GENERAL SERVICES ADMINISTRATION
BLANKET PURCHASE AGREEMENT

Pursuant to the GSA Federal Supply Schedule (FSS) MOBIS, Language Services, and LOGWORLD contracts listed below (**or as attached**) and Federal Acquisition Regulation (FAR) 8.405-3, Blanket Purchase Agreements (BPAs), the Contractor(s) agrees to the following terms of a BPA, established and administered by the GSA:

1.T he following contract services/products/SINs can be ordered under this BPA within the scope of the attached TOR. All orders placed against this BPA are subject to the terms and conditions of the basic GSA Multiple Award Schedule (MAS) contract, the awarded team discount indicated below, in addition to the terms and conditions included in the attached TOR and this BPA.

	SIN/Schedule Contract						
	874-1, Consulting Services (MOBIS)			The awarded team discount of *% shall apply to all Task Orders placed against this BPA. * See Contracting Officer			
	874-7, Program Integration and Project Management Services (MOBIS)						
	874-501, Supply and Value Chain Management Services (LOGWORLD)						
	382-1, Translation Services (Language Services)						
	382-2, Interpretation Services (Language Services)						

2.Deliv ery:

Place of Performance

Place of Performance to be determined at the time of individual task order(s).

Delivery Schedule/Dates

Delivery Schedule/ Dates to be determined at the time of individual task order(s).

3.T his BPA does not obligate any funds nor guarantees any level of orders to be placed.

4.T he base period of performance under this BPA will be 10/12/07 through 10/11/08, with 4 option periods of 12 months each.

5.E xtent of Obligation: The Government is obligated only to the extent of authorized purchases actually placed against the Blanket Purchase Agreement (BPA).

6.In dividuals Authorized to Place Orders: **See Section 6.2.1, 6.2.2 and 6.23.of the TOR.**

7. The BPA Team Lead Point of Contact is: (See CTA List)

CONTRACTOR TEAM LEAD:
POC NAME:
PHONE NUMBER:
EMAIL ADDRESS:
FAX NUMBER:

8. Invoicing

Specific Accounting and Invoicing procedures will be specified at the Task Order level.

9. BPA COR is not designated at time of award, however one may be named at t later date.

10. The following documents are incorporated in full text:

Attachment 1: TOR

ATTACHMENT (1)

ISSUED TO:

SEE ATTACHED LISTING

ISSUED BY:
General Services Administration
Federal Systems Integration and Management Center (FEDSIM)
Metro Park
6354 Walker Lane, Suite 200
Alexandria, VA 22310

BLANKET PURCHASE AGREEMENTs (BPAs)

	Team Leads
GS-TFMG-BPA-08-0001	**Delta Research Associates, Inc.**
GS-TFMG-BPA-08-0002	**JG Management Systems, Inc.**
GS-TFMG-BPA-08-0003	**Link Technologies, Inc.**
GS-TFMG-BPA-08-0004	**Millican, Dennis & Associates**
GS-TFMG-BPA-08-0005	**Systematic Management Services, Inc.**
GS-TFMG-BPA-08-0006	**Time Solutions Corporation**

Management, Organizational and Administrative (MOA) Support Services

IN SUPPORT OF:

Department of Energy (DOE) / National Nuclear Security Administration (NNSA)

FEDSIM Project Number 26298ENZ

Name	Contract No.	Schedule Name	DUNS No.
See Consolidated CTA List			

SUPPLIES OR SERVICES AND PRICE/COSTS

1.1 GENERAL DESCRIPTION

The contractor shall perform the effort required under this Blanket Purchase Agreement (BPA) on a Labor Hour (LH), Time and Materials (T&M) and/or Firm Fixed Price (FFP) basis. The work shall be performed in accordance with this BPA and the offeror's Federal Supply Schedule (FSS) Contract (to include Contractor Teaming Arrangement schedules, if applicable), under which the resulting BPA will be placed.

1.2 ESTIMATED COSTS/PRICE

The estimated labor, support products and travel costs/price of the BPA are $205,700,000 over a five-year period of performance; the aggregate BPA Not to Exceed (NTE) ceiling is $205,700,000. There are no yearly ceilings established for this effort.

The BPA NTE ceiling amount will apply to the aggregate of all task orders issued under all of the awarded BPAs and will not be allocated separately among awardees, i.e. the Government will monitor BPA costs to ensure that no additional task orders, under any of the BPAs, are placed once the aggregate ceiling threshold is reached. Other than subject to the total BPA aggregate amount, there are no individual ceilings established for any of the separate BPAs awarded under this effort.

Labor costs for the DOE (non-NNSA) requirements are estimated at $116,550,000, while NNSA labor costs are estimated at $85,850,000. Furthermore, the Government anticipates that the LOGWORLD requirements (see Tasks 2.4.4-2.4.5) and the Language requirements (see Task 2.4.3) will average $1,000,000 per year each, for a total of $5,000,000 estimated for LOGWORLD requirements and $5,000,000 estimated for Language requirements during the life of the BPA. The specific costs provided for DOE/NNSA labor (including LOGWORLD and Language requirements) are only estimates; the real costs will reflect the ordering requirements of DOE/NNSA as the BPA performance period progresses.

See *List of Attachments, Attachment G* for sample formats to be used for task order pricing schedules.

1.3 INCREMENTAL FUNDING

The Government, at its discretion, reserves the right to incrementally fund any task order issued under this BPA. If a task order is incrementally funded, it shall specify the total amount of the task order, the amount obligated, the estimated performance period based on the amount of obligated funds and a statement that the Contractor is not required to perform work nor is the Government obligated to reimburse the Contractor for work performed in excess of the amount obligated. All incrementally funded LH or T&M task orders will be funded in accordance with the FAR 52.232-22 "Limitation of Funds."

1.4 BPA DISCOUNT PERCENTAGE

The Contractor's minimum Team discount percentage to be applied to task orders quotations submitted under the BPA is (see Contracting Officer).

to leverage spending to the maximum extent possible through strategic sourcing. Strategic sourcing is the *collaborative* and *structured* process of critically analyzing an organization's spending and using this information to make business decisions about acquiring commodities and services more effectively and efficiently. This process helps agencies optimize performance, minimize price, increase achievement of socio-economic acquisition goals, evaluate total life cycle management costs, improve vendor access to business opportunities, and otherwise increase the value of each dollar spent."

Management, Organizational and Administrative support services are anticipated for business units within both DOE and NNSA.

2.2.3 ORGANIZATIONAL PROGRAMS

The following is a listing of the offices that currently require support. This is a strategic sourcing effort; therefore other DOE offices may require support during the ordering period of the BPA. More detailed information about the programs can be found at *List of Attachments, Attachment F.*

2.2.3.1 NNSA ORGANIZATIONS

- NA-1, Office of the Administrator, Support for Senior ES&H (Environmental Safety and Health) Advisor
- NA-10 Office of Defense Programs
  - NA-11, US/UK Support
    - NA-113, Office of Defense Science
    - NA-114, Advanced Simulation and Computing Programming Support
    - NA-115, Office of Stockpile Assessments and Certification
  - NA-12, DOE/DOD Liaison
    - NA-121, Use Control
    - NA-122, Weapons and Materials System
    - NA-123, Office of Stockpile Technology
  - NA-13, Office of Program Integration, Stockpile Stewardship Program
  - NA-151, Planning and Performance Assessment Support
  - NA-152, Emergency Operations & Management Support
  - NA-17, Office of Facility and Infrastructure Acquisition and Operation
- NA-20, Defense Nuclear Nonproliferation
  - NA-20.1, Foreign Travel
  - NA-21, Office of Global Threat Reduction
  - NA-22, Office of Nonproliferation Research and Development
  - NA-23, Office of Nuclear Risk Reduction
  - NA-24, Office of Nonproliferation and International Security
  - NA-25, Office of International Protection and Cooperation
  - NA-26, Fissile Materials Dispositions
- NA-40, Emergency Operations Support
- NA-60, Management and Administration
  - NA-65, Information Systems Security Officer

- NA-70, Defense Nuclear Security
    - NA-71, HSO Support

2.2.3.2 NON-NNSA SUPPORT

- Advisory Board to the Secretary of Energy
- Departmental Representative to the Defense Nuclear Facilities Safety Board
- Office of the Chief Financial Officer (CFO)
- Office of Congressional and Intergovernmental Affairs
- Office of Civilian Radioactive Waste Management (RW)
- Office of Economic Impact and Diversity
- Office of Environmental Management (EM)
- Office of General Counsel
- Office of Hearings and Appeals
- Office of Human Capital Management
- Office of the Inspector General (IG)
- Office of Intelligence
- Office of Management
- Office of Policy and International Affairs
- Office of Secure Transportation / Safety, Security and Emergency Management Division (OST/SSEMD), Environmental Safety and Health Branch (ESHB) Support
- Staff Offices

2.2.4 SOFTWARE SUPPORT SYSTEMS

The contractor shall be familiar with a variety of E-Government management systems or their equivalents. The following systems are most commonly used in the DOE/NNSA iManage business and security processes:

- ATAAPS (Automated Time and Attendance Reporting Sytstem, time and attendance reporting system)
- STARS (Standard Accounting and Reporting System, financial management system)
- GovTrip (travel authorization, planning, and invoicing system)
- IDRMS (Integrated Document Record Management System) and eDOCS (document tracking and coordination systems)
- CHRIS (Corporate Human Resource and Information System, human resources data management and processes)
- SSIMS (Safeguards and Security Information Management System, contractor and contractor facilities clearances control)
- WDACS (Weapons Data Access Control System)
- Argus (facilities physical access control system)
- DOE Badge System
- CPCI (Central Personnel Clearance Index, DOE-wide clearances verification system)
- PADS (Procurement and Assistance Data System, contractual information for all unclassified procurement and financial assistance awards.

2.3 SCOPE

The BPA encompasses requirements for providing management, organizational and administrative support services on behalf of DOE/NNSA. In response to task order RFQ's issued under this BPA, the Contractor shall provide services that span all of the below functions:

- Program Management
- Security
- Records Management
- International Support (including Translation and Interpretation services)
- Financial Support
- Acquisition Support
- Inventory Control / Management
- Personnel Transportation Management (Domestic and International)
- Mailroom and Correspondence Center Processing
- Workshop, Conference, Web Site Management Planning and Delegation Support
- Human Resources
- Property Management
- Training in support of task areas

The contractor shall perform work under:

- MOBIS SINs 874-1 Consulting Services and 874-7 Program Integration and Project Management Services
- LOGWORLD SIN 874-501 Supply and Value Chain Management Services
- Language SINs 382-1 Translation Services and 382-2 Interpretation Services

The schedules and SINs listed above are minimum requirements. Failure of the contractor team to collectively possess the identified schedules and SINs at time of RFQ closing will result in rejection of the entire offer.

The vast majority of personnel satisfying NNSA requirements must have a DOE Q (similar to DOD Top Secret) clearance prior to performing any work under this BPA. In addition, some positions require a DOE L (similar to DOD Secret) while other positions require a DOE Building Access Only (BAO) clearance. There will be task orders that require higher clearances for contractor personnel. There may also be task orders that may not have this requirement. The specific security requirements (both personnel and facility) will be listed in individual task orders.

In the process of completing BPA requirements, the Contractor may travel both within CONUS and OCONUS. NNSA's operations are primarily performed at the following areas:

- Washington, DC metropolitan area at Headquarters, L'Enfant Plaza and the Germantown, MD facilities
- Service Center located on Kirtland Air Force Base (KAFB), Albuquerque, NM
- Sandia Site Office (KAFB), Albuquerque NM
- Los Alamos Site Office, Los Alamos, NM

- Pantex Site Office, Amarillo TX
- Oak Ridge Site Office, Oak Ridge TN
- Savannah River Site Office, Aiken SC
- Livermore Site Office, Oakland, CA
- Nevada Site Office, Las Vegas NV
- Kansas City Site Office; Kansas City, KS.

Operations of the Defense Nuclear Nonproliferation Office, a subdivision within NNSA, are conducted at locations around the world, including five foreign offices, and at international organizations and may require travel to those locations. Activities under this BPA will be primarily performed at sites in the Washington, DC metropolitan area; however, during the performance period of this effort, activities may be expanded to the other offices identified above.

2.3.1 REGULATORY AND STATUTORY AGREEMENTS

The contractor shall comply with the applicable DOE/NNSA regulatory and statutory agreements during the life of the BPA, including:

- 1958 United States/United Kingdom Mutual Defense Agreement
- Atomic Energy Act of 1954, as amended
- Applicable Statutory Determinations (SDs) as interpreted in the JAIEG-2 Handbook
- 1953 DOE/DOD Phase Process Memorandum of Agreement
- DOE P 251.1A, DOE O 251.1B, and DOE M 251.1-1B (directives system defined)
- TSP requirements are defined in DOE O 252.1 and further guidance is available within
- DOE G 252.1-1
- Security Incident Notification Reports (DOE F 471.1)
- Visit Request Form (DOE F 5631.20) IAW DOE Order 5610.2, Chg 1
- "Administrative Arrangements to Support the Agreement Between the Government of the United States of America and the Government of the United Kingdom of Great Britain and Northern Ireland for the Cooperation on the uses of Atomic Energy for Mutual Defense Purposes."
- DOE O 551.1B, Foreign Travel and DOE/NNSA Foreign Travel Policy and Procedures (to be issued)
- Foreign travel requests (Form 1512)
- DOE Headquarters Master Information Systems Security Plan for Personal Computers
- Computer System Security Officer Guidelines
- DOE Order 471.2A, Information Security Program (Canceled by DOE M 470.4-4)
- DOE Manual 471.2-2, Classified Systems Security Manual (Canceled by DOE M 205.1-4
- DOE Manual 471.2-1C, Classified Material Protection and Control Manual (Canceled by DOE M 470.4-4)
- DOE Headquarters Facilities Master Security Plan
- DOE/NNSA Security Policies (to be issued)

- Stockpile Stewardship Plan (The Green Book) and its associated Annual Performance Report (APR)
- The Office of Fissile Materials Disposition Strategic Plan
- The Office of Fissile Materials Disposition Records of Decision (RODs) for the Surplus Plutonium Disposition Program
- DOE/NNSA Five Year Program Plan
- Program Management Plan
- Office of Fissile Materials Disposition (OFMD) Quality Assurance Requirements Document (QAPD)
- 10CFR 830.122
- 10CFR50 Appendix B, ASME NQA-1
- National Environmental Policy Act (NEPA) - 40CFR Parts 1500-1508 and DOE NEPA regulations - 10CFR Part 1021
- DOE O 413.3A
- DOE O 451.1B Chg 1.
- NEPA (40CFR Parts 1500-1508) and DOE NEPA regulations (10CFR Part 1021).
- The DOE Order 5660.1B, Management of Nuclear Materials
- Executive Orders (e.g., 12958, 12968)
- Presidential Directives (e.g., NSPD-28)
- DCI Directives as appropriate
- DOE O 452.4A, Security And Control Of Nuclear Explosives And Nuclear Weapons
- DOE M 452.4-1A, Protection Of Use Control Vulnerabilities And Designs
- DOE O 470.1, Safeguards and Security Program (Canceled by DOE O 470.4)
- DOE O 471.1 Chg 1, Identification and Protection of Unclassified Controlled Nuclear Information
- DOE M 471.2-1B, Classified Matter Protection and Control Manual (Canceled by DOE M 470.4-2)
- DOE M 471.2-3A, SAP Policy Manual
- DOE M 475.1-1A, Identifying Classified Information
- DOE M 471.2-2, Classified Information Systems Security Manual (Canceled by DOE M 205.1-4
- DOE M 471.2-3A, Baseline Security Manual
- QC-1 rev 10
- Defense Programs Priorities
- DOE/NNSA Strategic Plan
- 10 CFR 820, 830 and 835
- 10CFR 850 and 851
- DOE P 450.5 (Canceled by DOE O 226.1 and DOE O 226.1 (DOE O 226.1 is currently being revised.)
- Readiness Reviews in accordance with DOE Order 425.1C.
- Document Handbook for Preparing, Handling, and Storing Classified and Unclassified Sensitive Documents
- Principal Classification Guides:
    - CG-HR-2 Historical Records Declassification Guide

- CG-W-5, Joint DOE/DOD Nuclear Weapon Classification Policy Guide
- CG-SSP-1, Stockpile Stewardship Program Classification Guide
- CG-SS-3, Classification Guide for Safeguards and Security Information
- TCG-BTS-1, Joint DOE/DOD Topical Classification Guide for Boosting
- RCG-DS-1, Joint DOE/DOD Topical Classification Guide for Detonation
- TCG-NAS-2, Joint DOE/DOD Topical Classification Guide for Nuclear Assembly Systems
- TCG-NNT-1, Joint DOE/DOD Topical Classification Guide for Non-Nuclear Testing
- TCG-SAFF-1, Joint DOE/DOD Topical Classification Guide for Safing, Arming, Fuzzing, and
- Firing
- TCG-UC-2, Joint DOE/DOD Topical Classification Guide for Nuclear Weapon Use Control
- TCG-V/H-1, Joint DOE/DOD Topical Classification Guide for Vulnerability and Hardening
- TCG-WI-1, Joint DOE/DOD Topical Classification Guide for Weapons Initiators
- TCG-WM-1, Joint DOE/DOD Topical Classification Guide – Materials for the Nuclear Weapons
- Complex
- TCG-WO-1, Joint DOE/DOD Topical Classification Guide for Weapon Outputs
- TCG-WPMU-1, Joint DOE/DOD Topical Classification Guide for Weapon Production and
- Military Use
- TCG-WS-1, Joint DOE/DOD Topical Classification Guide for Weapon Science
- TCG-WT-1, Joint DOE/DOD Topical Classification Guide – Weapon Testing

- Classification Guidance System (CGS) for Windows
- 10CFR1016, Code of Federal Regulations, Title 10, Volume 4, Part 1016, Safeguarding of
- Restricted Data
- DOE Headquarters Master AIS Security Plan

2.4 TASKS

The Contractor shall provide qualified personnel to support the management, organizational, and administrative support services that will support DOE/NNSA in the execution of the overall program missions. Task areas to be supported under this BPA are described below.

- 2.4.1 Task 1 – Provide BPA Program Management Support
- 2.4.2 Task 2 – Provide Program Integration and Project Management / Consultant Services
- 2.4.3 Task 3 – Provide Translation and Interpretation Services
- 2.4.4 Task 4 – Provide Mailroom and Correspondence Center Support
- 2.4.5 Task 5 – Provide Inventory Control / Management Services

2.4.1 TASK 1 – PROVIDE BPA PROGRAM MANAGEMENT SUPPORT

The contractor shall provide all necessary personnel, administrative, financial, and managerial resources necessary for the support of this BPA. The contractor shall use proven methodologies that assure that all BPA activities are identified, documented, and tracked so that the BPA will continuously be evaluated and monitored for timely and quality service.

2.4.1.1 Subtask 1.1 – Provide a BPA Monthly Status Report

The contractor shall provide a Monthly Status Report (MSR) that briefly summarizes - by task order - the management and technical progress to date under the BPA, as well as provides the current BPA accounting information indicated below. The contractor shall provide at a minimum the following information:

- Status of all activities/requirements by program,
- Progress against milestones (LH, T&M and FFP) and estimated cost (LH & T&M only)
- Deliverables submitted for the period,
- Travel costs,
- ODC costs

The contractor shall deliver the MSR to the BPA Technical Point of Contact referenced in paragraph 6.2 no later than ten (10) days following the end of the reporting month.

Any costs associated for generating the BPA level MSRs are considered to be included in the loaded labor rates utilized at the Task Order level. No separate Task Orders or additional funding will be provided for generation and delivery of the required MSRs.

In the event the contractor does not have any open Task Orders, the MSRs are not required to be submitted.

2.4.1.2 Subtask 1.2 – Provide and update a Quality Control Plan

The Contractor shall provide and update a Quality Control Plan (QCP) to reflect the procedures necessary for ensuring satisfactory completion of BPA requirements. The Contractor shall describe the methodology for maintaining quality performance throughout the life of the BPA. The QCP shall be provided in final form within 15 business days after BPA award and be updated on an as-needed basis for dissemination to the BPA Contracting Officer and BPA Technical Point of Contact.

2.4.2 TASK 2 – PROVIDE PROGRAM INTEGRATION AND PROJECT MANAGEMENT / CONSULTANT SERVICES

2.4.2.1 Subtask 2.1 – Program Management Support Services

In support of Program Integration and Project Management Services described in subtasks *2.4.2.2 – 2.4.2.8*, the Contractor may perform the following:

- Data collection, processing, and analysis in support of DOE management systems, including analyses of quantitative and qualitative survey data
- Manage flow of correspondence, classified and unclassified
- Production, coordination, and distribution of unclassified and classified documents
- Coordinate, distribute and maintain facsimile records, and program and operate speed dial on fax machines
- Maintain the calendar for senior management program officials, keeping them and staff members informed of relevant organizational issues
- Distribute and track the organization's action items to appropriate program and departmental elements;
- Review, screen, control, maintain records, and coordinate responses on incoming correspondence
- Edit and produce final copy of formal correspondence, correspondence summaries, briefings, reports and a wide variety of other analytical, process flow, financial spreadsheet, narrative, tabular and statistical documents
- Review documents for Director's signature, coordination or concurrence, for accuracy and completeness, conformance with style, format, or procedural requirements and guidelines
- Establish and maintain office files and databases, including electronic data files architecture consistent with standard file storage/structure methodologies
- Provide assistance in preparing interagency meeting or conferences and setting up teleconferences and videoconferences
- Public information support, including production of daily input for Proliferation Information Network System. Task includes review of daily newspapers and magazines for specific nonproliferation and nuclear safety related topics and daily compilation of articles, creation of resulting web pages using HTML publishing software, and posting to the NA News Clips site.
- Coordinate training for staff members.
- Oversee all office administrative work
- Develop and maintain administrative data systems such as contact lists and shared calendars
- Perform writing, editorial and layout services, graphic design, high-resolution scanning, and all other steps necessary to provide digital "camera ready" output for brochures or other publications
- Provide interface with other NNSA support services.
- Provide support in processing Freedom of Information Act requests
- Provide support in responding to General Accounting Office and Inspector General reports
- Provide support in legislative analysis, tracking and administrative support to facilitate the NNSA's programmatic activities. Review and edit transcripts, prepare various briefing materials and books, and develop reports and analytical tools to include side-by-side comparisons and summary documents.
- Assist and facilitate program offices in the development of strategic plans, business plans, other long-term planning documents with activities including facilitating group meetings,

meeting preparations, providing drafts of meeting minutes, roadmapping activities, desktop publishing

2.4.2.2 Subtask 2.2 – Provide Security Functions and Security Management Support

The Office of Nuclear Safeguards & Security Programs, NA-55, has functional responsibility for all security functions for both NNSA Headquarters related field security and Headquarters Security Officer (HSO) functions. Functions of the NNSA Headquarters Security Officer include all aspects of security as defined by the DOE Headquarters Facilities Master Security Plan, the NNSA Security Procedures, and classification/declassification activities for Headquarters NNSA operations. The Service Center and Site Offices may request work orders for comparable services described below.

2.4.2.2.1 Headquarters Security Office (HSO) Support

HSO Support tasks may include:

- Provide the Headquarters Security Officer (HSO) written and verbal assessments of nuclear weapon data/information topical areas of classification guidance and security policy that support decisions related to NNSA-wide classification and declassification activities.
- Review daily reports of incidents requiring NNSA HSO action to include analysis of reporting, recording and tracking systems, including the NNSA HSO Headquarters Operations and Tracking System and the NNSA Tracking and Accountability System.
- Conduct interviews and prepare inquiry session briefs and investigation results, extrapolate pertinent findings/results into final draft damage assessments and other necessary reports.
- Provide additional input to the assessment report as new or updated materials are received and these revised interim assessment reports will be briefed to the NNSA HSO by noon each day.
- Prepare, maintain and update the weekly incident identification log report of action status and incident registration.
- Perform analysis of nuclear weapons data/information and determine what classification or safeguards and security requirements apply to the particular known or suspected compromises of nuclear weapons data/information.
- Utilize the original data and analyzed results in the development of technical and National defense/security damage assessment reports as required by National and NNSA policy, directives, regulations and procedural guidance.
- Prepare a complete draft assessment report on each incident in the format prescribed for position papers, technical reports and narrative descriptions to support damage assessment. The final assessment will be used to support or alter the existing NNSA guidance.
- Prepare draft recommendations for NNSA-based classification and security policy determinations/changes.
- Plan and process analysis of each incident in accordance with requirements for reporting and incidents documentation. Support the NNSA HSO as the technical authority and

provide advice and assistance based on the incident, interpretation of policy and procedures as they relate to the incident and the required control and protection programs.

- Perform assessment discussion with the NNSA HSO and in-group or individual sessions with experts in the safeguards and security, classification and declassification areas as needed.
- Review reported Headquarters NNSA incidents of security concern involving classified matter; prepare required Security Incident Notification Reports (DOE F 471.1); and prepare internal issue reports utilizing the NNSA HSO automated tracking system in coordination with NNSA HSO on-staff IS support.
- Provide issue reports to the NNSA HSO immediately following completion.
- Maintain the classified or sensitive files (hardcopy, electronic form).
- Assist with the distribution, by mail, of the Classified Guide for Nuclear Explosion Monitoring (CG-NEM-1), various other NEM correspondence, and the establishment of unclassified cable access on a weekly basis.
- Retrieve electronic copies of pertinent classified and unclassified cables from the DOE Communications Center and post on the appropriate classified and unclassified web technology electronic cables archive.

2.4.2.2.2 Damage/Classification Assessments

Damage/Classification Assessment tasks may include:

- Perform assessment functions related to nuclear weapons data/information classification and security policy from known or suspected compromises and assist in preparing the final draft assessment report. Provide assessment and reporting functions in written format to the NNSA HSO. The workload under this subtask is considered ongoing and requires weeks or months to finalize.
- Perform analysis of nuclear weapons data/information safeguards and security incidents, infractions, violations and other reported deficiencies to assist in report writing for damage assessments and development of education, training and awareness briefings, articles and publications.
- Prepare input to draft position papers, technical reports and narrative descriptions from sequential or chronological incident and inquiry reports and other interim notifications and related material to support summaries and notifications for final draft damage assessment reports.
- Assist in preparing written assessments/evaluations of policy and procedural guidance and updates to existing NNSA guidelines, plans and concepts and prepare written drafts of changes.
- Assist the NNSA HSO in formalization of written security procedures for uniform protection and control of information and consistence of NNSA classified or sensitive unclassified operations, consistent handling of NNSA special program activities and documented registration of such activities/interests.
- Assist in classification reviews of Information System decontaminations and provide documented results to the NNSA HSO immediately following detection and will assist in the active measures to sanitize IS workstations and other actions to document, report and resolve the issue. Issue reports will be prepared of all final conclusions for trending data and or future training and reporting requirements.

- Conduct the activities and functions in accordance with and provide the deliverables within the cycle of activity identified in established policy, directives, regulations and procedural guidance. Specific due dates will be clarified by the NNSA HSO as the cycle of events, notification and importance dictate.

2.4.2.2.3 Security Education Training and Awareness Support

Security Education Training and Awareness tasks may include:

- Prepare security and classification written articles for publication and annual security briefings for publication and support NNSA-wide requirements for approximately groups and/or one-to-one security briefing sessions on an annual basis.
- Prepare and maintain logs, registers, records, etc. of education, training and awareness requirements and individual NNSA employee participation status.
- Input changes to the NNSA HSO automated records system within one week of receipt of new data and prepare a consolidated written report of personnel participation from individual records for each NNSA employee.
- Analyze policy and guidance to assist in preparing draft recommendations for NNSA-based classification and security policy changes to be reviewed by appropriate NNSA/DOE officials as a result of the known or suspected compromise. Incidents of security concern and security and classification/declassification policy determinations will be used to prepare written briefings, articles or publications for education, training and awareness and special program requirements.

2.4.2.2.4 Automated Information System (IS) Security Support

Automated IS Security tasks may include:

- Review, immediately upon receipt, all IS security incident notifications and inquiry reports, prepare and maintain daily, weekly, monthly or annual logs, registers, records, of all IS incidents.
- Assist in the development of written narrative for related and associated input of all IS incidents to NNSA damage assessments and for use as future education, and awareness trends and development statistics.
- Prepare IS security education, training and awareness materials, i.e., articles, reports, pamphlets, etc., for publication as security briefing and training aids and conduct annual or other periodic group and/or one-to-one briefing sessions.
- Conduct inquiries of NNSA HQs security operations incidents related to information Systems (IS) security infractions, violations and fraud, waste and abuse, for administrative and criminal sanctions.
- Assist in the conduct of IS decontaminations, assess IS hardware and software products, for security vulnerabilities and prepare written reports/plans of measure to address security vulnerabilities of IS and other emerging office technology, security plans, risk statements, waivers/deviations and users responsibility statements.
- Assist HQs Security IS operations for secure database operations and system administrator functions. The assessments will be determined to be adequate if the review of the systems, plans, analysis functions are in compliance with or address appropriate Federal, DOE, and NNSA security and administrative policy, statutes and codes.

- New and Emerging Office technologies must be assessed to determine system/equipment vulnerabilities.
- Provide technical support to the Headquarters Security Officer related to internal IS tracking and monitoring systems/databases, support hardware and software security vulnerability assessments, computer related infractions, violations, fraud, waste and abuse incidents, security issues involving new and emerging office technology, prepare and review IS documentation for security plans, risk analysis, waivers/deviations, user responsibility statements specific to design systems and assist in the conduct, analysis and documentation of IS decontaminations. These tasks are intermittent, may require daily, weekly or monthly access/interaction with NNSA and DOE security databases, reporting systems and personnel (dependant upon incident occurrences, if purchases of new technology are imminent, plans are being written, etc.).
- Prepare and review IS documentation for security plans, risk assessment and analysis, assess IS security design parameters, documenting results for review by Federal staff and draft appropriate waivers/deviations, etc., and user responsibility statements to enhance user understanding and ensure compliance with established policy, guidance and procedures.
- Conduct IS decontaminations, in coordination with an NNSA HSO on-staff authorized classifier, supporting the needs (preserving files, backups, etc.) of the system user, while ensuring that classified or sensitive matter is protected in accordance with DOE policy.
- Assist in conduct and review of IS decontaminations and document results for training and reporting requirements.
- Provide an NNSA HSO Issue Report documenting all actions associated with IS decontaminations and follow-on actions through completion.
- Assist in the review and assessment of draft policy, directives, regulations and procedural guidance to determine acceptability of NNSA systems and identification of NNSA security requirements. Typically, there is some level of policy or system change related to each assessment activity.
- Assist the NNSA HSO in formalization of security procedures for the consolidated NNSA Security Procedures to ensure consistent handling of NNSA IS activities/interests. Changes are periodic and influence of NNSA operations is derived from external organizations.
- Prepare written draft input to position papers, technical reports or narrative descriptions from IS security incident and assessments, for final draft assessment reports.
- Utilize existing policy and guidance to assist in preparing draft recommendations for NNSA-based security policy changes for review by appropriate NNSA/DOE officials.
- Prepare periodic IS security briefings, articles for publication and support NNSA-wide IS (computer security) and new and emerging technology purchase assessment requirements. Conduct group and/or one-to-one security briefing sessions.

2.4.2.2.5 Headquarters Security Representative (HSR) Function

The HSR may assist the HSO with establishing and managing the program office security activities by providing the following support:

- Establish and maintain a physical security /access control system for security areas.

- Assist in the establishment and maintenance of the security related automated management tracking system supporting the Foreign Access Records Management system.
- Maintain security files by making changes, additions or deletions to hard copy forms or topic folders
- Maintain DOE classification Guides by making and recording changes, additions or deletions to hard copy documents
- Assist HSO and NNSA security personnel during yearly security assessments by completing forms, presenting documentation for recoded actions, and verification of documentation updates
- Assist HSO with maintenance of security containers documentation/forms and container combination changes.
- Assist HSO with HQ re-badging efforts by completing and submitting appropriate paper work.
- Assist in reconciling secure facility access lists and provide corrections to internal and external databases.
- Support records maintenance and training related to sensitive facility combination changes and locking device retrofits and modifications.
- Prepare classification and declassification documentation for the HSO signature.
- Provide support in the preparation of security and classification bulletins/publications for dissemination to NNSA Headquarters Federal and contractor personnel.

2.4.2.2.6 Classified Document Control

Protection and control of classified matter in NNSA spaces are essential in maintaining National and Departmental security requirements. Within the specified HQ procedures for the storage, handling, transmission, reproduction, and destruction of classified matter, the contractor may:

- Make additions, deletions or changes to appropriate field elements of a classified document control database of active classified documents.
- Review, mark and bar code Secret (Restricted Data [RD], formerly Restricted Data [FRD], National Security Information [NSI]) material received by offices. Receive, store or forward Secret and Confidential (RD, FRD, NSI) as well as other sensitive information (e.g., Official Use Only [OUO]) material to comply with Federal and DOE regulations and implementing guidance. Receive, sign and return by mail for document transmittal receipts from other labs or agencies on a weekly basis.
- Use NNSA security procedures to verify mail channels and recipient clearance levels, prepare document transmittal receipts, wrap and deliver classified material to appropriate carrier. Issue document transmittal receipt tracers requests.
- Operate the classified fax machines and act as the point of contact between NNSA offices and the Headquarters Communications Center for incoming and outgoing classified faxes. Prepare the classified fax transmittal sheets and verify classified fax numbers. Pick-up and deliver classified material to DOE Transportation Office for delivery to Germantown, L'Enfant Plaza or other government agencies. Coordinate proper documentation with the Office of Intelligence (IN) for the transmission of classified material via courier to other government agencies for document deliveries.

- Use the automated document control system database to manage classified document storage and retrieval.
- Perform a document list inventory of classified holdings on a yearly basis.
- Annotate document database and prepare and deliver material burn bags for destruction in accordance with DOE Orders.
- Make copies of classified documents on government furnished equipment in accordance with DOE/NNSA regulations.
- Maintain security-related classified document records.

2.4.2.2.7 Visitor Access

Visitor access tasks may include:

- Act as a point of contact between NNSA and other Government agencies and DOE/NNSA personnel security office to exchange appropriate visitor access information to set up large classified on-site meetings. Prepare and transmit official visitor access requests for NNSA personnel to visit laboratories and other government agencies.
- Answer requests from the DOE/NNSA personnel security organization to verify need to know status of individuals from companies or other government agencies who desire to receive temporary security badges to visit DOE.
- Maintain access authorization list for personnel access into program office areas.
- Escort visitors, works with security to arrange for foreign visitor

2.4.2.2.8 Security Clearances

Security clearance tasks may include:

- Coordinate clearance information with NNSA AHSO for them to prepare, file and transmit applications for personnel seeking security clearances, and when applications are received, submit them to the DOE personnel security office and track progress of each application.
- Prepare, file, and transmit applications for personnel who need security clearance terminations and notifications.

2.4.2.3 Subtask 2.3 – Manage Personnel Transportation Requirements (Domestic and International)

Note: For informational purposes only, available domestic and travel data combined, there were approximately 21,811 trips over the past 36 months (as of March 2007).

2.4.2.3.1 Coordinate and process foreign and domestic travel requests

Coordinating and processing travel request activities may include:

- Generate and/or review country clearance cables and follow through with appropriate officials for approval and completion
- Input travel authorizations and vouchers into automated system. This includes preparation, submission, and follow-up

- Maintains expertise on DOE and federal foreign travel regulations, visa and passport processing, and other issues related to foreign travel.
- Maintain working knowledge of foreign travel management system and travel manager system
- Interact with appropriate offices, program officials, and U.S. Government agencies as necessary to support travelers
- Make travel reservations, including hotels, rental vehicles, local transportation, airline tickets and other necessary arrangements for travelers IAW NNSA and DOE regulations.
- Aggressively follow up on all travel arrangements to ensure completion in timely support for the trips, including review and tracking of travel requests
- Identify "sensitive" country travel and possess the ability to decide on and apply the appropriate procedures and concurrence for travelers.
- Coordinate signatures, clearance cables, etc through appropriate approval steps in Foreign Travel Management System
- Prepare Travel Authorizations for electronic signature in Travel Manager
- Prepare vouchers upon traveler return for electronic signature in the Travel Manager system
- Track travel budget allocations and trip closeout
- Assist travelers in permanent change of stations, foreign and domestic travel
- Create and analyze annual foreign travel plans, monthly foreign travel schedules and end of year report for program travel
- Facilitate travel arrangements including hotel, air and other logistics.

2.4.2.3.2 Maintain the NNSA Corporate Travel Management System and Policies

Maintenance activities for the NNSA Corporate Travel Management System / Policies may include:

- Administer and maintain accurate information in automated travel system
- Maintain up-to-date travel policy and disseminate to employees
- Provide hands-on customer service assistance in utilizing the travel system policy and current practices and procedures
- Provide corporate guidance and oversight to Headquarters and lab program officials in areas of visa requirements and international travel;
- Work with senior State Department officials and various program and country desks to resolve issues, facilitate entry into countries, and obtain requisite country clearance for NNSA travelers
- Work with Chief Financial Officer's personnel to resolve issues when interpretations are required of the Federal Travel Regulations
- Provide guidance, training, and technical assistance to Headquarters and field travel coordinators on the NNSA Travel Information System.
- Develop and conduct specialized training on a variety of foreign travel subjects.

2.4.2.4 Subtask 2.4 – Provide Acquisition Support

- Provide workshop or conference support by assisting with developing workshop programs, contacting and inviting speakers and facilitators, and making hotel meeting room arrangement with program guidance and approval
- Produce and send workshop/conference announcement brochures and use internet to send email announcements and electronic copy of brochure
- Customize program web pages, if appropriate, to provide updated details on upcoming workshops. Utilize homepage to provide workshop summary, site visit reports and photographic commentary on past workshops
- Provide manuals or handout materials to workshop attendees. Arrange for transportation for topic area group tours or other logistics, as appropriate. Maintain data base of past attendees as well as industry, non-governmental, other government attendees/partners
- Produce electronic document/presentation to accommodate user receipt and distribution of information among various computer platforms
- Prepare materials, graphics and assemble briefing books for delegations of senior DOE/NNSA officials attending meetings
- Coordinate with State Department, embassies, program officials or other intermediaries, to arrange logistics such as transportation, security escorts, accommodations, translation support or other details for meetings of high-level foreign visitors or official delegations of foreign visitors

2.4.2.7 Subtask 2.7 – Provide Human Resources Support

2.4.2.7.1 Classification and Staffing Services

Classification and staffing activities may include:

- Conduct discussions with manager/supervisors regarding proposed position descriptions and the position management structures within each of their individual offices
- Develop and classify position descriptions in accordance with the Office of Personnel Management (OPM) classification standards, guides, and past office precedents
- Prepare evaluation statement for each position description
- Conduct desk audits, prepare and present audit findings, staff positions
- Prepare vacancy announcements (using an authorized posting process called QuickHire)
- Prepare Knowledge Skills and Abilities (KSA's), crediting plans or QuickHire questions for the posting of vacancy announcement
- Conduct qualifications review, panel the position or use a subject matter expert to rate and rank applicants
- Prepare selection certificate and provide to selecting official
- Make job offers and prepare/provide documentation to the Human Resources Assistant to schedule entrance on duty date and input into the Corporate Human Resource Information System (CHRIS) payroll system

2.4.2.7.2 Benefits Counseling Services for NNSA Employees

Benefits counseling services may include:

- Respond to health and life insurance questions, administer and manage open season periods, process election or change forms
- Respond to Thrift Savings Plan (TSP) questions, administer and manage open season periods
- Respond to Civilian Service Retirement System/Federal Employee Retirement System program questions, provide retirement estimate of annuity reports, counsel to the application process for retirement, review completed application materials for completeness and accuracy, conduct retirement cases, counsel retiree, provide final retirement pack to payroll for distribution to the OPM

2.4.2.7.3 Administrative Support for the Human Resources Assistant and Office Director

Administrative support services for the Human Resources Assistant and Office Director may include:

- Maintain Official Personnel Folders (OPF) which includes filing, purging, replacing of OPFs
- Conduct regulatory review of OPFs and ensure necessary corrections are made
- Support Entrance on Duty processing
- Perform CHRIS processing in support of NNSA employee personnel actions
- Perform CHRIS processing in support of Reduction in Force (RIF) efforts and other special projects
- Support transition to electronic Official Personnel Folder (EOPF) System

2.4.2.7.4 Training and Other Human Resources Services

Training and human resources activities may include:

- Provide data retrieval and analysis service in human resources, training, and diversity areas
- Develop and prepare graphs, charts, and narrative information
- Provide input into a variety of plans, reports, and responses to action items
- Serve as Technical Qualifications Program secretariat and expert
- Maintain a variety of databases in support of human resources and training
- Develop training procedures, training plans, annual cost reports, workforce analyses and other reports
- Process, coordinate and track training requests for program offices, including, but not limited to, performing special tasks, studies reports on training as required; and distribute training materials to employees
- Maintain up-to-date training policy and disseminate to employees
- Provide hands-on customer service assistance in utilizing the training system, policy and current practices and procedures
- Maintain training course catalog
- Update Office training class schedules and other information
- Serve as training systems troubleshooter

2.4.2.7.5 Human Resource Policy Assistance

Human Resource policy assistance services may include:

- Provide expert advice and support in development of NNSA human resource policies
- Develop human resource policy initiatives, including the review and analysis of recruitment and staffing-related program, initiatives, proposals, policies and directions; and prepare issue/discussion papers, draft policy statements, recommendations
- Keep abreast of and provide guidance to Human Resources staff in the NNSA Office of Human Resources on emerging human capital management issues and initiatives
- Analyze overall effectiveness of automated and manual applicant assessment tools used to fill NNSA positions
- Analyze NNSA's current restructuring activity
- Develop an integrated approach to workforce planning
- Develop and maintain a workforce plan
- Maintain oversight and conduct analysis of changing NNSA workforce trends
- Alert senior managers on evolving issues through reports, briefings, issues papers and other media.

2.4.2.8 Subtask 2.8 – Financial Management Services

The contractor performs a range of activities for different offices interfacing with DOE/NNSA and external financial systems and customer which includes:

- Develops documentation and miscellaneous information required to meet NNSA Chief Information Officer requirements, and staff support to systems operations
- Provide budget support to Federal staff in all aspects of budget execution.
- Track program spending and provide regular reporting
- Assist in developing work authorizations as part of monthly financial planning
- Process procurement requests for program services
- Provide specialized support for transfer of funding to or surveys of other governmental organizations such as the International Science and Technical Center, Science and Tech Center of Ukraine, International Atomic Energy Agency, Civilian Research and Development Foundation and National Science Foundation
- Provide special support for transfer of funding through Interact with Headquarters and national laboratories financial contacts to ensure monies are properly transmitted and received through the system
- Develop specialized reports as requested
- Track US/Russian split of funding for annual reports to Congress
- Assist in database development for financial reporting.
- Act as the Administrator for the electronic Project Management Information System (PMIS) for program offices, including preparing work authorizations and other reports for signature
- Support budget formulation tasks
- Coordinate all budget exercises for Defense Programs Campaign Managers; prepare draft requests for information for Campaign Managers to send out; assemble responses for final approval

2.4.3 TASK 3 – PROVIDE TRANSLATION AND INTERPRETATION SERVICES

The Contractor may provide support for translation of documents to and from Russian, Chinese, and Ukrainian. Translation services, including document production, and interpretation services may be required in languages other than Russian, Ukrainian, and Chinese. Contractor support will include assignment and logistical coordination of linguistic support.

Additionally, the Contractor may provide support in the U.S, Russia and other countries for the planning and execution of meetings, on-site demonstrations or other programmatic tasks for the Plutonium Disposition, International Material Protection, Russian Transition Initiatives, Nonproliferation and International Security, International Nuclear Safety, Elimination of Weapons-Grade Plutonium Production, and other programs. While the bulk of activities will revolve around program activities in Russia, meetings may be held in other foreign countries, or in support of programs with activities in other countries, and will require versatility on the part of the contractor to provide services. These will include, but not be limited to the following activities:

- Prepare documents, analyze issues, liaison with Russian/other country institutes or other organizations/enterprises; provide facilities for meetings and the infrastructure support, including space and computer equipment, provision of interpreters, translation services, and other services to support meetings
- Advise and support travel and program implementation within Russia or other countries
- Provide clerical support, internet interface, other automated support in Russia or other countries

2.4.4 TASK 4 – PROVIDE MAILROOM AND CORRESPONDENCE CENTER SUPPORT

The NNSA Correspondence Control Center is the central point of contact for control and tracking of correspondence and other important document throughout the NNSA. The NNSA has a central correspondence focal point as does the Offices of Defense Program and Defense Nuclear Nonproliferation. Contractor personnel will routinely handle both classified and unclassified materials. Contractor personnel may provide services to the NNSA organizations located at Germantown MD, and the Forrestal and L'Enfant Plaza facilities in the District of Columbia and may be required to travel to these facilities on a frequent and unexpected basis. The following tasks in support of the correspondence tracking and control functions include but are not limited to:

2.4.4.1 Subtask 4.1 - Process controlled and classified correspondence tracking and handling

Process controlled and classified correspondence tracking / handling activities may include:

- Serve as the primary classified document custodian and safe monitor
- Utilize the Safeguards and Security Information Management System (SSIMS) to obtain authorized classified addresses when mailing classified documents.

- Log classified correspondence addressed to NNSA program offices into the NNSA data base, barcode and enter into the classified tracking system.
- Distribute to appropriate offices for review, drafting response and/or disposition as well as tracking and securing.
- Assist program office elements or individual NNSA personnel in preparing and transmitting classified materials sent outside of the Forrestal building
- Assist by preparing classified receipts, assuring page counts, checking for proper markings, classification authorities, proper document covers, required SSIMS addressing, packing and mailing in accordance with Federal and DOE regulations.
- Comply with DOE Directives and guidance to ensure proper disposal of all classified materials.
- Set alarm for day and night modes when opening and closing the classified facility

2.4.4.2 Subtask 4.2 - Assist in unclassified correspondence tracking and handling

Unclassified correspondence tracking/handling assistance may include:

- Track all unclassified correspondence addressed to NNSA offices through the NNSA and DOE Executive Secretariat correspondence control tracking system
- Actions include: logging, imaging, scanning, assigning to appropriate program office elements for review or action
- Assign due date and establish suspense file as appropriate for monitoring.

2.4.4.3 Subtask 4.3 - Correspondence Pickup, Messenger and Escort Services

Correspondence pickup, messenger and escort services may include:

- Receive and pick up mail from the DOE Central Mailroom, the DOE Courier System, Federal Express/UPS Office, other DOE offices
- Sort and distribute as appropriate
- Perform messenger services within Forrestal Building, to L'Enfant Plaza facility and other facilities as required
- Perform escort duty for individual performing maintenance or repairs, or delivering supplies

2.4.4.4 Subtask 4.4 - Reproduction Related Processing Support

The Contractor may support large, time-sensitive projects requiring multiple document reproduction, compilation of special report, large distributions of memoranda or assisting in other special needs at the direction of the Federal correspondence center supervisor, task monitor or other designated staff

2.4.4.5 Subtask 4.5 - Records and File Management

Mailroom records and file management activities may include:

- Assist the NNSA or Program Office Correspondence Center in the maintenance of filing systems

PACKAGING AND MARKING

3.1 DELIVERABLES MEDIA

The contractor shall provide deliverables to the addresses identified in subsequent task orders issued under this BPA. The deliverables shall be provided in machine readable format using Microsoft Office Suite and/or Adobe via email, or CD-ROM for those deliveries that cannot be e-mailed. The Contractor shall use best commercial practices for formatting deliverables under BPA task orders.

3.2 MARKINGS FOR ELECTRONIC DELIVERY

Electronic copies shall be delivered via e-mail attachment. The contractor shall label each electronic delivery with the Task Order Number and Project Title in the subject line of the e-mail transmittal. Unless otherwise specified, all deliverables submitted to the Government shall clearly indicate the contract number, BPA number, task order number, contractor's name, description of items contained therein and the consignee's name and address for which the information is being submitted.

INSPECTION AND ACCEPTANCE

4.1 PLACE OF INSPECTION AND ACCEPTANCE

Inspection and acceptance of the services and support to be furnished here under shall be made by the appropriate Contracting Officer's Representative (COR), Program Officer, or other authorized representative designated in each task order.

4.2 SCOPE OF INSPECTION

4.2.1 All deliverables will be inspected for content, completeness, accuracy and conformance to BPA requirements by the COR, Program Officer, or other authorized representative designated in each task order. Inspection may include validation of information or inspection of the deliverables, as specified in each task order. The scope and nature of this inspection will be sufficiently comprehensive to ensure the completeness, quality and adequacy of all deliverables.

4.2.2 The Government requires a period not to exceed fifteen (15) working days after receipt of final deliverable items for inspection and acceptance or rejection.

4.3 BASIS OF ACCEPTANCE

The basis for acceptance will be in compliance with best commercial practices and those requirements provided in individual BPA task orders.

Support products and travel will be accepted upon receipt of proper documentation as specified in paragraphs 6.1.2 and 6.1.3.

4.3.1 Reports, documents and narrative type deliverables will be accepted when all discrepancies, errors or other deficiencies identified in writing by the Government have been corrected.

4.3.2 If the draft deliverable is adequate, the Government may accept the draft and provide comments for incorporation into the final version.

4.3.3 All of the Government's comments to deliverables must either be incorporated in the succeeding version of the deliverable or the contractor must demonstrate to the Government's satisfaction why such comments should not be incorporated.

4.3.4 If the Government finds that a draft or final deliverable contains spelling errors, grammatical errors, improper format, or otherwise does not conform to the requirements stated within the BPA task order, the document may be immediately rejected without further review and returned to the contractor for correction and resubmission. If the contractor requires additional Government guidance to produce an acceptable draft, the contractor shall arrange a meeting with the appropriate Task Order COR.

4.4 DRAFT DELIVERABLES

INSPECTION AND ACCEPTANCE

4.4.1 The Government will provide written acceptance, comments and/or change requests, if any, within fifteen (15) working days from Government receipt of the draft deliverable.

4.4.2 Upon receipt of the Government comments, the contractor shall have ten (10) work days to incorporate the Government's comments and/or change requests and to resubmit the deliverable in its final form.

4.5 WRITTEN ACCEPTANCE/REJECTION BY THE GOVERNMENT

The Government shall provide written notification of acceptance or rejection of all final deliverables within fifteen (15) work days (unless specified otherwise in *Deliveries or Performance*). All notifications of rejection will be accompanied with an explanation of the specific deficiencies causing the rejection.

4.6 NON-CONFORMING PRODUCTS OR SERVICES

Unless specified otherwise in individual Task Orders, non-conforming products or services will be rejected. Deficiencies will be corrected, by the contractor, within ten (10) work days of the rejection notice. If the deficiencies cannot be corrected within ten (10) work days, the contractor will immediately notify the COR, Program Officer, or other authorized representative designated in each task order of the delay and provide a proposed corrective action plan within ten (10) work days.

4.7 BPA PERFORMANCE MEASURES AND STANDARDS

The following table contains the current minimum quality standards the Government will use to evaluate the Contractor's performance along with the acceptable quality level. A BPA holders/team members' performance will minimally be assessed annually throughout the BPA period of performance in accordance with these performance measures and standards. The Government reserves the right to develop additional BPA level performance measures and associated AQLs throughout the BPA period of performance. Quality standards and AQLs may also be developed by the Government at the Task Order level. Repetitive failures in meeting the AQLs (BPA or Task Order level) may result in a restriction of the contractor from participation in order requests until performance is corrected and will be strongly considered during the Government's BPA Option exercise determination.

BPA Performance Objective	Contractor BPA Performance Standard and AQL
Quality: Contractor assures customer satisfaction and meets the requirements of the task orders.	No more than two (2) verified (substantiated by the Task Order Contracting Officer) written customer complaints/contract discrepancy reports per year on each Task Order (TO). The contractor must resolve customer complaints within ten (10) working days of receipt.

INSPECTION AND ACCEPTANCE

	Business Relations: Comply with BPA security requirements: Business Relations: Provide responsive TO/team management, including timely responses to contingencies. Due to the occasional urgency of some requirements, the Government will provide to the contractor the response time necessary to complete the requirement. Key Personnel: Provide qualified personnel in a timely manner.
Schedule: TO deliverables are completed in an accurate and timely manner.	No more than one (1) late deliverable per month on each TO and no more than five (5) working days late. No more than two (2) sets of corrections required on any product and all corrections must be submitted within one (1) working day of the negotiated suspense.
Cost Control: Assigned tasks are performed within budgeted hours and on schedule.	Contractor performs tasks within allocated hours and schedule, as reflected in the contractors quote and schedule. In addition, monthly progress reports shall be submitted no later than the 15th day of the month following the covered period. It will include a brief summary of technical and administrative accomplishments, costs during the period and concerns that have arisen.

DELIVERIES OR PERFORMANCE

Building:	GTN
Location:	Germantown, MD
Internet Address:	paul.sanders@nnsa.doe.gov

5.5 NOTICE REGARDING LATE DELIVERY/ PROBLEM NOTIFICATION REPORT

The contractor shall notify the COR, Program Officer, or other authorized representative designated in each task order as soon as it becomes apparent to the contractor that a scheduled delivery will be late. The contractor shall include in the notification the rationale for late delivery, the expected date for the delivery and the project impact of the late delivery. Such notification in no way limits any Government contractual rights or remedies including but not limited to termination.

CONTRACT ADMINISTRATION DATA

6.1 INVOICES

The contractor shall submit Requests for Payments in accordance with the format contained in GSAM 552.232-70, INVOICE REQUIREMENTS (SEPT 1999), to be considered proper for payment. In addition, the data elements indicated below shall be included on each invoice.

BPA Number:
Task Order Number:
Paying Number:
Project Title:
FEDSIM Project No.: (if issued by FEDSIM)

The contractor shall submit invoices electronically to the DOE/NNSA representative specified in the individual task order. Specific invoice content will be provided at the task order level. Under BPA task orders, the contractor may invoice on a monthly basis. The invoice shall include the period of performance covered by the invoice, CLIN number(s) and title(s) and the Task Order number. If teaming or subcontracting is proposed, one consolidated invoice from the task order team lead / prime contractor shall be submitted in accordance with other terms and conditions of the Task Order RFQ. The listing shall include separate columns and totals for the current invoice period and the project to date. The contractor shall provide the invoice data in MS Excel form with the following detailed information.

6.1.1 LABOR

The Contractor may provide services on a LH, T&M or FFP basis. In the case of a LH or T&M CLIN, example data includes:

- Employee name (current and past employees)
- Employee company labor category
- Employee BPA labor category
- Billing rate

In the case of an FFP CLIN, the Contractor may provide the CLIN name, number and price.

6.1.2 SUPPORT PRODUCTS

The contractor may provide the following detailed information for each invoice submitted, as applicable. Spreadsheet submissions, in MS Excel format, will typically be required.

- Support Products purchased
- Date delivery accepted by the Government
- Associated CLIN
- Cost incurred not billed
- Remaining balance of each CLIN
- Hours charged to process Support Product request.

6.1.3 TRAVEL

Susan Combs
Procurement Analyst
Office of Business Operations (NA-66)
DOE/NNSA Headquarters
1000 Independence Avenue, SW
Washington, DC 20585
202/586-5791 (Phone) 202/586-9773 (Fax)
email: Susan.Combs@nnsa.doe.gov

6.2.2 BPA CONTRACTING OFFICER (CO)

GSA FEDSIM
ATTN: Victor Angkico
6354 Walker Lane, Suite 200, Alexandria VA 22310
Telephone: (360) 779-4879
Fax: (360) 779-4879
E-mail: victor.angkico@gsa.gov

6.2.3 TASK ORDER CO

The DOE Task Order CO will be:

Department of Energy (DOE)
ATTN: Ryan J. Miller.
Route Symbol: MA-642
Operations Division B, 950 L'Enfant Plaza SW, Washington DC 20585
Phone: 202-287-1487
Fax: 202-287-1456
E-mail: Ryan.miller@hq.doe.gov

The GSA FEDSIM Task Order CO will be:

GSA FEDSIM
ATTN: Victor Angkico, CO
6354 Walker Lane, Suite 200, Alexandria VA 22310
Telephone: (360) 779-4879
Fax: (360) 779-4879
E-mail: victor.angkico@gsa.gov

The NNSA Task Order COs will be:

National Nuclear Security Administration (NNSA)
ATTN:
Sandra M. Maes
Headquarters Acquisition Department

Office of Business Services
DOE/NNSA, Albuquerque Office
P.O. Box 5400
Albuquerque, NM 87185-5400
505 845-5498 (voice)
505 284-7497 (fax)
smaes@doeal.gov

Louise K. Stevenson
Division Manager
Headquarters Support Div/HQ Acq Dept
DOE/NNSA Service Center
P.O. Box 5400
Albuquerque, NM 87185-5400
504 845-4773 (voice)
505 284-7363(fax)
lstevenson@doel.gov

6.2.4 ORDERING OFFICES

The following offices may place orders under the BPA:

DOE Office of Business Operations
1000 Independence Avenue SW
Washington DC 20585

GSA FEDSIM
6354 Walker Lane, Suite 200
Alexandria VA 22310

National Nuclear Security Administration
Acquisition Department
Office of Business Services
DOE/NNSA, Albuquerque Office
P.O. Box 5400
Albuquerque, NM 87185-5400

6.2.5 NOTIFICATION REGARDING BPA ADMINISTRATIVE PROBLEMS

If at any time administrative problems arise (e.g. teaming substitutions, repetitive response constraints, etc) that have an adverse impact on solicitation response or timely performance on task orders, the contractor shall immediately notify the BPA CO. The Contractor shall use the format provided at *List of Attachments, Attachment B.*

6.3 CONTRACTING OFFICER'S REPRESENTATIVE (COR) RESPONSIBILITIES

CONTRACT ADMINISTRATION DATA

The Task Order CO will appoint a COR in writing for each task order (TO). The COR will inspect and accept, for the Government, all work called for by the TO and will represent the CO in the technical phases of the work. The COR will provide no supervisory or instructional assistance to Contractor personnel.

The COR is not authorized to change any of the terms and conditions of the Contract, BPA, or the TO. Changes in the scope of work will be made only by the CO via properly executed modifications to the Contract, BPA or the TO. Additional responsibilities of the COR include:

1) Monitoring the Contractor's performance to ensure compliance with technical requirements of the BPA/TO
2) Review and approval of progress reports, technical reports, etc., which require Government approval
3) Verifying and certifying that the items have been inspected and meet the requirements of the BPA/TO
4) Immediately notifying the Task Order CO if performance is not proceeding satisfactorily
5) Ensuring that changes in work under the BPA/TO are not initiated before written authorization or a modification is issued by the CO
6) Providing the CO a written request and justification for proposed modifications / changes.
7) Providing interpretations about the meaning of technical specifications and providing technical advice for CO approval
8) Inspecting and accepting service, including visiting the Contractor's facilities to check performance as authorized by BPA/TO inspection clause on a non-interference basis. This may include, but is not limited to, evaluation of the following:
    i. Actual performance versus scheduled and reported performance
    ii. Changes in technical performance which may affect financial status, personnel or labor difficulties, overextension of resources, etc.
    iii. Verify that the number and level of employees charged to the TO are actually performing work under the BPA/TO
9) At the completion of the TO, advising the CO concerning the following:
    i. All articles and services required to be furnished and/or performed under the TO have been technically accepted
    ii. Contractor compliance with patent rights and royalties clauses of the BPA/TO
    iii. Recommend disposition of any Government-furnished property in possession of the Contractor
    iv. Verify proper consumption and use of Government-furnished property by the Contractor
    v. Prepare a performance report detailing compliance with requirement, quality assurance, timely completion, and any problems associated with the TO

The Contractor is advised that only the CO, acting within the scope of this BPA and the CO's authority, has the authority to make changes which affect Task Order prices, quality, quantities, or delivery terms. The COR will furnish technical advice to the Contractor to provide specific details, milestones to be met within the terms of the Contract, and any other advice of a technical

nature necessary to perform the work specified in the Contract. The COR shall not issue any instructions which would constitute a contractual change.

6.4 TASK ORDER CONTRACTING OFFICER'S RESPONSIBILITIES

The Task Order CO is responsible for:

1) Negotiation and Award of Orders. COs have the authority to issue task orders, and otherwise legally bind their agencies to task orders and task order modifications.
2) Administration of Task Orders. Although Task Order COs have the ability to manage Task Orders, the day-to-day task order administration activities will generally be carried out by the COR.
3) Settlement and Resolution of Contracting Issues. The CO is authorized to settle and resolve contracting issues.
4) Contract Records. The CO is responsible for maintaining a complete record of all contracting documents (electronically and/or manually).

6.5 BPA TASK ORDER PROCESS

A. The Ordering Activity shall issue task orders (TOs) under the BPA pursuant to the procedures in FAR 8.4.

B. General: Zero or more task orders (TOs) may be issued during the performance period of this BPA; it is understood and agreed that the Government has no obligation to issue any task orders. The Contractor agrees to accept and perform TOs issued by a DOE, NNSA or GSA Warranted CO within the scope of this agreement. In the event of a conflict between a TO, the BPA, or the contractor's FSS contract, the FSS contract shall control.

C. In accordance with FAR 8.405, the Task Order CO will give all BPA awardees an opportunity to be considered for each order in excess of $3,000 unless one of the conditions below applies:

(1) Only one BPA awardee is capable of providing the services at the level of quality required because the services ordered are unique or highly specialized; or

(2) The order should be issued on a sole-source basis in the interest of economy and efficiency as a logical follow-on to a task order already issued under this BPA, provided that all BPA awardees were given fair opportunity to be considered for the original order; or

(3) The agency need for services is of such urgency that competing the opportunity would result in unacceptable delays

When an exception applies, the Government will procure the requirement on a sole source basis and provide a written justification. Unaffected BPA holders will not be notified of the exception.

D. Task Order Request for Quote (TORFQ): Each individual TORFQ may be Labor Hour (LH), Firm Fixed Price (FFP), Time and Material (T&M) or any combination of the three. For any TO that is other than FFP, the ordering activity shall include, at a minimum, the documentation

outlined in FAR 8.405-2(e). TORFQs may include positive and negative performance incentives, as applicable to the performance success of the TO. The TORFQ may include specific metrics and quality assurance methods (if applicable).

E. Competitive BPA Task Ordering Process.

(1) Pre-solicitation and solicitation: Except as stated in *B. General* above, all BPA Team Lead holders will receive notification of each proposed TORFQ. TORFQs will incorporate all terms and conditions of the BPA. In addition, the proposed TORFQ will include:

(a) A Statement of Work (SOW), or other performance based work statement, describing the work to be performed, the deliverables, the period of performance, Government Points of Contact, description of marking information, data rights, inspection and acceptance of services, security requirements, and Government Furnished Information / Property.

(b) The submission date/time and the method of delivery for quotes.

(c) Specific instructions on what to include in the quote submission. This may include, but is not limited to, oral presentations and written responses summarizing technical and price approaches.

(d) Evaluation factors and their relative order of importance.

(e) Other information deemed appropriate.

(2) Quote Submission: BPA Awardees shall be capable of providing a quote within a 48 hour period for urgent requirements. For non-urgent requirements, BPA Awardees shall submit quotes within ten (10) working days of issuance of the TORFQ, unless otherwise specified. (Attachment J provides a sampling of possible tasks that may require expedited quote turnaround soon after BPA award)

(a) At a minimum the quote shall include:

(i) Price: The quote may include a detailed cost per hour of all resources required to accomplish the tasks as set forth in the TORFQ or be a fixed price quote with sufficient information to substantiate the price quoted. At a minimum, pricing shall be the most current GSA Schedule price less the proposed BPA percentage discounts. The BPA Team (Leader / Member(s)) shall provide rates for work at their facility (off-site) as well as at the Government's facility (on-site) as applicable/established under the Team member's GSA Schedule. If additional labor categories are added to the GSA Schedule, they shall also be available for task orders written under this BPA. The discounts offered do not preclude the Contractor (BPA Team Leader/Member(s)) from offering or the Government requesting, further price reductions in accordance with commercial practices, market forces, and volume buying at the time of placing task orders;

Work (SOW), labor mix and hours (if applicable), and a proposed ceiling price for the TORFQ may be incorporated into any resulting task order. The proposed technical solution may also be incorporated in the task order. At any time during the duration of the BPA, the BPA CO reserves the right to revise the procedures pertaining to task order issuance.

(2) Contracting Officers from DOE, NNSA, or GSA are the only individuals that are authorized to issue task orders and obligate the Government for task orders awarded under the BPA. Orders and revisions shall be made in writing and be signed by any authorized Warranted DOE, NNSA or GSA Contracting Officer. Each task order shall, as appropriate:

a. Set forth a pricing schedule as described in 1.2 *Services and Prices / Costs.*
b. Set forth the specific level of effort and/or performance outcomes desired to be fulfilled under the task order based on the estimated dollar value and complexity of the proposed TO.
c. Designate the Task Order COR who will perform inspection and acceptance
d. Set forth any payment options such as progress or performance-based payments,
e. Be dated,
f. Set forth the property, if any, to be furnished by the Government and the date(s) such property is to be delivered to the Contractor,
g. Set forth the disbursing office where payment is to be made,
h. Set forth administration data,
i. Include a DOE Form 470.1 and specify security requirements, if applicable,
j. Set forth the contractor's and Government's respective technical data rights and.
k. Set forth any other pertinent information

(3) Unauthorized Work: The Contractor is not authorized to commence task performance prior to issuance of a signed task order.

(4) Task Funding Restrictions: No unfunded task orders are allowed.

G. Ordering Period: Task orders for services specified in the SOW of the BPA may be issued by any Warranted Contracting Officer from DOE, NNSA or GSA offices within the ordering period of the BPA.

7.1 GOVERNMENT FURNISHED PROPERTY (GFP)

The Government will provide GFP at the Task Order level.

7.2 GOVERNMENT FURNISHED INFORMATION (GFI)

BPA procurement information is provided at *List of Attachments,* page 9-1. The Government will provide Task Order specific GFI during the task order process.

7.3 TRAVEL

7.3.1 TRAVEL REGULATIONS

The contractor shall comply with the guidance in FAR 31.205-46 using the regulations specified below.
(1) Federal Travel Regulations (FTR)
(2) Joint Travel Regulations (JTR)
(3) Department of State Standardized Regulations (DSSR) (Government Civilians, Foreign Areas), Section 925, "Maximum Travel Per Diem Allowances for Foreign Areas", prescribed by the Department of State, for travel in areas not covered in the FTR or JTR.

7.3.2 TRAVEL AUTHORIZATION REQUESTS

Prior to any long distance travel, the Contractor shall prepare a Travel Authorization Request for Government review and approval. The contractor shall use only the minimum number of travelers and rental cars needed to accomplish the task(s). Travel shall be scheduled during normal duty hours whenever possible.

Requests for travel approval shall be submitted in accordance with *List of Attachments, Attachment C* and shall contain:

- Date, time and points of departure;
- Destination, time and dates of arrival;
- Name of each contractor employee and position title;
- Include a description of the travel proposed including a statement as to purpose;
- Be summarized by traveler;
- Identify the task order number;
- Identify the CLIN(s) and task order associated with the travel;
- Be submitted in advance of the travel with sufficient time to permit review and approval.

7.4 SECURITY REQUIREMENTS

The vast majority of personnel satisfying NNSA requirements must have a DOE Q (similar to DOD Top Secret) clearance prior to performing any work under this BPA. In addition, some positions require a DOE L (similar to DOD Secret) while other positions require a DOE Building Access Only (BAO) clearance. There will be task orders that require higher clearances for

United States. (See the Atomic Energy Act of 1954, as amended, 42 U.S.C. 2011 et seq.; 18 U.S.C. 793 and 794; and E.O. 12356.)

(j) Foreign Ownership, Control or Influence.

(1) The Contractor shall immediately provide the cognizant security office written notice of any change in the extent and nature of foreign ownership, control or influence over the Contractor which would affect any answer to the questions presented in the Certificate Pertaining to Foreign Interests, Standard Form 328 or the Foreign Ownership, Control or Influence questionnaire executed by the Contractor prior to the award of this contract. In addition, any notice of changes in ownership or control which are required to be reported to the Securities and Exchange Commission, the Federal Trade Commission, or the Department of Justice shall also be furnished concurrently to the Contracting Officer.

(2) If a Contractor has changes involving foreign ownership, control or influence, DOE must determine whether the changes will pose an undue risk to the common defense and security. In making this determination, DOE will consider proposals made by the Contractor to avoid or mitigate foreign influences.

(3) If the cognizant security office at any time determines that the Contractor is, or is potentially, subject to foreign ownership, control or influence, the Contractor shall comply with such instructions as the Contracting Officer shall provide in writing to safeguard any classified information or special nuclear material.

(4) The Contractor agrees to insert terms that conform substantially to the language of this clause, including this paragraph, in all subcontracts under this contract that will require subcontractor employees to possess access authorizations. Additionally, the Contractor must require subcontractors to have an existing DOD or DOE Facility Clearance or submit a completed Certificate Pertaining to Foreign Interests, Standard Form 328, required in DEAR 952.204-71 prior to award of a subcontract. Information to be provided by a subcontractor pursuant to this clause may be submitted directly to the Contracting Officer. For purposes of this clause, subcontractor means any subcontractor at any tier and the term "Contracting Officer" means the DOE Contracting Officer. When this clause is included in a subcontract, the term "Contractor" shall mean Subcontractor and the term "contract" shall mean subcontract.

(5) The Contracting Officer may terminate this contract for default either if the Contractor fails to meet obligations imposed by this clause or if the Contractor creates a FOCI situation in order to avoid performance or a termination for default. The Contracting Officer may terminate this contract for convenience if the Contractor becomes subject to FOCI and for reasons other than avoidance of

in ownership or control which are required to be reported to the Securities and Exchange Commission, the Federal Trade Commission, or the Department of Justice must also be furnished concurrently to the responsible security office.

(b) Definitions

(1) Foreign Interest means any of the following:

(i) A foreign government, foreign government agency, or representative of a foreign government;

(ii) Any form of business enterprise or legal entity organized, chartered or incorporated under the laws of any country other than the United States or its possessions and trust territories; and

(iii) Any person who is not a citizen or national of the United States.

(2) Foreign Ownership, Control, or Influence (FOCI) means the situation where the degree of ownership, control, or influence over a Contractor by a foreign interest is such that a reasonable basis exists for concluding that compromise of classified information or special nuclear material may result.

(c) Facility Clearance means an administrative determination that a facility is eligible to access, produce, use or store classified information, or special nuclear material. A Facility Clearance is based upon a determination that satisfactory safeguards and security measures are carried out for the activities being performed at the facility. It is DOE policy that all Contractors or Subcontractors requiring access authorizations be processed for a Facility Clearance at the level appropriate to the activities being performed under the contract. Approval for a Facility Clearance shall be based upon:

(1) A favorable foreign ownership, control, or influence (FOCI) determination based upon the Contractor's response to the ten questions in Standard Form 328 and any required, supporting data provided by the Contractor;

(2) A contract or proposed contract containing the appropriate security clauses;

(3) Approved safeguards and security plans which describe protective measures appropriate to the activities being performed at the facility;

(4) An established Reporting Identification Symbol code for the Nuclear Materials Management and Safeguards Reporting System if access to nuclear materials is involved;

(5) A survey conducted no more than 6 months before the Facility Clearance date, with a composite facility rating of satisfactory, if the facility is to possess classified matter or special nuclear material at its location;

(6) Appointment of a Facility Security Officer, who must possess or be in the process of obtaining an access authorization equivalent to the Facility Clearance; and, if applicable, appointment of a Materials Control and Accountability Representative; and

(7) Access authorizations for key management personnel who will be determined on a case-by-case basis, and must possess or be in the process of obtaining access authorizations equivalent to the level of the Facility Clearance.

(d) A Facility Clearance is required prior to the award of a contract requiring access to classified information and the granting of any access authorizations under a contract. Prior to award of a contract, the DOE must determine that award of the contract to the offeror will not pose an undue risk to the common defense and security as a result of its access to classified information or special nuclear material in the performance of the contract. The Contracting Officer may require the offeror to submit such additional information as deemed pertinent to this determination.

(e) A Facility Clearance is required even for contracts that do not require the Contractor's corporate offices to receive, process, reproduce, store, transmit, or handle classified information or special nuclear material, but which require DOE access authorizations for the Contractor's employees to perform work at a DOE location. This type facility is identified as a non-possessing facility.

(f) Except as otherwise authorized in writing by the Contracting Officer, the provisions of any resulting contract must require that the contractor insert provisions similar to the foregoing in all subcontracts and purchase orders. Any Subcontractors requiring access authorizations for access to classified information or special nuclear material shall be directed to provide responses to the questions in Standard Form 328, Certificate Pertaining to Foreign Interests, directly to the prime contractor or the Contracting Officer for the prime contract.

Before award of this BPA, the BPA Team Lead shall minimally possess either a Facility Clearance to perform Classified work issued by DOD (verified by Cage Code) or DOE (verified by Facility Code #); or have received a positive FOCI determination from the DOE Security Office. Interim clearances are acceptable for BPA award purposes. For those firms who do not possess the required facility clearances stated above, you must fill

SPECIAL CONTRACT REQUIREMENTS

(a) The performance of this contract requires that employees of the Contractor have physical access to DOE-owned or leased facilities; however, this clause does not control requirements for an employee's obtaining a security clearance. The Contractor understands and agrees that DOE has a prescribed process with which the Contractor and its employees must comply in order to receive a security badge that allows such physical access. The Contractor further understands that it must propose employees whose background offers the best prospect of obtaining a security badge approval for access, considering the following criteria, which are not all inclusive and may vary depending on access requirements:

(1) is, or is suspected of being, a terrorist;

(2) is the subject of an outstanding warrant;

(3) has deliberately omitted, concealed, or falsified relevant and material facts from any Questionnaire for National Security Positions (SF-86), Questionnaire for Non-Sensitive Positions (SF-85), or similar form;

(4) has presented false or forged identity source documents;

(5) has been barred from Federal employment;

(6) is currently awaiting a hearing or trial or has been convicted of a crime punishable by imprisonment of six (6) months or longer; or

(7) is awaiting or serving a form of pre-prosecution probation, suspended or deferred sentencing, probation or parole in conjunction with an arrest or criminal charges against the individual for a crime that is punishable by imprisonment of six (6) months or longer.

(b) The Contractor shall assure:

(1) In initiating the process for gaining physical access, (i) compliance with procedures established by DOE in providing its employee(s) with any forms directed by DOE, (ii) that the employee properly completes any forms, and (iii) that the employee(s) submits the forms to the person designated by the Contracting Officer.

(2) In completing the process for gaining physical access, that its employee (i) cooperates with DOE officials responsible for granting access to DOE - owned or leased facilities and (ii) provides additional information, requested by those DOE officials.

(c) The Contractor understands and agrees that DOE may unilaterally deny a security badge to an employee and that the denial remains effective for that employee unless DOE subsequently determines that access may be granted. Upon notice from DOE that an employee's application for a security badge is or will be denied, the Contractor shall promptly identify and submit the forms referred to in subparagraph (b)(1) of this clause for the substitute employee. The denial of a security badge to individual employees by DOE shall not be cause for extension of the period of performance of this Contract or any contractor claim against DOE.

The Contractor shall identify a Program Manager to serve as the Government's primary point of contact and to provide supervision and guidance for all contractor personnel assigned to the BPA, supervise on-going efforts, and manage BPA performance. The Program Manager shall be an employee of the prime contractor / team lead.

The Program Manager shall demonstrate an understanding of the functional requirements as described in the Statement of Work.

Specifically, the Program Manager shall be able to demonstrate experience with the following:

- Management and control of complex contractor teams with teaming partners and subcontractors.
- Written and verbal communication skills, and experience in presenting material to senior Government officials.
- Experience in a quality assurance environment that includes, at a minimum, knowledge of: customer satisfaction tracking; user complaint and monitoring programs; and quality control (QC) systems reviews and analysis.
- Skills in manpower utilization, procurement, training, risk management, and employee relations.
- The Program Manager shall possess a minimum Interim DOD Top Secret clearance at time of RFQ closing (a DOE "Q" clearance will satisfy this requirement).

BPA DEPUTY PROGRAM MANAGER

The Deputy Program Manager shall serve as the backup to the Program Manager. The qualifications for the Deputy Program Manager are identical to the qualifications for the Program Manager. Although the Deputy Program Manager is not required to be an employee of the BPA Team Lead, the Deputy Program Manager shall minimally be an employee of a CTA Team Member. In the event of a Prime/Subcontractor relationship, in which there are no CTA Team Members being proposed, the Deputy Program Manager shall be an employee of the single BPA Prime Contractor.

The Government may specify additional Key Personnel for Task Orders at the Task Order level.

7.5.3 KEY PERSONNEL SUBSTITUTION

The Contractor shall not replace any personnel designated as Key Personnel without the written concurrence of the CO. Prior to utilizing key personnel other than those proposed as key personnel at time of BPA or BPA task order award, the Contractor shall notify the BPA CO (at the BPA level) or the Ordering Contracting Officer (at the task order level). This notification shall be no later than ten (10) calendar days in advance of any proposed substitution and shall include justification (including resume(s) and labor category of proposed substitution(s)) in sufficient detail to permit evaluation of the impact on performance.

Substitute personnel qualifications shall be equal to or greater than those of the personnel substituted. If the Government CO determines that the proposed substitute personnel are unacceptable, or that the reduction of effort would be so substantial as to impair the successful performance of the work under the TO, the Contractor may be subject to termination for cause action as prescribed by FAR 52.212-4 Contract Terms and Conditions – Commercial Items.

7.5.4 DEFINITION OF PRIME CONRACTOR /TEAM LEADER, TEAM MEMBER, & SUBCONTRACTOR

The BPA Team may consist of a "Prime Contractor / Team Leader" or "Contractor Teaming Arrangement (CTA) Team Lead / CTA Team Member relationship. The term "Prime Contractor / Team Leader" means the GSA Schedule contractor whose name appears on the front page of the BPA, also known as the BPA Holder. The "Prime Contractor / Team Leader" (BPA Holder) MUST have a GSA MOBIS Schedule Contract. A "Team Member" also must be a GSA Schedule contractor that has agreed to be a part of the BPA Holder's team via the establishment of a formal CTA. A formal CTA is not required for a Prime Contractor / Subcontractor relationship. A Subcontractor need not possess a GSA Schedule contract. Therefore, all work performed by the subcontractor must be within the prices, labor categories, SINs, scope, and terms and conditions of the GSA Schedule contract in which the subcontractor is performing the work. For more information please reference the GSA Frequently Asked Question Contractor Teaming web page at:
http://www.gsa.gov/Portal/gsa/ep/contentView.do?faq=yes&pageTypeId=8199&contentId=8124&contentType=GSA_OVERVIEW)

7.5.5 SUBSTITUTION OF BPA TEAM MEMBERS AND/OR SUBCONTRACTORS

During the BPA Period of Performance, the process for adding or deleting Team Members shall be in accordance with the established CTA for that team. The team shall clearly document the rationale and decision to add/delete a particular Team Member provide the documentation to the BPA Contracting Officer for review. Subsequently, the BPA Contracting Officer will issue any approved changes via formal BPA modification. The Contractor shall ensure that the substituted BPA Team Members meet or exceed those qualifications established by the BPA Holder for the initially approved BPA Team Member composition. Government review and approval is required to delete or replace Key Subcontractors (ie. those for which Written Key Subcontractor Agreements have been established) at the BPA level. Subcontractor review may be additionally required at the Task Order level, based upon the specific requirements imposed by the Task Order itself.

7.6 ORGANIZATIONAL CONFLICT OF INTEREST AND NON-DISCLOSURE REQUIREMENTS

7.6.1 ORGANIZATIONAL CONFLICT OF INTEREST

If the contractor is currently providing support or anticipates providing support to the DOE / NNSA that creates or represents an actual or potential organizational conflict of interest (OCI), the contractor shall immediately disclose this actual or potential OCI in accordance with FAR

Part 9.5. The contractor is also required to sign an Organizational Conflict of Interest Statement (See *List of Attachments, Attachment D*) in which the contractor (and any Subcontractors, consultants or teaming partners) agree to disclose information concerning the actual or potential conflict with any proposal for any solicitation relating to any work in the BPA. All actual or potential OCI situations shall be handled in accordance with FAR Subpart 9.5.
All contractors shall comply with DEAR Clause 952.209-72 Organizational conflicts of interest. Available in Full Text at "http://professionals.pr.doe.gov/ma5/MA-5Web.nsf/Procurement/Acquisition+Regulation?OpenDocument"

7.6.2 NON-DISCLOSURE REQUIREMENTS

All contractor personnel (to include Subcontractors, teaming partners, and consultants) who will be personally and substantially involved in the performance of any Task Order issued under this BPA which requires the contractor to act on behalf of, or provide advice with respect to any phase of an agency procurement, as defined in FAR 3.104-4, shall execute and submit a Non-Disclosure Agreement Form (See *List of Attachments, Attachment D*). This is required prior to the commencement of any work on a BPA Task Order and whenever replacement personnel are proposed under any BPA task order. Any information obtained or provided in the performance of BPA task orders is only to be used in the performance of the BPA task orders.

7.7 SMALL BUSINESS PARTICIPATION

The BPA has a minimum requirement of 51 percent annual small business participation (in terms of Schedule contracted dollars) via BPA team Lead/Prime and/or CTA team members. The Contractor shall ensure it complies with this requirement throughout the life of the BPA. This requirement will be monitored at the BPA level, on an annual basis, and will not be imposed at the individual task order level. The requirement shall be satisfied only via contracted performance by a Small Business BPA Prime Contractor/Team Lead and/or Small Business CTA team members, and does not apply to the use of any subcontractors. Therefore, as defined above, a minimum of 51% of the total Schedule contracted dollars during the course of any contract year would have to contracted for performance by those Team Members (which would include a Small Business Team Lead/Prime Contractor), designated as a Small Business (at the time of any Task Order submission due date), at a minimum within their GSA Schedule contract. The remaining 49% could be performed by small or large business team partners or subcontracted out to non-team small or large businesses.

The BPA Team Lead / Prime Contractor shall provide a Small Business Participation Summary Report to the BPA Technical Point of Contact and BPA Contracting Officer, no later than 30 days before the end of each BPA year. This report shall list each task order issued to the BPA Team over the course of the last 12 months (11 months for the initial BPA period), the dollar value, and the percentage of Small Business Team Member contracted participation for each task. The report, for informational purposes, shall clearly identify any subcontracted effort, including the name of the subcontractor, the business size of the subcontractor (based upon the applicable NAICS), the amount of effort involved, and Schedule Prime Contractor (name and GSA Schedule number) that the subcontracted work is being performed under. The report shall also calculate the overall Small Business Participation / Utilization percentage (based upon total

Schedule contracted dollars) across all the task orders awarded to the BPA Team during the prior year. This calculation shall not include any travel costs or any services/supplies that were acquired on an off-Schedule/Open Market basis. In calculating this figure, the total value of Schedule contracted dollars (used as the denominator) will include both the work contracted for actual performance by the Prime/Team Members themselves, and any work performed by subcontractors (large and small businesses) working under a Team Member's GSA Schedule contract.

The Government will review the BPA Team's compliance to the 51% small business utilization requirement during its option exercise consideration process.

7.8 RESERVED

7.9 AWARDING OF SUPPORT PRODUCT SINs

Support Product SINs (MOBIS 874-5 and LOGWORLD 874-506) are not required to satisfy the minimum SIN requirements for BPA consideration. However, if the BPA awardees do have such SINs under their basic GSA Schedule contracts, they will be incorporated within the BPA award itself. This will allow the Government to utilize these SINs for any individual task order if they are present within any particular Offeror's GSA Schedule contract. BPA awarded minimum Team discounts will apply to these Support Product SINs.

7.10 BPA TASK ORDER ORDERING PROCEDURES

Any appropriately warranted Contracting Officer within GSA or DOE will be allowed to place task orders against the awarded BPAs. Task Orders will be solicited by the Government only through the designated BPA Team Lead or BPA Prime Contractor. A BPA Team may submit a task order proposal through a CTA team member (ie. other than through the BPA Team Lead) acting as the Task Order Team Lead. Whether the submitted proposal in response to an RFQ names the BPA Team Leader or one of its Team Members to serve as Task Order Lead, only one proposal from the collective "Team" may be submitted. All BPA Team Lead holders will be solicited for each proposed task order in accordance with the provisions of FAR Part 8.4, unless a justification for other than full and open competition exception exists and has been properly documented / approved. Specific task order evaluation criteria will be specified in the Task Order RFQ. Task Orders may utilize any labor category or support product contained in a team member's awarded GSA Schedule contract SINs under this BPA. The BPA awarded minimum team discount will be applicable to all labor categories/rates and support products/prices awarded at the task order level. The team discount will not apply to travel costs or any off-schedule Open Market Items. Each Task Order issued must specifically identify the Name, Schedule contract number, and amount of work (broken out by labor categories, hours, travel, support products, etc.) for each Team Member proposed/awarded for performance of that task.

The contractor is not authorized to perform work under this BPA unless specifically awarded and funded by individual task orders.

7.11 AGENCY SPECIFIC CONTRACT CLAUSES IN FULL TEXT

NOTE: THESE CLAUSES WILL BE INVOKED AT THE TASK ORDER LEVEL

7.11.1 PERSONNEL SECURITY CLEARANCES (FEB 2005) (TAILORED)

- The contractor is required to conduct pre-employment investigative screening of prospective employees in order to ensure trustworthiness and reliability. The contractor shall provide notification to the BPA Task Order Contracting Officer or COR, if designated, that an investigative screening has been completed prior to the hiring of each employee who will require access to Government facilities. The notification shall include verification of identity, previous employment and education, and the results of credit and law enforcement checks.
- Under this BPA, contractor personnel are required to have a (level to be specified in each Task Order) clearance level.
- This requirement may be waived by the Task Order Contracting Officer for personnel not involved with classified information while clearances are being processed, or for personnel associated with the program for short periods of time, such as consultants.
- The contractor shall return all badges to the BPA Task Order Contracting Officer for employees:
  (1) who are no longer working on the contract;
  (2) who no longer require access;
  (3) when their badge expires; or
  (4) when the contract expires or is terminated.

7.11.2 INFORMATION TECHNOLOGY EQUIPMENT USE (FEB 2005) (TAILORED)

(a) The contractor is not authorized to acquire any information technology equipment, real or personal property, or data at the Government's expense, under this BPA, without the prior written approval of the BPA Task Order Contracting Officer.

(b) Requirements for information technology equipment which were not included in the Contractor's original quote may not be acquired (leased or purchased) without the prior written consent of the BPA Task Order Contracting Officer. If the BPA Task Order Contracting Officer's consent is required, the Contractor shall furnish to the BPA Task Order Contracting Officer information concerning the need for and selection of such information technology equipment, including the specific make and model; and the lease-versus-purchase determination.

7.11.3 RELEASE OF INFORMATION (TAILORED)

Any proposed public release of information including publications, exhibits, or audiovisual productions pertaining to the effort/items called for in this BPA shall be submitted for approval prior to actual printing and distribution. Proposed releases ARE to be submitted to:

NNSA Office of Public Affairs
Attention: NA-3.5
U.S. Department of Energy

1000 Independence Ave., S.W.
Washington, DC 20585
All proposed releases should conform to the requirements of NNSA pertaining to the public release of information.

7.11.4 RESERVED

7.11.5 COMPUTER SYSTEMS SECURITY (TAILORED) (FEB 2005)

(a) The Contractor agrees to comply with the NNSA/DOE directives DOE O 471.2A with DOE M 471.2-2 and all other regulations specified in this BPA, or as required bylaw or regulations.

(b) The Contractor shall immediately provide written notification to the BPA Task Order Contracting Officer when an employee of the Contractor no longer requires access to Government computer systems.

7.11.6 REPORTING OF FRAUD, WASTE, ABUSE, CORRUPTION, OR MISAMANGEMENT (FEB 2005) (TAILORED)

The contractor is required to comply with the following in accordance with DOE O 221.2, Reporting Fraud, Waste, and Abuse to the Office of Inspector General:

(a) Notify their employees annually of their duty to report allegations of fraud, waste, abuse, misuse, corruption, criminal acts, or mismanagement relating to NNSA programs, operations, facilities, contracts or information technology systems to appropriate authorities. The notification shall include the provision that employees should, when appropriate, report directly to the Office of Inspector General (OIG) any information concerning alleged wrongdoing by Government employees; its contractors, subcontractors, grantees, or other recipients of Government financial assistance; or their employees.

(b) Display the OIG hotline telephone number In common areas of buildings, such as cafeterias, public telephone areas, official bulletin boards, reception moms, and building lobbies.

(c) Publish the OIG hotline telephone number in Contractor telephone books and newsletters.

(d) Report to the OIG any allegations of reprisals taken against employees who have reported fraud, waste, abuse, misuse, corruption, criminal acts, or mismanagement relating to NNSA/DOE programs, operations, facilities, contracts, or information technology systems.

(e) Report to the OIG within a reasonable period of time, but not later than 24 hours, all alleged violations of law, regulations, or policy, including incidents of fraud, waste, abuse, misuse, corruption, criminal acts, or mismanagement which have been referred to Federal, State,

or local enforcement entitles.

(f) The DOE IG hotline telephone number is 202-586-4073.

7.11.7 ENVIRONMENT, HEALTH, AND SAFETY PLAN (GOVERNMENT-OWNED OR LEASED FACILITIES) (FEB 2005)

(a) In performance of the work, the Contractor shall comply with all applicable federal and state environmental, health, and safety regulations and shall take all necessary and reasonable precautions to protect the environment, health, and safety of its employees, NNSA personnel, and members of the public. The Contractor shall participate in all emergency response drills and exercises.

(b) The Contractor shall take all necessary and reasonable steps to minimize the impact of its work on NNSA functions and employees, and immediately report all job-related injuries and/or illnesses which occur in any NNSA facility to the Contracting Officer Representative (COR) named in each BPA task order. Upon request, the Contractor shall provide a copy of occupational safety and health self-assessments and/or Inspections of work sites for job hazards for its NNSA facilities to the BPA Task Order COR.

(c) The Contractor shall develop, Implement, and maintain an Environment, Health, and Safety Plan, which shall describe the Contractor's program for implementing the applicable regulations and requirements. The plan shall consist of the elements in the areas of environment, health, and safety required by the local State. The plan shall also include information on the Contractor's responsibility for providing treatment for employees who become ill or are injured in NNSA facilities. A copy of the plan shall be provided to the BPA Task Order COR within 30 days of the start of work. If the Contractor has a corporate or company-wide ES&H Plan, that plan may be submitted to satisfy the requirement of this clause. At a minimum, the Plan shall address the following elements:

(1)Organizational Structure
(2) Key personnel and Responsibilities for Safety
(3)Safety Training and/or Meetings
(4)Safety Inspections and Record Keeping
(5) Accident Reporting and Investigation
(6)Emergency Procedures, Telephone Numbers, and Points of Contact

(d) The BPA Task Order Contracting Officer may notify the Contractor, in wilting, of any noncompliance with the terms and conditions of this clause, plus the corrective action to be taken. After receipt of such notice, the Contractor shall immediately take such corrective action.

(e) In the event the Contractor fails to comply with the terms and conditions of this clause, the BPA Task Order Contracting Officer may, without prejudice to any other legal or contractual rights, issue a stop work order halting all or any part of the work. Thereafter, a start

work order for resumption of the work may be issued at the discretion of the BPA Task Order Contracting Officer. The Contractor shall not be entitled to an equitable adjustment of the contract amount or extension of the performance schedule on any stop work order issued under this special contract requirement.

7.11.8 NONSUPERVISION OF CONTRACTOR EMPLOYEES ON GOVERNMENT FACILITIES (FEB 2003)

The Government shall not exercise any supervision or control over contractor employees performing services under this BPA. The Contractor's employees shall be held accountable solely to the Contractor's management, who in turn is responsible for BPA performance to the Government.

7.11.9 REQUIRED ESCORT—LACK OF FOREIGN OWNERSHIP, CONTROL, OR INFLUENCE (FOCI) CLEARANCE (FEB 2005)

Until the contractor receives a Government-issued FOCI clearance, all Contractor personnel shall be escorted at all times within the NNSA complex by a designated individual identified by the program office.

7.11.10LOBB YING RESTRICTION (ENERGY & WATER DEVELOPMENT APPROPRIATIONS ACT) (FEB 2005)

None of the funds obligated on BPA task orders may be used, directly or indirectly, to influence congressional action on any legislation or appropriation matters pending before Congress, other than to communicate to Members of Congress as described in 18 U.S.C. 1913. This restriction is in addition to those prescribed elsewhere in statute and regulation.

7.11.11FO REIGN NATIONAL ACCESS TO NSNA FACILITIES (FEB 2005)

DOE Order 142.3 entitled Unclassified Foreign Visits and Assignments Program is incorporated into this BPA by reference. A foreign national is defined as, "an alien. For the purposes of DOE Order 142.3 or its associated Contractor Requirements Document, an alien is a person who was born outside the jurisdiction of the United States, is a citizen of a foreign government, and has not been naturalized under U.S. law."

The DOE Order is available on the internet at: http://www.directives.doe.gov/ or by request to the BPA Task Order Contracting Officer.

7.11.12SUP ERVISION OF CONTRACTOR PERFORMING ON A GOVERNMENT SITE (MAY 2006)

The Government shall not exercise any supervision or control over Contractor employees performing services under this BPA. The Contractor's employees shall be accountable not to the Government but solely to the Contractor who in turn is responsible to the Government.

7.11.13CONTRACTOR RESPONSIBILITIES (MAY 2006)

(a) The Contractor shall provide all management, administrative, clerical, and supervisory functions required for the effective and efficient performance of the Task Assignments issued under this BPA. The Government shall not exercise any supervision or control over Contractor employees performing services under this BPA. The Contractor's employees shall be held accountable solely to the Contractor's management, who in turn is responsible for BPA performance to the Government.

(b) The Contractor shall adhere to the same professional and ethical standards of conduct required of Government personnel. The Contractor shall not:

(1) Discuss with unauthorized persons any information obtained in the performance of work under this BPA;

(2) Conduct business not directly related to this contract on Government premises;

(3) Use computer systems and/or other Government facilities for company or personal business; or

(4) Recruit on Government premises or otherwise act to disrupt official Government business.

(c) Resident Contractor personnel, while visiting and/or working within Government facilities on a continuous basis (part-time or full-time) must be recognizable as Contractors while in Government facilities. This shall be accomplished by wearing appropriate badges.

(d) Badges shall be worn on the outermost garment in the chest area. Such badges will neither replace base passes nor be regarded as positive proof of identification. Rather, they will serve to clearly differentiate between Government and non-Government personnel and determine the level of access. Contractors are responsible for acquiring an appropriate number of badges to meet the needs of their employees.

(e) Acts of aggression, violence (physical or verbal, intentional or reckless) and/or threats of such will not be tolerated in any situation at any NNSA facility. Contractors who engage in aggressive/violent behavior or threaten violence, among themselves or with Government employees, may be removed from the premises.

(f) Contractor supervisors or management representatives shall report any incident or threat of aggression, harassment, hostility, intimidation, or violence to the BPA Task Order Contracting Officer or the COR. In all situations where violence has occurred or appears to be imminent, Contractor employees shall first call 911.

7.11.14IN SPECTION AND ACCEPTANCE (FEB 2005) (TAILORED)

(a) Inspection of all items and/or work effort delivered under this contract shall be accomplished by the Contracting Officer's Representative (COR), or any other duly-authorized Government representative identified by the Contracting Officer.

(b) Acceptance of all items and work effort under this contract (including reporting requirements) shall be accomplished by the Contracting Officer, the COR, or other duly-authorized government representative identified by the Contracting Officer.

CONTRACT CLAUSES

NOTE: The Terms and Conditions and pricing schedules of the Contractor's Basic GSA Schedule Contract are applicable to this BPA and are hereby incorporated by reference. In addition, the following applies.

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) SOLICITATION CLAUSES (http://www.arnet.gov/far/)

8.1 CLAUSES INCORPORATED BY REFERENCE

CLAUSE NO	CLAUSE TITLE	DATE
52.227-14	RIGHTS IN DATA – GENERAL	(JUN 1987)
52.224-2	PRIVACY ACT	(APR 1984)
52.251-1	AUTHORIZATION TO USE GOVERNMENT SUPPLY SOURCES	(APR 1984)
52.323-18	AVAILABILITY OF FUNDS	(APR 1984)

8.2 CLAUSES INCORPORATED IN FULL TEXT

CLAUSE NO	CLAUSE TITLE	DATE
52.217-9	OPTION TO EXTEND THE TERM OF THE CONTRACT	(MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor no later than the BPA expiration date; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years.

(End of clause)

9.1 LIST OF ATTACHMENTS

Attachment A	-	Monthly Status Report Format
Attachment B	-	Problem Notification Report
Attachment C	-	Authorization / Consent to Travel (Sample)
Attachment D	-	Non-Disclosure Agreement
Attachment E	-	**Removed at time of Award**
Attachment F	-	Organizational Program Descriptions
Attachment G	-	Sample Task Order Pricing Structure
Attachment H		**Removed at time of Award**
Attachment I	-	**Removed at time of Award**
Attachment J	-	**Removed at time of Award**
Attachment K		**Removed at time of Award**
Attachment L		**Removed at time of Award**
Attachment M		**Removed at time of Award**

LIST OF ATTACHMENTS

ATTACHMENT B

PROBLEM NOTIFICATION REPORT

1. Date:

2. Nature and sources of problem:

3. COR was verbally notified on: (date) _____

4. Is action required by the Government? Yes_____ No_____

5. If YES, describe Government action required and date required:

6. Describe corrective action needed to resolve problems:

7. When will corrective action be completed?

8. Are increased costs anticipated? Yes_____ No_____

9. Identify amount of increased costs anticipated, their nature, and define Government responsibility for problems and costs:

LIST OF ATTACHMENTS

Attachment C

Authorization/Consent to Travel (Sample)

TRAVEL AUTHORIZATION REQUEST

Travelers:

Destination:
Dates of Travel:
Purpose:

Travelers Name	**NAME**	**NAME**	**NAME**	**NAME**	**Total**
Number of days					
Airfare	$	$	$	$	$
Rental Car	$	$	$	$	$
Lodging	$	$	$	$	$
MIE	$	$	$	$	$
Park/Cab/Mileage	$	$	$	$	$
	$	$	$	$	
				Total -	$

Contractor PM APPROVAL:

APPROVAL:

ATTACHMENT D

ORGANIZATIONAL CONFLICT OF INTEREST / NONDISCLOSURE AGREEMENT FORMAT

NONDISCLOSURE AGREEMENT and ORGANIZATIONAL CONFLICT of INTEREST STATEMENT FORMAT

To: _____

From: _____

Subject: NON-DISCLOSURE AGREEMENT and ORGANIZATIONAL CONFLICT OF INTEREST STATEMENT (RFQ Number GSC-TFMG-RFQ-07-0003)

1. In accordance with the current ethics and procurement statutes, regulations, directives and instructions pertaining to conflicts of interest and disclosure of confidential, proprietary and/or source selection information, I hereby certify that:

   a. I have reviewed, executed and attached hereto a copy (if previously filed and still current) an original of the OGE Form 450, Confidential Statement of Affiliations and Financial Interests, if required.

   b. I have notified the Contracting Officer of any actual or potential situations or affiliation that I have knowledge of that may constitute an actual or potential "conflict of interest" as defined at FAR 9.5 with any proposal for any solicitation relating to any work to be performed under this BPA

   c. Neither me my spouse, minor children, immediate household members, or any of my business partners, has an interest in, affiliation, or association with any individual, firm, or organization that has an interest in this procurement.

2. I further certify that I understand my obligations and responsibility under the applicable ethics and procurement statutes, regulations, directives and instructions, including FAR 3.1, not to discuss, divulge or otherwise disclose any information, procedure, correspondence, documentation, evaluation or other data pertaining to this acquisition, except as approved by the Contracting Officer, or as otherwise authorized by law.

3. These restrictions are consistent with and do not supersede, conflict with or otherwise alter the employee obligations, rights or liabilities created by Executive Order 12356; Executive Order 12958; Section 7211 of Title 5, United States Code (governing disclosures to Congress); Section 1034 of Title 10, United States Code, as amended by the Military Whistleblower Protection Act (governing disclosure to Congress by members of the military); Section 2302(b)(8) of Title 5, United States Code, as amended

by the Whistleblower Protection Act (governing disclosures of illegality, waste, fraud, abuse or public health or safety threats); the Intelligence Identities Protection Act of 1982 (50 U.S.C. 421 et seq.)(Governing disclosures that could expose confidential Government agents), and the statutes which protect against disclosure that may compromise the national security, including Sections 641, 793, 794, 798, and 952 of Title 18, United States Code, and Section 4(b) of the Subversive Activities Act of 1950 (50 U.S.C. Section 783 (b)). The definition, requirements, obligations, rights, sanctions and liabilities created by said Executive Order and listed statutes are incorporated into this Agreement and are controlling.

4. I further certify that if at any point before or during performance of this procurement, I have questions about the existence of a potential or apparent conflict of interest, I shall immediately contact the Contracting Officer to disclose any potential conflicts of interest.

5. I understand that I am required to disclose any affiliation that I or a member of my immediate family has with any firm, organization or entity that would benefit from information obtained even if that firm is not a direct participant in the proceedings.

6. I understand that this Certification will be made part of the source selection record and the official contract file and does not relieve me of the responsibility for any other disclosure or certification requirement required by ethics and procurement statutes, regulations or other directives.

_____
Signature/Date (Individual)

_____
Signature/Date (SSA/CO)

ATTACHMENT F

ORGANIZATIONAL PROGRAM DESCRIPTIONS ref. SOW 2.2.3

NNSA ORGANIZATIONS

NA-1, Office of the Administrator, Support for Senior ES&H (Environmental Safety and Health) Advisor

Environmental protection is a strategic goal of the agency, "To protect the environment by providing a responsible resolution to the environmental legacy of the Cold War and by providing for the permanent disposal of the Nation's high-level radioactive waste." Environmental management spans all areas of NNSA activity, including but not limited to: employee safety, protecting the environment at current production and storage sites, providing for the permanent disposal of high level radioactive waste, safe close-out of previously contaminated sites, environment and safety policy and guidance, oversight, performance measurement processes, safety management research, pollution prevention and waste minimization, and occurrence reporting and tracking. The Senior ES&H Advisor reports directly to the agency administrator and is responsible for agency-wide integration and promotion of environmental safety and health.

NA-10, Office of Defense Programs (NA-10)

The Deputy Administrator for the Office of Defense Programs (DP) and the Assistant Administrator for Facilities and Operations support the first of the NNSA mission objectives - maintenance of a safe, secure and reliable stockpile of nuclear weapons and associated materials capabilities and technologies.

NA-11, US/UK Support (under NA-10)

The Office of Defense Science is responsible for nuclear weapons science at Los Alamos National Laboratory (LANL), Lawrence Livermore National Laboratory (LLNL), Sandia National Laboratories (SNL) and the Nevada Test Site (NTS) and for supporting science at universities. This science underpins the design, development, modeling, simulation and engineering that provide the scientific basis for certification that the nuclear weapons stockpile is safe, secure and reliable. The responsibilities of the Office of Defense Science include the design and operations programs for the experimental facilities associated with the science mission. The organization is also responsible for maintaining the readiness to perform underground nuclear tests and to develop new warheads, if required. The Office of Defense Science establishes and maintains partnerships with other Departmental elements, and external scientific, research and developmental agencies, industry, academia and the weapons agencies of allied governments. These responsibilities encompass the management of the DOE support of the 1958 Mutual Defense Agreement between the United States and the United Kingdom (US/UK). The purpose of the Agreement is to provide for the exchange of information and transfer of materials, development of defense plans, training of personnel, evaluation of the capabilities of potential enemies, and development of delivery systems.

assists the DADP in all aspects of this responsibility and also serves as a liaison with the Department of Defense (DOD). The Deputy Assistant to the Secretary of Defense for Nuclear, Chemical, and Biological/Nuclear Matters (DASD:NCB/NM) serves the Secretary of Defense on nuclear, chemical and biological matters of mutual interest with DOE and supports the Nuclear Weapons Council and Nuclear Weapons Council Standing and Safety Committee.

The DADP and the PADAMA provide primary guidance to the Defense Programs organization in the execution of the SSP. They are responsible for the ultimate understanding of the SSP and its effect on National Security by DOE elements, the executive branch, Congress, the DOD, and other federal agencies. The Assistant Deputy Administrator for Military Application and Stockpile Operations (ADAMASO/NA-12) coordinates liaison activities between the two organizations.

NA-121, Use Control (under NA-12)

The Associate Deputy Administrator for Military Application and Stockpile Operations, through the Office of Nuclear Weapons Surety and Counter Terrorism (NA-121), is responsible for management of the National Nuclear Security Administration's (NNSA) nuclear weapon surety program. This office provides senior level advice on all aspects of surety including the safety, security, and use control of and for nuclear explosives and nuclear weapons. In addition, this office provides support to programs such as emergency response and counter proliferation and represents NNSA in interagency and international weapon surety activities. Given those topical areas, it is the responsibility of this office to jointly manage NNSA compartmented activities and Programs for the NNSA Administrator and the Deputy Administrator for Defense Programs; with the Associate Administrator for Defense Nuclear Security (NA-70).

The Office of Nuclear Weapon Surety and Counter Terrorism (NA-121) serves as the dedicated Headquarters resource for providing safeguards and security (S&S) support to NNSA/Defense Programs (DP) Headquarters organizations and, as required, to NNSA/DP field elements or facility interests. The Weapons Data Access Control Team is responsible for managing and maintaining the Weapons Data Access System (WDACS) and for providing the direction and control of the Government-wide program for controlling access to nuclear weapons information and facilities by domestic and foreign entities. WDACS is used by DOE field sites to grant access to visitors on a case-by-case basis. This is a computerized system designed to provide rapid and accurate information (e.g., Name, Social Security Number, DOB, facility to be visited, dates of visit, purpose of visit, point of contact, and clearance information) to DOE weapons facilities.

NA-122, Weapons and Materials System (under NA-12)

The Office of Nuclear Stockpile (NA-122) is responsible for maintaining the nuclear weapons stockpile. The office is responsible for translating Department of Defense (DOD) requirements into stockpile schedules and ensuring resources are available to meet these schedules. The office is also responsible for the maintaining the Tritium Simulation System (TrtSS) and performing associated tritium analyses.

The Global Threat Reduction Initiative (GTRI) reduces the risk of terrorists acquiring the nuclear and radiological materials for a weapon of mass destruction (WMD) by working at civilian sites worldwide. Activities are focused on the conversion of reactors from operating on WMD-usable highly enriched uranium (HEU) fuels to low enriched uranium (LEU) fuels, removal or disposition of excess WMD-usable nuclear and radiological materials, and protection of at-risk WMD-usable nuclear and radiological materials from theft until a more permanent threat reduction solution can be implemented.

NA-22, Office of Nonproliferation Research and Development (under NA-20)

The Office of Nonproliferation Research and Development is responsible for applied research, development, testing, and evaluation of science and technology for strengthening the U.S. response to National Security threats and threats to world peace posed by the proliferation of nuclear, chemical, and biological weapons and diversions of special nuclear material. Activities are focused on the development, design, prototype construction and production of operational sensor systems needed for proliferation detection, proliferation deterrence, nuclear explosion monitoring, and chemical and biological nonproliferation.

NA-23, Office of Nuclear Risk Reduction (under NA-20)

The NA-23 Program Office is responsible for assisting nations and multilateral organizations to develop emergency management programs and infrastructure to reduce the risk of nuclear and radiological events, and to mitigate the consequences of such an event, and eliminating the production of weapons-grade nuclear materials. Focus areas include emergency management and cooperation and elimination of weapons grade materials.

NA-24, Office of Nonproliferation and International Security (under NA-20)

The Nonproliferation and International Security goal is to prevent and counter weapons of mass destruction (WMD) proliferation by providing policy and technical support to implement and monitor transparent WMD reductions; strengthen indigenous international safeguards and export controls systems in other countries; transition WMD expertise and infrastructure to peaceful purposes; and improve international and multinational international safeguards, export control, and interdiction regimes.

NA-25, Office of International Protection and Cooperation

The International Materials Protection, Control, and Accounting (MPC&A) program works in the Russian Federation, the former Soviet Union, and other countries of concern to secure nuclear weapons and weapons-usable nuclear materials by upgrading security at nuclear sites, consolidating these materials to sites where installation of enhanced security systems have already been completed, and improving nuclear smuggling detection capabilities at border crossings. NA-25 directs the work of subordinate divisions, which are Material Protection, Control, and Accounting, and Second Line of Defense.

NA-26, Fissile Materials Dispositions (under NA-20)

include all aspects of security as defined by the DOE Headquarters Facilities Master Security Plan, the NNSA Security Procedures, and classification/declassification activities for Headquarters NNSA operations.

NA-60, Management and Administration

The Office of Management and Administration (M&A) provides administrative and financial support for NNSA headquarters staff. Functions include:

(1) Design and administer the corporate planning, programming, budgeting, and evaluation (PPBE) system.
(2) Provide NNSA corporate systems and policies to manage NNSA's human resources.
(3) Develop and implement NNSA corporate information policy and requirements to ensure that NNSA staff have the necessary tools and practices to manage information in a cost-effective, efficient, and secure manner.
(4) Provide general administrative services and logistical support for NNSA headquarters operations.
(5) Develop and implement NNSA-wide procurement polices and procedures, provide advisory assistance to components on contracting matters, and monitor NNSA compliance with those policies and procedures.

NA-65, Information Systems Security Officer (under NA-60)

The Associate Administrator for Facilities and Operations manages a range of support activities including security, construction and project management, and technical expertise and support in environment, safety and health.

NA-70, Defense Nuclear Security

Defense Nuclear Security has the mission to protect NNSA capabilities, facilities, materials, information and employees

NA-71, Headquarters Security Officer (HSO) Support (under NA-70)

The Office of Headquarters Security, NA-71, has functional responsibility for all security functions for both National Nuclear Security Administration (NNSA) Headquarters related field security and Headquarters Security Officer (HSO) functions. NNSA HSO functions include all aspects of security as defined by the DOE Headquarters Facilities Master Security Plan, the NNSA Security Procedures, and classification/declassification activities for Headquarters NNSA operations.

NON-NNSA ORGANIZATIONS

Advisory Board to the Secretary of Energy

The Secretary of Energy's Advisory Board provides advice, information, and recommendations to the Secretary of Energy on the Department's basic and applied research activities; economic

and national security policy; educational issues; laboratory management; and on any other activities and operations of the Department of Energy as the Secretary may direct.

Departmental Representative to the Defense Nuclear Facilities Safety Board

The Defense Nuclear Facilities Safety Board is an independent organization within the executive branch chartered with the responsibility of providing recommendations and advice to the President and the Secretary of Energy regarding public health and safety issues at the Department's defense nuclear facilities. The Departmental Representative acts as the Secretary's representative in regular and continuing interactions with the Board.

Office of the Chief Financial Officer (CFO)

The Office of the CFO is comprised of the Office of Financial Management, the Office of Budget, the Office of Program Liaison and Financial Analysis, the Office of Program Analysis and Evaluation, and the I-MANAGE functions.

Office of Civilian Radioactive Waste Mangement (RW)

The Office of Civilian Radioactive Waste Management is responsible for implementation of the Nuclear Waste Policy Act, (NWPA) P.L. 97-425, as amended. The Act provides for the construction and operation of a repository for the permanent disposal of high-level radioactive waste and spent nuclear fuel, in a manner that fully protects the health and safety of the public and the quality of the environment.

Office of Congressional and Intergovernmental Affairs

The Office of Congressional and Intergovernmental Affairs promotes the department's policies, programs and initiatives through liaison, communications, coordination and interaction with Congress, State, Tribal, City, and County Governments, other Federal agencies, stakeholders, and the general public.

Office of Economic Impact and Diversity

The Office of Economic Impact and Diversity is mandated by various legislation and Executive Orders to advise the Secretary of Energy on the impacts of energy policies, programs, regulations, and other departmental actions on under-represented communities, minority educational institutions, and small and women-owned business enterprises.

Office of Environmental Management (EM)

The mission of the Office of Environmental Management (EM) is the reduction and cleanup of the environmental legacy of the nation's nuclear weapons program and government-sponsored nuclear energy research. The program is one of the largest and most diverse and technically

complex environmental cleanup programs in the world and includes responsibility for the cleanup of 114 sites across the country. Included in that responsibility is the need to:

- Safely dispose of nuclear waste and materials;
- Safeguards materials that could be used in nuclear weapons; and
- Deactivate and decommission several thousand contaminated facilities no longer needed to support the Department's mission.

Office of General Counsel

The Office of General Counsel is responsible for providing legal advice, counsel, and support to the Secretary, Deputy Secretary, and all Departmental elements (except the Federal Energy Regulatory Commission) and for effectively representing the Department as counsel before Federal, State, and other governmental agencies and courts.

Office of Hearings and Appeals

The Office of Hearings and Appeals is responsible for conducting hearings, and issuing the initial decision of the Department with respect to any adjudicative proceedings which the Secretary may delegate, except those within the jurisdiction of the Federal Energy Regulatory Commission and the Board of Contract Appeals.

Office of Human Capital Management

The Office of Human Capital Management consists of the Offices of Human Capital Management Strategic Planning and Vision, Human Capital Management Innovations and Solutions, and Human Capital Management Operational Implementation.

Office of Inspector General

The Office of Inspector General promotes the effective, efficient, and economical operation of the Department of Energy's programs through audits, inspections, investigations, and other reviews.

Office of Intelligence

The Office of Intelligence provides the Secretary, his staff and other policymakers within the Department timely, technical intelligence analyses on all aspects of foreign nuclear weapons, nuclear materials and energy issues worldwide.

Office of Management

The Office of Management is comprised of the Offices of Administration, Engineering and Construction Management, Procurement and Assistance Management, Aviation Management, Scheduling and Advance, Competitive Sourcing, and the Executive Secretariat.

Office of Policy and International Affairs

The Office of Policy and International Affairs' role is to deliver unbiased advice to the Department of Energy's leadership on existing and prospective energy-related policies, based on integrated and well-founded data and analysis.

DOE Office of Secure Transportation / Safety, Security and Emergency Management Division (OST/SSEMD), Environmental Safety and Health Branch (ESHB) Support

The U.S. Department of Energy's (DOE's) Office of Environmental Management (EM) was established in 1989 to address the health, safety, and environmental challenges associated with cleanup of the nation's nuclear weapons complex. Within EM, the Office of Science and Technology (OST) was created to promote the development of new and improved technologies to lower cleanup costs and risks (to workers, the public, and the environment) and to improve cleanup capabilities. OST supports the entire range of technology development activities—beginning with basic research through the new EM Science Program (NRC, 1997) and extending through development, demonstration, and (with the assistance of industrial partners) deployment into the cleanup program.
OST sponsors research and development (R&D) projects at universities, national laboratories, and private-sector companies on topics ranging from remote detection of contaminants in the subsurface using geophysical techniques to development of melters for waste vitrification.

DOE Staff Offices

DOE Staff Offices provide administrative, management, and oversight support to the DOE's Program Offices to assist them in the successful accomplishment of their respective missions.

LIST OF ATTACHMENTS

ATTACHMENT G

SAMPLE TASK ORDER PRICING STRUCTURE

SAMPLE TASK ORDER PRICING STRUCTURE

The following is an example of how pricing schedules can be structured in the resulting BPA Task Orders; the structure may differ from one task order to another, depending upon the specific requirements and the time period specified for the task order.

1.2.1 BASE PERIOD

CLIN	DESCRIPTION	TOTAL HOURS	TOTAL NTE CEILING
0001	Labor – LH, T&M and/or FFP	Insert total hours for all labor identified below	

CLIN	DESCRIPTION		Total Not-to-Exceed Price
0002	Travel	NTE	$

CLIN	DESCRIPTION		Total Not-to-Exceed Price
0003	Support Products	NTE	$

1.2.2 OPTION YEAR 1

CLIN	DESCRIPTION	TOTAL HOURS	TOTAL NTE CEILING
1001	Labor – LH, T&M and/or FFP	Insert total hours for all labor identified below	

CLIN	DESCRIPTION		Total Not-to-Exceed Price
1002	Travel	NTE	$

CLIN	DESCRIPTION		Total Not-to-Exceed Price
1003	Support Products	NTE	$

1.2.3 OPTION YEAR 2

LIST OF ATTACHMENTS

CLIN	DESCRIPTION		Total Not-to-Exceed Price
4003	Support Products	NTE	$

GRAND TOTAL ALL CLINS: $_____