

U.S. DEPARTMENT OF ENERGY
NATIONAL NUCLEAR SECURITY ADMINISTRATION

Contract No: DE-AM52-08NAXXXXX

Task Order No: DT000XXXX

Statement of Work

August 7, 2015

Task Order Title: Design, Integration, Construction, Communications, and Engineering (DICCE) Services for Port of Cat Lai, Vietnam.

Scope: The Contractor shall design, construct, and integrate fully functional portal monitor and communications systems at designated sites in Vietnam.

- Port of Cat Lai

Requirements Documents: The following task order requirements describe key milestones and deliverables. For a more complete description of the technical requirements of this order please refer to the most current versions of the Nuclear Smuggling Detection and Deterrence (NSDD)/ Design Requirements Document for the Port of Cat Lai, Vietnam and System Requirements Specifications (SRS) 4.2.

1.0 Task Order Requirements for all Phases:

1.1 Program Management: The Contractor shall provide Project Management services, including oversight of all construction and integration activities at all sites.

1.1.1 Personnel Roster: The Contractor shall provide a Personnel Roster including the name, title, company, phone number, and e-mail address for the following positions:

- Task Order Manager
- Construction Manager(s)/Field Representative(s)
- Communications Manager

Any changes to this Personnel Roster at any time during the period of performance (POP) must be approved in advance by the Contracting Officer's Representative (COR).

1.1.2 The Contractor shall participate in project conference calls, video conferences, and meetings as requested.

1.1.3 The Contractor shall maintain schedule projections in MS Project format by site according to the standard NSDD WBS structure. The Contractor shall maintain the MS Project WBS for Vietnam work activities to the lane construction task level, in accordance with the WBS. The Contractor shall maintain a list of program milestones and test events, with critical path activities highlighted in red and visible from date of award through acceptance. Original start and end dates shall be included for each task. If estimated start and end dates change during any reporting period, the Contractor shall highlight them in blue for the next schedule iteration. The Contractor shall also highlight high-risk schedule items or potential schedule changes/delays in yellow. The Government may request an updated schedule in iterations at any time during the reporting period.

1.1.4 Daily Site Reports: The Contractor shall submit daily site reports NSDD Standard format for each day contractor or subcontractor personnel are in-country.

Daily reports shall be submitted via e-mail and shall include a Word version as an

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attachment. OOU information shall not be transmitted in daily reports. If any discussion information is OOU, the Contractor shall submit it in a separate document to the Country Manager and Project Support only, following all applicable NSDD program guidance on markings and transmission.

- 1.1.5 Weekly Reports: When there are no contractor or subcontractor personnel in country, the Contractor shall submit a weekly report, in contractor format, to include at a minimum:

- Work progress, including subcontractor work;
- Client stakeholder interface;
- Issues, to include possible cost/schedule or configuration management impacts; and
- Lessons Learned.

Weekly reports shall be submitted via e-mail and shall include a Word version as an attachment. OOU information shall not be transmitted in weekly reports. If any discussion information is OOU, the Contractor shall submit it in a separate document to the Country Manager and Project Support only, following all applicable NSDD program guidance on markings and transmission.

- 1.1.6 Logistics Services: The Contractor shall provide logistics services in support of this Task Order including, but not limited to: in-country coordination; in-country air/land travel arrangements; training efforts; translation/interpretation; permitting; procurement; and subcontracting. The Contractor shall arrange for any in-country storage and provide delivery of equipment. These services shall include coordination and shipment of equipment purchased by other NSDD organizations upon request of the COR.
- 1.1.7 VAT Exemption processing: The Contractor shall, with guidance from NSDD, the U.S. Embassy and the Vietnam government, obtain Value Added Tax (VAT) exemption for all equipment, materials and services provided by subcontractors in accordance with applicable documentation and requirements.
- 1.2 Site and Engineering Survey: The Contractor shall perform a combined site and engineering survey for each of the initial sites listed above. Enough information shall be gathered to write a DRD and develop designs with appropriate certainty. The combined site and engineering survey shall include team members identified by the NSDD CM. The Contractor shall develop and submit a Design Requirements Document (DRD) in accordance with agreements reached during the survey directed by the CM. All DRDs should be developed in accordance with the Implementation DRD Template. Follow-up engineering surveys may be required.
- 1.3 Scoping Meeting: The Contractor shall schedule, host, and participate in a Scoping Meeting with NSDD team members within 20 days of completion of the site and engineering surveys. Secondary or follow-up scoping meetings may be required. The Contractor shall submit a Scoping Meeting Summary detailing, at a minimum, items discussed, issues raised, solutions agreed upon, and remaining open action items. The Scoping Meeting Summary shall also contain a listing of all current program guidance applicable to the Task Order.
- 1.4 Preliminary Design Package: The Contractor shall submit a Preliminary Design Package. The Preliminary Design Package shall consist of integrated General Arrangement (GA) drawings and preliminary equipment lists. The Preliminary Design Package shall be in accordance with the NSDD agreements with the Government of Vietnam and other U.S.

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Government agencies, and as determined in scoping meetings, in Design Requirements Documents (DRDs), and all other current program guidance and requirements.

- 1.5 Preliminary Design Review (CONUS): The Contractor shall schedule, host, and participate in a Preliminary Design Review to review the GA Drawings and equipment lists with the Implementation team members identified by the CM at the contractor's U.S. location, NSDD HQ, or other domestic site identified by the CM.
- 1.6 In-Country Preliminary Design Review (OCONUS): The Contractor shall travel to Vietnam to participate in preliminary design reviews with host country partners and other site stakeholders.
- 1.7 Revised Preliminary Design: The Contractor shall update the Preliminary Design Package in accordance with agreements reached during each Preliminary Design Review and with the concurrence of the NSDD CM.
- 1.8 Final Engineering Designs: The Contractor shall deliver final engineering designs that provide for a fully integrated, constructible, and fully functional system in accordance with the NSDD agreements with the Government of Vietnam and other U.S. Government agencies, and as determined in scoping meetings, Design Requirements Documents, and all other current program guidance and requirements. The Final Engineering Designs will not be accepted until designs for all items to be installed or constructed are included in final version and in English.
- 1.9 Construction Readiness Review (CRR): At a time approved by the NSDD CM, the Contractor shall schedule, host, and participate in a CRR a minimum of 7 days prior to the scheduled start of construction. The Contractor shall provide a construction readiness checklist at least 24 hours prior to the scheduled CRR. The construction readiness checklist shall include interfaces/activities assumed to be host government responsibility, schedule and implementation risks, and updated equipment lists. The CRR will not be considered successful until all punch list items are completed and all Final Designs have been accepted.
- 1.10 Construction and Integration: After successful Construction Readiness Review and written authorization by the COR, the Contractor shall construct and integrate the portal monitor and communications systems in accordance with the final approved designs and all current program guidance.
- 1.11 Procurement: The Contractor shall procure communications systems and other equipment and materials necessary to meet the approved design and equipment requirements of each site. All equipment purchases shall be in accordance with NSDD requirements and agreements with the Government of Vietnam.
- 1.12 RPM alignment and start-up: The Contractor shall arrange for the RPM manufacturer or another individual authorized by the CM to travel to Country to perform RPM start-up and alignment and assess its functionality before Inspection, Testing and Turnover Phase 1 begins.
- 1.13 Inspection, Testing and Turnover: The Contractor shall support Inspection, Testing and Turnover in accordance with the **NSDD Inspection, Testing and Turnover Guide, Version 8.2, for all phases**. The NSDD Inspection, Testing and Turnover Guide includes instructions and deliverables. Should site specific requirements necessitate changes to this checklist and the process or deliverables, the NSDD Program will provide updated checklists and instructions no later than 30 days prior to the scheduled Site Inspection and Testing Date. The Site Inspection and Testing reports shall be prepared in accordance with the **NSDD Inspection, Testing and Turnover Guide**.

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1.14 Site Inspection and Testing Package: In addition to the deliverables defined in the NSDD Inspection Testing and Turnover Guide, the Contractor shall provide the following documentation in English in preparation for AT. One hard copy and one electronic copy shall be available for each site.

- All system passwords, user IDs, and IP addresses (i.e. cameras, servers, workstations, software applications, etc.);
- Red-lined final designs;
- * System Administrator Manuals;
- * Operator/OEM Manuals for all equipment.

1.15 Final Installation Report: The Contractor shall submit a Final Installation Report which shall be provided electronically and hard copy (as noted) and shall include, at a minimum:

- Executive summary of construction, installation and integration activities;
- * Final As-built drawings of the site;
- Request for site acceptance;
- Photos of the construction, installation, and integration activities;
- Project Management data, including the final MS Project Schedule, resolution of project action or punch-list items, challenges and mitigations, and lessons learned;
- * Master Equipment List;
- * Spare Parts Inventory List;
- * Warranty information to include expiration dates and explicit instructions for transferring the warranty to the LMP or partner country authorities;
- * List of vendors and subcontractors integral to the installation of the RPM and communications systems, including their contact information;
- * Physical copies of software media (Vendor CAS software and license information, Operating System CDs, Anti-virus, backup software, etc.);
- * Back-up image copies of each server/workstation, clearly labeled with instructions on how to restore each system should they become corrupted; backups for thumb drives, compact flash cards, or other media storage devices necessary for system operation shall also be provided;
- Backup of configurations for all network equipment (routers, switch configuration files);
- Backup of configurations for all cameras and instructions * for restoring or reloading saved configurations;
- Screen shots for image quality settings for all video cameras;
- Copies of shipping and export control documentation; and
- Any updates to the Acceptance Test Package, as required.

1.16 Maintenance: The Contractor shall provide maintenance and repair of all equipment and software it has installed, including GFP until the site is accepted by the NSDD CO/COR. The contractor shall provide necessary parts for this maintenance and repair function. Unused parts will remain the responsibility of the Contractor and any remaining in country shall be listed in the Master Equipment List at the end of the task order.

1.17 Final Inspection and Turnover Site Visits: The Contractor shall provide technical support in the areas of construction and communications to participate in a Final Inspection and Turnover Visit to each site tested under this task order in accordance with Phase 4 of **the**

* Shall be submitted in both English and Vietnamese (OEM as available), and a hard copy to be delivered to Vietnam counterparts.

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NSDD Inspection, Testing and Turnover Guide, Version 8.2. The visit will occur approximately six weeks after acceptance testing; final dates will be coordinated by the CM.

2.0 Deliverables/Reporting Requirements:

	<u>SOW Section</u>	<u>Item</u>	<u>Due Date</u>	<u>Deliver to:</u>
2.1	1.1.1	<u>Personnel Roster</u>	5 calendar days after Task Order award	CM, COR, PS, Website
2.2	1.1.3	<u>WBS/MS Project Schedule</u>	20 calendar days after final scoping meeting and on the 15 th of every month throughout the POP	CM, COR, PS, Website
2.3	1.1.4	<u>Daily Site Reports</u>	Daily when in-country	CM, COR, PS, Website
2.4	1.1.5	<u>Weekly Reports</u>	Weekly when not in-country	CM, COR, PS, Website
2.5	1.3	<u>Scoping Meeting Summary</u>	7 calendar days after the scoping meeting	CM, COR, PS, Website
2.6	1.4	<u>Preliminary Design Package</u>	20 calendar days after final scoping meeting	CM, COR, PS, Website
2.7	1.7	<u>Revised Preliminary Design Package</u>	10 calendar days after each Preliminary Design Review	CM, COR, PS, Website
2.8	1.8	<u>Final Engineering Designs</u>	30 calendar days after acceptance of Revised Preliminary Design	CM, COR, PS, Website
2.9	1.9	<u>Construction Readiness Checklist</u>	At least 24 hours prior to the scheduled CRR	CM, COR, PS, Website
2.10	1.14	<u>Site Inspection and Testing Package</u>	Electronic copies five days prior to AT; hard copies delivered at start of Acceptance Testing	CM, COR, PS, Website, SM
2.11	1.15	<u>Final Installation Report</u>	15 calendar days after final site Acceptance Test	CM, COR, PS, Website, SM

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- 3.0 Government Furnished Property: Radiation Portal Monitors, handhelds, and sources.
- 4.0 Invoices: Invoices under this Task Order shall be submitted bi-weekly. Invoices shall be submitted in accordance with Master Contract Clause G003 “Billing Instructions.”
- 5.0 Other Pertinent Information or Protocols:
 - 5.1 Packaging and Marking: The Contractor shall follow the requirements outlined in Guidance for Department of Energy National Nuclear Security Administration Office of Nuclear Smuggling Detection and Deterrence (NSDD) Contractors on Information Protection in the Conduct of NDSS Program Activities, Rev. 1.0 dated April 2010.
 - 5.2 Equipment Acceptance will be performed by the COR with the assistance of the Country Manager. Acceptance will not be finalized until after Final Inspection and Testing has been performed and any punch list items or other issues are resolved to the satisfaction of the CO.
 - 5.3 NSDD previously-baselined program guidance documents.
 - 5.4 Country Manager: Alina Smyslova, 202-586-7299
 - 5.5 Backup Country Manager: Kate French, 202-586-5416