

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: 11/01/2006	
Task Title: Financial Management			
Includes Subtasks:			
<ul style="list-style-type: none"> 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		Telephone No.: (504) 734-4554	
Title: Project Manager			
Schedule: Start: November 1, 2006		Complete: October 31, 2007	
Approval	Task Monitor	Contracting Officer's Representative	Contracting Officer
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Signature:			
Date:	11/01/2006	11/01/2006	11/01/2006

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

Performance Measures Performance Expectations

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

Performance Measures **Performance Expectations**

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|---------------------|--|
| a) Quality/Accuracy | In accordance with SPRPMO process and direction from COR |
| 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
- Draft Planning documentation
- Annual budget execution documentation
- Annual operating plan documentation (to include performance planning)
- Budget status documentation
- Performance plan and report
- Special projects/reports

Performance Measures **Performance Expectations**

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|---------------------|---|
| a) Quality/Accuracy | In accordance with SPRPMO Budget Formulation/Execution Procedures (currently being updated) |
| b) Timeliness | In accordance with SPRPMO milestones for process |

A.4 Budget Inquiries

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 and direction. Budget documentation (format and content) prepared in accordance with SPRPMO Budget Formulation Procedure (currently being updated)

b) Timeliness

In accordance with SPRPMO directed due dates. Documentation prepared to support work deliverable

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 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

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|---------------------|--|
| 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 |

A.6 Process Reengineering Support

- a. 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

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

b. Cross-train on all Budget and Cost Functions

Performance Measures

Performance Expectations

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|---------------------|---|
| a) Quality/Accuracy | 100% of functions have a backup who can fully execute the tasks required. |
| b) Timeliness | In accordance with schedule established by COR. |

A.7 Travel Processing

The contractor must provide a travel processing function, including the following:

- Travel Processing, Reporting and Management of Travel 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
- Monitor and manage the web-based Travel Manager System (GOVTRIP)
- Review TVs 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 from COR

b) Timeliness

In accordance with schedule established by COR

A.8 Year-End Financial Performance 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 process and direction provided from COR.

b) Timeliness

Completed on or before November 15 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: 11/01/2006	
Task Title: Project Controls and Reports			
Includes Subtasks:			
B.1 Project Control Status B.2 Program/Project Review Status B.3 Quarterly Program Review Status and Report B.4 Documentation Production Services B.5 Analysis of Cost & Performance Reports on M&O Data			
Contractor Task Director: Lou Defusco		Telephone No.: (504) 734-4554	
Title: Project Manager			
Schedule: Start: November 1, 2006		Complete: October 31, 2007	
Approval	Task Monitor	Contracting Officer's Representative	Contracting Officer
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Telephone Number:	734-4296	734-4296	734-4760
Signature:			
Date:	11/01/2006	11/01/2006	11/01/2006

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 Status
 - B.2 Program/Project Review Status
 - B.3 Quarterly Program Review Status and Report
 - B.4 Documentation Production Services
 - B.5 Analysis of Cost & Performance Reports on M&O Data

3. **PERFORMANCE OBJECTIVES:**

B.1. Project Control Status

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

B.2. Program/Project Review Status

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.

<u>Performance Measures</u>	<u>Performance Expectations</u>
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- | | |
|---------------|---|
| 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 and Report

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.

<u>Performance Measures</u>	<u>Performance Expectations</u>
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|---------------|---|
| 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.

<u>Performance Measures</u>	<u>Performance Expectations</u>
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|---------------------|---|
| 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.

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 |

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

Contractor: Deltha-Critique			
Task Order No.: IV.C	Revision: Original	Effective Date: 11/01/2006	
Task Title: Business Management			
Includes Subtasks:			
C.1 Audit Information Systems and Audit of SPR Oil Inventories, Lease Revenues, and Lessee Capital Improvements C.2 Site Appraisal C.3 Security Support and Emergency Management C.4 Procurement Support C.5 Environmental, Safety, and Health Support			
Contractor Task Director: Lou Defusco		Telephone No.: (504) 734-4554	
Title: Project Manager			
Schedule: Start: November 1, 2006		Complete: October 31, 2007	
Approval	Task Monitor	Contracting Officer's Representative	Contracting Officer
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Signature:			
Date:	11/01/2006	11/01/2006	11/01/2006

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 Site Appraisal
- C.3 Security Support
- C.4 Procurement Support
- C.5 Environmental, Safety and Health 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, including the following:
 - GAO Audit
 - DOE OIG Audits
 - OMB Circulars
 - FMFIA/Assurance Memorandum
- 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

<u>Performance Measures</u>	<u>Performance Expectations</u>
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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. Site Appraisal

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 processes and direction provided from COR |
| b) Timeliness | In accordance with schedule established by COR |

C.3. 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**

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|---------------------|---|
| 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:

- 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
- PIV Security background check package processing and tracking through the OPM NAC

Performance Measures **Performance Expectations**

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|---------------------|---|
| 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 review security system designs, milestones and inspections to provide support in monitoring performance under security construction contracts.

Performance Measures **Performance Expectations**

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

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

C.4 Procurement Support

- a. The contractor must utilize the Procurement and Assistance Data System to perform the following activities:
- Collect, assemble, and code procurement data on DOE acquisition actions as required.
 - Operate and maintain the SPRPMO database as required.
 - Obtains standard and special reports from the system as requested.

Performance Measures **Performance Expectations**

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

- 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

C.5 Environmental, Safety and Health Support

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

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: 11/01/2006
Task Title: Technical Management				
Includes Subtasks:				
D.1 Scheduling System Support D.2 Configuration Management Support D.3 Information Technology				
Contractor Task Director: Lou Defusco			Telephone No.: (504) 734-4554	
Title: Project Manager				
Schedule: Start: November 1, 2006		Complete: October 31, 2007		
Approval	Task Monitor		Contracting Officer's Representative	Contracting Officer
Name:	D.1 & 2 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:				
Date:	11/01/2006		11/01/2006	11/01/2006

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

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.
- 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

<u>Performance Measures</u>	<u>Performance Expectations</u>
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|---------------------|---|
| 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.

<u>Performance Measures</u>	<u>Performance Expectations</u>
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|---------------------|---|
| 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: Travel Manager and Sharepoint areas
- Monitor STARS/I-Manage implementation and updates
- 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**

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|---------------------|---|
| a) Quality/Accuracy | In accordance with SPRPMO process 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.E	Revision: Original	Effective Date: 11/01/2006	
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) 734-4554	
Schedule: Start: November 1, 2006		Complete: October 31, 2007	
Approval	Task Monitor	Contracting Officer's Representative	Contracting Officer
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Signature:			
Date:	11/01/2006	11/01/2006	11/01/2006

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

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

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|---------------------|---|
| 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. 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

<u>Performance Measures</u>	<u>Performance Expectations</u>
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|---------------------|--|
| 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: 11/01/2006	
Task Title: Reports/Deliverables			
Includes Subtasks: <div style="text-align: center; padding-left: 40px;">F.1 Uniform Reporting System Reports</div>			
Contractor Task Director: Lou Defusco <div style="text-align: center; padding-left: 40px;">Title: Project Manager</div>		Telephone No.: (504) 734-4554	
Schedule: Start: November 1, 2006		Complete: October 31, 2007	
Approval	Task Monitor	Contracting Officer's Representative	Contracting Officer
Name:	Sheldra Wormhoudt	Sheldra Wormhoudt	Joyce B. Francois
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Signature:			
Date:	11/01/2006	11/01/2006	11/01/2006

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 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

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: 11/01/2006	
Task Title: Cost Effectiveness			
Includes Subtasks: <div style="text-align: center; padding-left: 40px;">G.1 Cost Management</div>			
Contractor Task Director: Lou Defusco <div style="text-align: center; padding-left: 40px;">Title: Project Manager</div>		Telephone No.: (504) 734-4554	
Schedule: Start: November 1, 2006		Complete: October 31, 2007	
Approval	Task Monitor	Contracting Officer's Representative	Contracting Officer
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Telephone Number:	734-4296	734-4296	734-4760
Signature:			
Date:	11/01/2006	11/01/2006	11/01/2006

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.