECTIVE:**

**G.1. Cost Management**

Effective, efficient, and economic use of resources (people, funds, equipment, and facilities) in carrying out contract activities to achieve favorable performance against cost baseline.