

**SECTION J - LIST OF DOCUMENTS, EXHIBITS  
AND OTHER ATTACHMENTS**

<b>Attachment Number</b>	<b>Attachment Title</b>
J.1	Performance Requirements
J.2	Government Furnished Property/Equipment/Software
J.3	DOE/SPRPMO Directives
J.4	Service Contract Labor Standards Wage Determinations
J.5	Deliverables/Reporting Requirements
J.6	Key Personnel

**SECTION J**

**ATTACHMENT 1**

**PERFORMANCE REQUIREMENTS**

<b>Performance Objective</b>	<b>Performance Threshold</b>	<b>Method of Surveillance</b>
<b>Quality</b>		
Contractor assures customer satisfaction without any verified formal customer complaints.	No more than two (2) verified formal customer complaints/contract discrepancy reports per year. The contractor must resolve customer complaints within ten (10) working days of receipt.	Validated Customer Complaint
Products (including, but not limited to reports and deliverables) meet customer expectations.	No more than two (2) sets of corrections required on any product.	Periodic Review
Actively participates in DOE activities / meetings and provides accurate, value-added technical insight / guidance and support to the DOE.	Mandatory meetings are supported by appropriate personnel with two (2) missed meetings per year, unless approved by DOE.	Periodic Review
<b>Schedule</b>		
Services are provided in accordance with the approved labor plan.	98% of work is executed in accordance with the approved labor plan.	Periodic Review
<b>Business Relations</b>		
Provide responsive personnel management / direction to provide timely responses to contingencies, modifications, and taskings.	Clear, consistent, and accurately written or verbal responses and / or acknowledgement within one (1) working day or suspense as specified by the COR.	Random Sampling
<b>Deliverable Reports</b>		
Timely delivery of required reports.	a. No more than one (1) late document per month.  b. All corrections must be submitted within one (1) business day of revised suspense.	Periodic Review
Quality of deliverable reports.	No more than two (2) sets of corrections required on any product. All corrections must be submitted within one (1) working day of the revised suspense.	Periodic Review

Performance Objective	Performance Threshold	Method of Surveillance
<b>Key Personnel</b>		
Provide qualified personnel at task order start.	Performance is acceptable when a. qualified personnel are on the job at task order start unless previously negotiated by the Contracting Officer; and b. the mission is not impacted due to position vacancies or personnel qualifications.	100% Inspection
Replace / substitute personnel.	Performance is acceptable when a. vacancies are filled with qualified personnel within 20 days of vacancy, unless approved in writing or otherwise directed in advance by the Contracting Officer; and b. there is no mission impact due to position vacancies or unqualified personnel.	100% Inspection
Applicable personnel possess required security clearances.	100% of contractor personnel who are required to have a security clearance possess and maintain an active security clearance.	100 % Inspection

**SECTION J**

**ATTACHMENT 2**

**GOVERNMENT-FURNISHED PROPERTY/EQUIPMENT**

Below is the current list of Government Furnished Property/Equipment provided to the Management and Technical Support Service contractor.

<b>GOVERNMENT-FURNISHED PROPERTY/EQUIPMENT</b>			
<b>COMPUTER EQUIPMENT</b>	<b>SYSTEM</b>	<b>QTY</b>	<b>ID#</b>
<b>SCANNERS</b>		<b>1</b>	
HP Scan Jet		1	5015460
<b>PRINTERS</b>		<b>4</b>	
HP Laser Jet 9040		1	5017418
HP Laser Jet 5525dn		1	5020928
Laser Jet 8150DN		1	5013539
HP Laser Jet 2055dtn		1	5018976
<b>PERSONAL COMPUTING DEVICES</b>		<b>48</b>	
Laptop Workstation	LP1698	1	5018300
Laptop Workstation	LP1612	1	5018255
Desktop Workstation Conference Room	PC1530	1	5016399
Laptop Workstation	LP1615	1	5018248
Laptop Workstation	LP1616	1	5018320
Laptop Workstation	LP1614	1	5018219
Laptop Workstation	LP1608	1	5018214
Laptop Workstation	LP1607	1	5018213
Laptop Workstation	LP1617	1	5018252
Laptop Workstation	LP1618	1	5018235
Laptop Workstation	LP1620	1	5018236
Laptop Workstation	LP1621	1	5018279
Laptop Workstation	LP1622	1	5018325
Laptop Workstation	LP1623	1	5018269
Laptop Workstation	LP1624	1	5018301
Laptop Workstation	LP1700	1	5018297

**GOVERNMENT-FURNISHED PROPERTY/EQUIPMENT  
(Continued)**

<b>PERSONAL COMPUTING DEVICES</b>	<b>SYSTEM</b>	<b>QTY</b>	<b>ID#</b>
Laptop Workstation	LP1606	1	5018212
Laptop Workstation	LP1626	1	5018247
Laptop Workstation	LP1628	1	5018328
Laptop Workstation	LP1630	1	5018282
Laptop Workstation	LP1631	1	5018286
Laptop Workstation	LP1625	1	5018227
Laptop Workstation	LP1632	1	5018334
Laptop Workstation	LP1633	1	5018323
Tablet Surface Pro 3	T 1089	1	5021426
Tablet Surface Pro 3	T 1088	1	5021428
Tablet Surface Pro 3	T 1013	1	5021461
Tablet Surface Pro 3	T 1067	1	5021471
Tablet Surface Pro 3	T 1090	1	5021475
Tablet Surface Pro 3	T 1069	1	5021511
Tablet Surface Pro 3	T 1073	1	5021515
Tablet Surface Pro 3	T 1098	1	5021589
Tablet Surface Pro 3	T 1097	1	5021590
Tablet Surface Pro 3	T 1096	1	5021591
Tablet Surface Pro 3	T 1095	1	5021592
Tablet Surface Pro 3	T 1094	1	5021593
Tablet Surface Pro 3	T 1093	1	5021594
Tablet Surface Pro 3	T 1092	1	5021595
Tablet Surface Pro 3	T 1091	1	5021596
Tablet Surface Pro 3	T 1099	1	5021597
Tablet Surface Pro 3	T 1100	1	5021598
Tablet Surface Pro 3	T 1101	1	5021599
Tablet Surface Pro 3	T 1102	1	5021600
Tablet Surface Pro 3	T 1103	1	5021601
Tablet Surface Pro 3	T 1106	1	5021604
Tablet Surface Pro 3	T 1107	1	5021605
Tablet Surface Pro 3	T 1108	1	5021606
Tablet Surface Pro 3	T 1110	1	5021607

**GOVERNMENT-FURNISHED PROPERTY/EQUIPMENT  
(Continued)**

<b>OTHER EQUIPMENT</b>	<b>QTY</b>	<b>ID#</b>
Binder, Electric (005421)	1	2735152
Fax Machine	1	5020748
Hole Punch, Electric	1	5015695
Pencil Sharpener, Electric	1	11442
Postage Machine, Pitney Bowes	1	
Postage Scale, Pitney Bowes	1	
Scale, weight, floor model	1	
Shredder HSM 386.2	1	
Time and Date Stamp Machine	1	5016027
Ricoh Multi-Function Device (Print, Scan, Fax, Copy)	1	Leased
Xerox Color Qube 9302 (Mail Room)	1	5020901
52-Inch Sharp Monitor with Remote	1	5019443
HTC One (M8) Phone	9	
Microsoft Lumia 950 Phone	1	
Secure ID Tokens	23	

The following software is provided to the Management and Technical Support Services contractor to support the Department of Energy, Strategic Petroleum Reserve.

<b>PART DESCRIPTION</b>	<b>CUSTOM DEVELOPMENT/COMMERCIAL OFF THE SHELF</b>	<b>swinstall</b>
Adobe Acrobat Professional 9	COTS	Local
Adobe Acrobat Standard 9	COTS	CITRIX
Adobe Illustrator CS3	COTS	Local
Adobe Reader	COTS	CITRIX
AT&T Communications Manager 7.00.0058	COTS	Local
Cisco System VPN Client 4.0 Rel	COTS	Local
Compose 4.02	COTS	Local
Entrust 7.0 w/ICE, Version 1.0	COTS	Local
FDS Oracle JInitiator, Version 1.3.1.22	Custom Application	CITRIX
FlashPoint	COTS	Local
Internet Explorer	COTS	CITRIX
K2 Black Pearl	COTS	Local
K2.net Studio	COTS	CITRIX
OmniPage 16 Professional	COTS	Local
PaperPort	COTS	Local
ScoreCard Web Client	COTS	CITRIX
PDF Converter 2 for Microsoft Word	COTS	Local
Photoshop Elements Version 8.0	COTS	CITRIX
Printing & Publication Automated Field Input 10/05	COTS	Local
Printing & Publishing 3 Year Site Plans	COTS	Local
Project 2010	COTS	CITRIX
Quality Companion Version 3.2 (Quantity 1)	COTS	CITRIX
Redax 2.5	COTS	Local
SAP	COTS	CITRIX
SharePoint Designer 2010	COTS	Local
Shipment Mobility Accountability	COTS	CITRIX

PART DESCRIPTION	CUSTOM DEVELOPMENT/COMMERCIAL OFF THE SHELF	swinstall
Collection System		
Visio 2010	COTS	CITRIX
Visual Studio 2005 Team Edition Software Developer	COTS	Local
PADS – Oracle JInitiator 1.3.1.26	Custom Application	CITRIX
BEARS	Custom Application	CITRIX
CCTA – Construction Cost Tracking Application 3.0	Custom Application	CITRIX
Departmental Audit Report Tracking 3.0 (DARTS)	Custom Application	CITRIX
CONCUR	Custom Application	CITRIX
MINITAB 15	Custom Application	CITRIX
Records Management (RMS)	Custom Application	CITRIX
STARS – Oracle JInitiator 1.3.1.26	Custom Application	CITRIX
STRIPES	Custom Application	CITRIX
Task Identification Planning Sheet 2.4 (TIPS)	Custom Application	CITRIX
SCCM	COTS	Local
Windows 7	COTS	Local
Windows 8.1	COTS	Local
Windows 10	COTS	Local
Office 365	COTS	Cloud
Advance Threat Pulse	COTS	Local
Intune	COTS	Local



**SECTION J**  
**ATTACHMENT 3**  
**APPLICABLE DIRECTIVES**

Documents are available at:

DOE Directives at: <https://www.directives.doe.gov>.

SPRPMO Directives at: [http://www.spr.doe.gov/SSC\\_ReadingRoom.html](http://www.spr.doe.gov/SSC_ReadingRoom.html)

<u>Document/Directive</u>	<u>Date</u>	<u>Title</u>
DOE O 142.3A	10/14/10	Unclassified Foreign Visits and Assignments
DOE O 150.1A	03/31/14	Continuity Programs
DOE O 442.2	7/29/11	Differing Professional Opinions for Technical Issues involving ES&H Technical Concerns
DOE O 470.4B Chg. 1	07/21/11 02/15/13	Safeguards and Security Program
DOE O 471.3 Admin Chg. 1	04/09/03 01/13/11	Identifying and Protection Official Use Only Information
DOE M 471.3-1 Admin Chg. 1	04/09/03 01/13/11	Manual for Identifying and Protecting Official Use Only Information
DOE O 472.2 Admin Chg. 1 Chg. 1	07/21/11 10/08/13 07/09/14	Personnel Security
DOE O 475.2B	10/03/14	Identifying Classified Information
DOE O 580.1A Adm. Chg. 1	03/30/12 10/22/12	Personal Property Management Program
SPRPMO O 206.4A	02/02/15	Background Checks and Badging
SPRPMO O 210.1A	09/22/06	Milestone Control
SPRPMO O 440.4	08/16/07	Policy on Preventing Workplace Violence
SPRPMO O 470.4A	03/14/16	SPRPMO Security Order
SPRPMO O 471.2	01/08/14	Reporting Security Incidents (Including Cyber Security)

**SECTION J**

**ATTACHMENT 4**

**SERVICE CONTRACT LABOR STANDARDS  
(SCLS) WAGE DETERMINATION**

The SCLS Wage Determination (WD) applicable to this Management and Technical Support Services Task Order for the period November 1, 2016 through October 31, 2017, is: WD No: 2015-5189, Revision No. 2, dated 12/29/15. (WD attached)

*(Note: FAR 22.1012-1, Prevailing Wage Determinations, is applicable to this task order and, if required, the WD cited above may be revised.)*

A revised WD will be incorporated annually into the task order by bilateral modification for subsequent periods.

WD 15-5189 (Rev.-2) was first posted on www.wdol.gov on 01/05/2016

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REGISTER OF WAGE DETERMINATIONS UNDER		U.S. DEPARTMENT OF LABOR
THE SERVICE CONTRACT ACT		EMPLOYMENT STANDARDS ADMINISTRATION
By direction of the Secretary of Labor		WAGE AND HOUR DIVISION
		WASHINGTON D.C. 20210

Daniel W. Simms	Division of		Wage Determination No.: 2015-5189
Director	Wage Determinations		Revision No.: 2
			Date Of Revision: 12/29/2015

Note: Under Executive Order (EO) 13658, an hourly minimum wage of \$10.15 for calendar year 2016 applies to all contracts subject to the Service Contract Act for which the solicitation was issued on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.15 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in calendar year 2016. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts).

State: Louisiana

Area: Louisiana Parishes of Jefferson, Orleans, Plaquemines, Saint John The Baptist, St Bernard, St Charles, St Tammany

\*\*Fringe Benefits Required Follow the Occupational Listing\*\*

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		14.15
01012 - Accounting Clerk II		15.88
01013 - Accounting Clerk III		17.77
01020 - Administrative Assistant		23.95
01035 - Court Reporter		20.99
01041 - Customer Service Representative I		10.56
01042 - Customer Service Representative II		11.88
01043 - Customer Service Representative III		12.95
01051 - Data Entry Operator I		12.14
01052 - Data Entry Operator II		13.68
01060 - Dispatcher, Motor Vehicle		18.12
01070 - Document Preparation Clerk		13.09
01090 - Duplicating Machine Operator		13.09
01111 - General Clerk I		11.35
01112 - General Clerk II		12.39
01113 - General Clerk III		14.07
01120 - Housing Referral Assistant		21.88
01141 - Messenger Courier		12.11
01191 - Order Clerk I		12.14
01192 - Order Clerk II		14.29
01261 - Personnel Assistant (Employment) I		15.04
01262 - Personnel Assistant (Employment) II		18.12
01263 - Personnel Assistant (Employment) III		19.97
01270 - Production Control Clerk		22.44
01290 - Rental Clerk		14.11
01300 - Scheduler, Maintenance		17.56
01311 - Secretary I		17.56
01312 - Secretary II		19.49

01313	- Secretary III	21.88
01320	- Service Order Dispatcher	16.02
01410	- Supply Technician	23.95
01420	- Survey Worker	15.82
01460	- Switchboard Operator/Receptionist	11.58
01531	- Travel Clerk I	12.84
01532	- Travel Clerk II	13.72
01533	- Travel Clerk III	14.48
01611	- Word Processor I	13.92
01612	- Word Processor II	15.62
01613	- Word Processor III	17.47
05000	- Automotive Service Occupations	
05005	- Automobile Body Repairer, Fiberglass	19.97
05010	- Automotive Electrician	18.40
05040	- Automotive Glass Installer	17.20
05070	- Automotive Worker	17.20
05110	- Mobile Equipment Servicer	14.80
05130	- Motor Equipment Metal Mechanic	9.45
05160	- Motor Equipment Metal Worker	17.20
05190	- Motor Vehicle Mechanic	19.45
05220	- Motor Vehicle Mechanic Helper	13.61
05250	- Motor Vehicle Upholstery Worker	16.02
05280	- Motor Vehicle Wrecker	17.20
05310	- Painter, Automotive	18.40
05340	- Radiator Repair Specialist	17.20
05370	- Tire Repairer	12.66
05400	- Transmission Repair Specialist	19.45
07000	- Food Preparation And Service Occupations	
07010	- Baker	11.75
07041	- Cook I	10.28
07042	- Cook II	12.10
07070	- Dishwasher	8.36
07130	- Food Service Worker	8.66
07210	- Meat Cutter	12.69
07260	- Waiter/Waitress	8.62
09000	- Furniture Maintenance And Repair Occupations	
09010	- Electrostatic Spray Painter	17.41
09040	- Furniture Handler	11.88
09080	- Furniture Refinisher	17.41
09090	- Furniture Refinisher Helper	13.26
09110	- Furniture Repairer, Minor	15.60
09130	- Upholsterer	17.41
11000	- General Services And Support Occupations	
11030	- Cleaner, Vehicles	10.05
11060	- Elevator Operator	10.48
11090	- Gardener	13.50
11122	- Housekeeping Aide	10.48
11150	- Janitor	10.48
11210	- Laborer, Grounds Maintenance	10.59
11240	- Maid or Houseman	9.25
11260	- Pruner	9.35
11270	- Tractor Operator	12.72
11330	- Trail Maintenance Worker	10.59
11360	- Window Cleaner	11.94
12000	- Health Occupations	
12010	- Ambulance Driver	16.92
12011	- Breath Alcohol Technician	17.87
12012	- Certified Occupational Therapist Assistant	22.37
12015	- Certified Physical Therapist Assistant	24.61
12020	- Dental Assistant	14.68

12025 - Dental Hygienist	29.85
12030 - EKG Technician	22.78
12035 - Electroneurodiagnostic Technologist	22.78
12040 - Emergency Medical Technician	16.92
12071 - Licensed Practical Nurse I	15.96
12072 - Licensed Practical Nurse II	17.87
12073 - Licensed Practical Nurse III	19.90
12100 - Medical Assistant	13.34
12130 - Medical Laboratory Technician	17.46
12160 - Medical Record Clerk	14.80
12190 - Medical Record Technician	17.74
12195 - Medical Transcriptionist	14.87
12210 - Nuclear Medicine Technologist	32.17
12221 - Nursing Assistant I	10.76
12222 - Nursing Assistant II	12.10
12223 - Nursing Assistant III	13.21
12224 - Nursing Assistant IV	14.82
12235 - Optical Dispenser	15.67
12236 - Optical Technician	13.07
12250 - Pharmacy Technician	15.02
12280 - Phlebotomist	14.69
12305 - Radiologic Technologist	24.38
12311 - Registered Nurse I	26.17
12312 - Registered Nurse II	33.59
12313 - Registered Nurse II, Specialist	33.59
12314 - Registered Nurse III	40.65
12315 - Registered Nurse III, Anesthetist	40.65
12316 - Registered Nurse IV	48.72
12317 - Scheduler (Drug and Alcohol Testing)	21.85
12320 - Substance Abuse Treatment Counselor	12.89
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	18.40
13012 - Exhibits Specialist II	22.61
13013 - Exhibits Specialist III	27.58
13041 - Illustrator I	18.40
13042 - Illustrator II	22.61
13043 - Illustrator III	27.58
13047 - Librarian	24.54
13050 - Library Aide/Clerk	13.00
13054 - Library Information Technology Systems Administrator	22.16
13058 - Library Technician	14.21
13061 - Media Specialist I	16.00
13062 - Media Specialist II	17.89
13063 - Media Specialist III	19.95
13071 - Photographer I	14.95
13072 - Photographer II	17.10
13073 - Photographer III	21.18
13074 - Photographer IV	25.92
13075 - Photographer V	31.36
13090 - Technical Order Library Clerk	11.77
13110 - Video Teleconference Technician	19.17
14000 - Information Technology Occupations	
14041 - Computer Operator I	15.55
14042 - Computer Operator II	17.39
14043 - Computer Operator III	19.40
14044 - Computer Operator IV	21.56
14045 - Computer Operator V	23.86
14071 - Computer Programmer I	(see 1) 21.79
14072 - Computer Programmer II	(see 1) 25.53

14073 - Computer Programmer III	(see 1)	
14074 - Computer Programmer IV	(see 1)	
14101 - Computer Systems Analyst I	(see 1)	
14102 - Computer Systems Analyst II	(see 1)	
14103 - Computer Systems Analyst III	(see 1)	
14150 - Peripheral Equipment Operator		15.55
14160 - Personal Computer Support Technician		21.56
14170 - System Support Specialist		27.26
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		28.11
15020 - Aircrew Training Devices Instructor (Rated)		35.65
15030 - Air Crew Training Devices Instructor (Pilot)		40.77
15050 - Computer Based Training Specialist / Instructor		28.12
15060 - Educational Technologist		23.29
15070 - Flight Instructor (Pilot)		40.77
15080 - Graphic Artist		21.54
15085 - Maintenance Test Pilot, Fixed, Jet/Prop		33.87
15086 - Maintenance Test Pilot, Rotary Wing		33.87
15088 - Non-Maintenance Test/Co-Pilot		33.87
15090 - Technical Instructor		19.91
15095 - Technical Instructor/Course Developer		24.35
15110 - Test Proctor		16.06
15120 - Tutor		16.06
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations		
16010 - Assembler		10.38
16030 - Counter Attendant		10.38
16040 - Dry Cleaner		12.95
16070 - Finisher, Flatwork, Machine		10.38
16090 - Presser, Hand		10.38
16110 - Presser, Machine, Drycleaning		10.38
16130 - Presser, Machine, Shirts		10.38
16160 - Presser, Machine, Wearing Apparel, Laundry		10.38
16190 - Sewing Machine Operator		13.81
16220 - Tailor		14.65
16250 - Washer, Machine		11.24
19000 - Machine Tool Operation And Repair Occupations		
19010 - Machine-Tool Operator (Tool Room)		20.28
19040 - Tool And Die Maker		25.98
21000 - Materials Handling And Packing Occupations		
21020 - Forklift Operator		15.39
21030 - Material Coordinator		23.00
21040 - Material Expediter		23.00
21050 - Material Handling Laborer		14.29
21071 - Order Filler		10.73
21080 - Production Line Worker (Food Processing)		15.39
21110 - Shipping Packer		14.45
21130 - Shipping/Receiving Clerk		14.45
21140 - Store Worker I		9.04
21150 - Stock Clerk		13.39
21210 - Tools And Parts Attendant		15.39
21410 - Warehouse Specialist		15.39
23000 - Mechanics And Maintenance And Repair Occupations		
23010 - Aerospace Structural Welder		26.66
23019 - Aircraft Logs and Records Technician		20.61
23021 - Aircraft Mechanic I		25.04
23022 - Aircraft Mechanic II		26.66
23023 - Aircraft Mechanic III		28.30
23040 - Aircraft Mechanic Helper		17.51
23050 - Aircraft, Painter		19.44
23060 - Aircraft Servicer		20.61

23070 - Aircraft Survival Flight Equipment Technician	19.44
23080 - Aircraft Worker	22.15
23091 - Aircrew Life Support Equipment (ALSE) Mechanic I	22.15
23092 - Aircrew Life Support Equipment (ALSE) Mechanic II	25.04
23110 - Appliance Mechanic	18.79
23120 - Bicycle Repairer	12.66
23125 - Cable Splicer	25.50
23130 - Carpenter, Maintenance	18.92
23140 - Carpet Layer	18.12
23160 - Electrician, Maintenance	23.51
23181 - Electronics Technician Maintenance I	25.64
23182 - Electronics Technician Maintenance II	27.58
23183 - Electronics Technician Maintenance III	29.54
23260 - Fabric Worker	16.74
23290 - Fire Alarm System Mechanic	19.36
23310 - Fire Extinguisher Repairer	16.03
23311 - Fuel Distribution System Mechanic	22.76
23312 - Fuel Distribution System Operator	16.80
23370 - General Maintenance Worker	16.43
23380 - Ground Support Equipment Mechanic	25.04
23381 - Ground Support Equipment Servicer	20.60
23382 - Ground Support Equipment Worker	22.15
23391 - Gunsmith I	16.03
23392 - Gunsmith II	18.85
23393 - Gunsmith III	21.72
23410 - Heating, Ventilation And Air-Conditioning Mechanic	20.14
23411 - Heating, Ventilation And Air Conditioning Mechanic (Research Facility)	21.45
23430 - Heavy Equipment Mechanic	20.23
23440 - Heavy Equipment Operator	18.24
23460 - Instrument Mechanic	24.27
23465 - Laboratory/Shelter Mechanic	20.28
23470 - Laborer	11.46
23510 - Locksmith	19.32
23530 - Machinery Maintenance Mechanic	22.56
23550 - Machinist, Maintenance	21.69
23580 - Maintenance Trades Helper	13.26
23591 - Metrology Technician I	24.27
23592 - Metrology Technician II	25.85
23593 - Metrology Technician III	27.43
23640 - Millwright	23.61
23710 - Office Appliance Repairer	17.58
23760 - Painter, Maintenance	18.14
23790 - Pipefitter, Maintenance	22.42
23810 - Plumber, Maintenance	21.03
23820 - Pneudraulic Systems Mechanic	21.72
23850 - Rigger	18.57
23870 - Scale Mechanic	18.85
23890 - Sheet-Metal Worker, Maintenance	20.43
23910 - Small Engine Mechanic	18.40
23931 - Telecommunications Mechanic I	23.21
23932 - Telecommunications Mechanic II	24.72
23950 - Telephone Lineman	21.06
23960 - Welder, Combination, Maintenance	21.10
23965 - Well Driller	21.72
23970 - Woodcraft Worker	21.72
23980 - Woodworker	16.03

24000 - Personal Needs Occupations	
24550 - Case Manager	13.30
24570 - Child Care Attendant	9.58
24580 - Child Care Center Clerk	12.73
24610 - Chore Aide	8.75
24620 - Family Readiness And Support Services Coordinator	13.30
24630 - Homemaker	14.78
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	20.18
25040 - Sewage Plant Operator	17.40
25070 - Stationary Engineer	20.18
25190 - Ventilation Equipment Tender	13.55
25210 - Water Treatment Plant Operator	17.40
27000 - Protective Service Occupations	
27004 - Alarm Monitor	14.66
27007 - Baggage Inspector	11.56
27008 - Corrections Officer	14.48
27010 - Court Security Officer	15.03
27030 - Detection Dog Handler	14.47
27040 - Detention Officer	14.48
27070 - Firefighter	15.49
27101 - Guard I	11.56
27102 - Guard II	14.47
27131 - Police Officer I	18.29
27132 - Police Officer II	20.32
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	12.44
28042 - Carnival Equipment Repairer	13.54
28043 - Carnival Worker	9.15
28210 - Gate Attendant/Gate Tender	13.10
28310 - Lifeguard	12.10
28350 - Park Attendant (Aide)	14.66
28510 - Recreation Aide/Health Facility Attendant	10.70
28515 - Recreation Specialist	15.16
28630 - Sports Official	11.68
28690 - Swimming Pool Operator	16.95
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	19.98
29020 - Hatch Tender	19.98
29030 - Line Handler	19.98
29041 - Stevedore I	18.48
29042 - Stevedore II	21.48
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	36.49
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	25.17
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	27.71
30021 - Archeological Technician I	19.63
30022 - Archeological Technician II	21.96
30023 - Archeological Technician III	27.09
30030 - Cartographic Technician	27.22
30040 - Civil Engineering Technician	24.02
30051 - Cryogenic Technician I	28.19
30052 - Cryogenic Technician II	31.15
30061 - Drafter/CAD Operator I	19.63
30062 - Drafter/CAD Operator II	21.96
30063 - Drafter/CAD Operator III	24.49
30064 - Drafter/CAD Operator IV	30.13
30081 - Engineering Technician I	16.09
30082 - Engineering Technician II	18.05



30083 - Engineering Technician III	20.19
30084 - Engineering Technician IV	25.02
30085 - Engineering Technician V	30.61
30086 - Engineering Technician VI	37.03
30090 - Environmental Technician	22.92
30095 - Evidence Control Specialist	25.46
30210 - Laboratory Technician	24.38
30221 - Latent Fingerprint Technician I	28.19
30222 - Latent Fingerprint Technician II	31.15
30240 - Mathematical Technician	27.22
30361 - Paralegal/Legal Assistant I	20.64
30362 - Paralegal/Legal Assistant II	26.00
30363 - Paralegal/Legal Assistant III	31.81
30364 - Paralegal/Legal Assistant IV	38.48
30375 - Petroleum Supply Specialist	31.15
30390 - Photo-Optics Technician	27.22
30395 - Radiation Control Technician	31.15
30461 - Technical Writer I	22.62
30462 - Technical Writer II	27.67
30463 - Technical Writer III	35.20
30491 - Unexploded Ordnance (UXO) Technician I	23.19
30492 - Unexploded Ordnance (UXO) Technician II	28.06
30493 - Unexploded Ordnance (UXO) Technician III	33.63
30494 - Unexploded (UXO) Safety Escort	23.19
30495 - Unexploded (UXO) Sweep Personnel	23.19
30501 - Weather Forecaster I	28.19
30502 - Weather Forecaster II	34.31
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2) 24.49
30621 - Weather Observer, Senior	(see 2) 26.36
31000 - Transportation/Mobile Equipment Operation Occupations	
31010 - Airplane Pilot	28.06
31020 - Bus Aide	9.90
31030 - Bus Driver	14.93
31043 - Driver Courier	13.45
31260 - Parking and Lot Attendant	8.81
31290 - Shuttle Bus Driver	14.76
31310 - Taxi Driver	10.84
31361 - Truckdriver, Light	14.76
31362 - Truckdriver, Medium	16.07
31363 - Truckdriver, Heavy	18.96
31364 - Truckdriver, Tractor-Trailer	18.96
99000 - Miscellaneous Occupations	
99020 - Cabin Safety Specialist	13.68
99030 - Cashier	8.86
99050 - Desk Clerk	10.82
99095 - Embalmer	19.51
99130 - Flight Follower	23.19
99251 - Laboratory Animal Caretaker I	10.98
99252 - Laboratory Animal Caretaker II	12.07
99260 - Marketing Analyst	22.91
99310 - Mortician	27.18
99410 - Pest Controller	14.18
99510 - Photofinishing Worker	12.47
99710 - Recycling Laborer	15.36
99711 - Recycling Specialist	19.56
99730 - Refuse Collector	13.86
99810 - Sales Clerk	11.60
99820 - School Crossing Guard	10.50
99830 - Survey Party Chief	22.37

99831 - Surveying Aide	16.53
99832 - Surveying Technician	20.33
99840 - Vending Machine Attendant	12.18
99841 - Vending Machine Repairer	16.52
99842 - Vending Machine Repairer Helper	12.18

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.27 per hour or \$170.80 per week or \$740.13 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor, 3 weeks after 8 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (See 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

\*\* HAZARDOUS PAY DIFFERENTIAL \*\*

An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving re-grading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

\*\* UNIFORM ALLOWANCE \*\*

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

\*\* SERVICE CONTRACT ACT DIRECTORY OF OCCUPATIONS \*\*

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition (Revision 1), dated September 2015, unless otherwise indicated.

\*\* REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE, Standard Form 1444 (SF-1444) \*\*

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination (See 29 CFR 4.6(b)(2)(i)). Such conforming procedures shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees (See 29 CFR 4.6(b)(2)(ii)). The Wage and Hour Division shall make a final determination of conformed classification, wage rate, and/or fringe benefits which shall be paid to all employees performing in the classification from the first day of work on which contract work is performed by them in the classification. Failure to pay such unlisted employees the compensation agreed upon by the interested parties and/or fully determined by the Wage and Hour Division retroactive to the date such class of employees commenced contract work shall be a violation of the Act and this contract. (See 29 CFR 4.6(b)(2)(v)). When multiple wage determinations are included in a contract, a separate SF-1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order the proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the U.S. Department of Labor, Wage and Hour Division, for review (See 29 CFR 4.6(b)(2)(ii)).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour Division's decision to the contractor.
- 6) Each affected employee shall be furnished by the contractor with a written copy of such determination or it shall be posted as a part of the wage determination (See 29 CFR 4.6(b)(2)(iii)).

Information required by the Regulations must be submitted on SF-1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" should be used to compare job definitions to ensure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination (See 29 CFR 4.152(c)(1)).

**SECTION J**  
**ATTACHMENT 5**  
**DELIVERABLES**

<b>Deliverable</b>	<b>Due Date</b>
Monthly Financial Executive Summary	20th of each month
Monthly Travel Report	15th of each month
Annual Benchmarking Report	April 15
Project Assessment Briefing (PAB) Report & Presentation	3rd Tuesday of each month
Financial Plan Analysis	20th of each month
Monthly and Annual Operating Cost per Barrel	20th of each month
Monthly Obligation Status Report	20th of each month
Annual Operating Plan	August 15
Annual non-M&O Budget Request	January 30
Monthly Management Status Report	15th of each month
Monthly M&O Funding Status Report	20th of each month
Construction Work in Progress Report	15th workday of the month
Project Assessment Briefing Presentation	3rd Tuesday of the month
Development and Distribution of Project Assessment Briefing Book	Draft PAB submitted 3 business days prior to briefing. Final PAB submitted 1 business day prior to briefing.
Organize, publish, and distribute Program Review materials	Draft Program Review book is distributed to the Project Management Office 2 business days prior to the dry run. Final Program Review book is distributed 3 business days prior to the Program Review presentation to the Project Management Office and distributed 4 business days prior to the Program Review presentation to the Program Office.
M&O Contractor Cost and Performance Report	15th of the month
Audit Report Review System Assignment Matrix	10 business days after the end of the month
Draft Annual Assurance Memorandum	15 business days before the final is required
Draft Management Representation Letters	15 business days before the final is required
Protection Program Plan Review	60 calendar days after received
Security System Project Review	30 calendar days after the review
Process and submit PIV terminations to DOE	2 business days after termination

<b>Deliverable</b>	<b>Due Date</b>
APM Weekly Activity Report	every Monday
Review of Program Documents	Due by the date established by the Director
Meeting Minutes for Technical Assurance Programs	2 business days after meeting
On-site Technical Review & Support Materials	Due by the date established by the Director
PCCB Action Item Report	Due 3 business days after PCCB meeting
Process CMCRs in Workflow	Due 5 business days after receipt
Process Milestone Closeout Change Notices in Workflow	Due 5 business days after closeout notification
Information Management Council Meeting Minutes	Due next business day following the meeting
Information Technology Planning Committee Meeting Minutes	Due next business day following the meeting
Network Availability Analysis Workflow Entry	Due weekly on Tuesday
Late Workflow Report	Due the last business day of the month
Weekly Status Report in SharePoint	Due weekly on Monday
Project Review Action Items	Due next business day following the meeting
Program Review Action Items	Due next business day following the meeting
Tripartite Action Items	Due next business day following the meeting
Contractor's Estimate Review	Due by the date established by the Director
Public Outreach Plan	October 31
Public Outreach Accomplishments	October 31
Mail Facilities Policies and Procedures	February 28
Continuity of Operations Plan	May 31
Annual Travel & Training Plan	October 1
Quarterly Travel & Training Performance (Actuals)	15th of the month following the end of the quarter
Annual Travel & Training Performance (Fiscal Year Actuals and Contract Year Actuals)	October 31
Annual Conference Attendance Plan	October 31
Project Status Report	Monthly by the 15th
DOE Travel Report	Monthly by the 15th
Initial Draft of the Master Calendar prior to each FY	July 31
Master Calendar for the FY (baseline)	September 30
Printing and Publishing Three-Year Site Plan	Due by date established by HQ
Commercial Printing Plan	Due by date established by HQ
Subcontractor Deliverables	As required by subcontract terms

**U.S. DEPARTMENT OF ENERGY  
REPORTING REQUIREMENTS CHECKLIST**

<p>1. PROGRAM/PROJECT TITLE Management and Technical Support Services</p>	<p>2. IDENTIFICATION NUMBER TBD</p>																																																																																																																								
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<p>6. SPECIAL INSTRUCTIONS (ATTACHMENTS)</p> <table style="width:100%;"> <tr> <td><input checked="" type="checkbox"/> Report Distribution List/Addressees</td> <td><input type="checkbox"/> Analysis Thresholds</td> </tr> <tr> <td><input checked="" type="checkbox"/> Reporting Elements</td> <td><input type="checkbox"/> Work Breakdown Structure</td> </tr> <tr> <td><input type="checkbox"/> Due Dates</td> <td><input type="checkbox"/> Other</td> </tr> </table>		<input checked="" type="checkbox"/> Report Distribution List/Addressees	<input type="checkbox"/> Analysis Thresholds	<input checked="" type="checkbox"/> Reporting Elements	<input type="checkbox"/> Work Breakdown Structure	<input type="checkbox"/> Due Dates	<input type="checkbox"/> Other																																																																																																																		
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<p>7. PREPARED BY (SIGNATURE AND DATE)</p>	<p>8. REVIEWED BY (SIGNATURE AND DATE)</p>																																																																																																																								



## SECTION J

### ATTACHMENT 5

#### REPORTING REQUIREMENTS

##### 1.0 GENERAL

The Strategic Petroleum Reserve Project Management Office will identify Contractor Reporting Requirements. Contractor-generated reports which are natural products from the Contractor's internal management systems and which meet these requirements, may be submitted for approval by the Contracting Officer or his designated representative.

##### 2.0 "COST PLAN" AND "COST MANAGEMENT REPORT" SHALL INCLUDE THE FOLLOWING ITEMS:

- (a) Items 7 and 8 for the Cost Plan and Items 8 and 9 for the Cost Management Report, respectively, shall be reported by Task.

The dollars must be expressed in whole dollars only.

- (b) The cost elements to be reported will be specified in the contract and will include the following as a minimum:

##### Cost Elements:

- Direct Labor Dollars, Regular (by labor category by function).
- Direct Labor Dollars, Premium (by labor category by function).
- Overhead Rates Plus Dollars (application and detail by pool).
- Other Direct Cost Dollars.
- Travel Dollars.
- Training Dollars.
- Subcontract Dollars.
- General and Administrative Dollars.
- Profit Dollars.
- Contract Access Fee Dollars
- Undistributed Budget Dollars.
- Total Task Order Cost.

- (c) Cost elements will be reported consistent with DOE PMO Budget and Reporting (B&R) classification and Budget Cost Center structure. The B&R classification(s) and cost center structure will be identified by the Contracting Officer or his designated representative upon contract award.
- (d) For cost items for which there is a variance, a variance analysis shall be included. Variance analysis shall be in accordance with agreed-to thresholds.

3.0 “LABOR PLAN” AND “LABOR MANAGEMENT REPORT” SHALL INCLUDE THE FOLLOWING ITEMS:

- (a) Items 7 and 8 on the Labor Plan and Items 8 and 9 Labor Management Report, respectively, shall be reported by Task as identified in Section 2.0(a).
- (b) The Contractor shall also prepare and submit the Labor Plan by Organization category, include the following as a minimum:
  - Financial Management
  - Project Control
  - Business Management
  - Technical Management
  - Administrative Support
  - Subcontracts
- (c) Labor elements will be reported consistent with DOE PMO B&R classification and cost center structure. The B&R classification(s) and cost center structure will be identified by the Contracting Officer or his designated representative upon contract award.
- (d) For labor items for which there is a variance, a variance analysis shall be included. Variance analysis shall be in accordance with agreed-to thresholds.

4.0 PROJECT STATUS REPORT

The Contractor will prepare a monthly Project Status Report (PSR). The PSR shall be submitted by the 15th day of each month. In addition, the Contractor will summarize and present the PSR data at the monthly Project Review.

5.0 LINE ITEM PROJECTS

If any Line Item Projects are assigned under this contract, additional reporting requirements may be required; and if so, they will be identified in the Technical Direction.

6.0 OTHER REPORTS

Contractor shall submit such other reports that may be required by DOE.

7.0 DISTRIBUTION OF REPORTS

The following reports are to be provided electronically to the identified recipients:

<b>REPORT DISTRIBUTION LIST</b>	
<b><u>Report</u></b>	<b><u>Recipient</u></b>
Project Management Plan	Contracting Officer Contracting Officer's Representative Program Analyst, Planning and Financial Management Division Contract Specialist
Project Status Report	Contracting Officer Contracting Officer's Representative Program Analyst, Planning and Financial Management Division Contract Specialist
Milestone Schedule/Plan/Status	Contracting Officer Contracting Officer's Representative Program Analyst, Planning and Financial Management Division Contract Specialist
Labor Plan	Contracting Officer Contracting Officer's Representative Program Analyst, Planning and Financial Management Division Contract Specialist

<b>REPORT DISTRIBUTION LIST</b>	
<b><u>Report</u></b>	<b><u>Recipient</u></b>
Cost Plan	<p>Contracting Officer</p> <p>Contracting Officer's Representative</p> <p>Program Analyst, Planning and Financial Management Division</p> <p>Contract Specialist</p>
Labor Management Report	<p>Contracting Officer</p> <p>Contracting Officer's Representative</p> <p>Program Analyst, Planning and Financial Management Division</p> <p>Contract Specialist</p>
Cost Management Report	<p>Contracting Officer</p> <p>Contracting Officer's Representative</p> <p>Program Analyst, Planning and Financial Management Division</p> <p>Contract Specialist</p>
Conference Attendance Plan	<p>Contracting Officer</p> <p>Contracting Officer's Representative</p> <p>Program Analyst, Planning and Financial Management Division</p> <p>Contract Specialist</p>
Property Control Plan	<p>Contracting Officer</p> <p>Contract Specialist</p> <p>Property Administrator</p>

<b>REPORT DISTRIBUTION LIST</b>	
<b><u>Report</u></b>	<b><u>Recipient</u></b>
Quality Control Plan	Contracting Officer Contracting Officer's Representative Program Analyst, Planning and Financial Management Division Contract Specialist
Quality Assurance and Surveillance Plan	Contracting Officer Contracting Officer's Representative Program Analyst, Planning and Financial Management Division Contract Specialist
Safety Plan	Contracting Officer Contracting Officer's Representative Program Analyst, Planning and Financial Management Division Contract Specialist
Travel/ Training Plan	Contracting Officer Contracting Officer's Representative Program Analyst, Planning and Financial Management Division Contract Specialist



5.0 Administrative Support																	
6.0 Special Projects Support																	
<b>TOTAL LABOR</b>																	
12. LABOR EXPRESSED IN:  WHOLE HOURS	13. SIGNATURE OF PROJECT MANGER AND DATE							14. SIGNATURE OF AUTHORIZED FINANCIAL REPRESENTATIVE AND DATE									





<b>5.0 Administrative Support</b>																	
<b>6.0 Special Projects Support</b>																	
<b>TOTAL COSTS</b>																	
12. DOLLARS EXPRESSED IN:  \$(000)	13. SIGNATURE OF PROJECT MANGER AND DATE									14. SIGNATURE OF AUTHORIZED FINANCIAL REPRESENTATIVE AND DATE							



<b>G&amp;A</b>																		
<b>SUBCONTRACT</b>																		
<b>PROFIT</b>																		
<b>CONTRACT ACCESS FEE</b>																		
<b>TOTAL</b>																		
12. DOLLARS EXPRESSED IN:  \$(000)		13. SIGNATURE OF PROJECT MANGER AND DATE									14. SIGNATURE OF AUTHORIZED FINANCIAL REPRESENTATIVE AND DATE							

**U.S. DEPARTMENT OF ENERGY  
LABOR MANAGEMENT REPORT  
DIRECT PRODUCTIVE MAN-HOURS (DPMH)**

1. TITLE				2. REPORTING PERIOD				3. IDENTIFICATION NUMBER						
4. CONTRACTOR NAME AND ADDRESS				5. LABOR PLAN DATE				6. START DATE						
								7. CONTRACT COMPLETION DATE						
8. ELEMENT CODE	9. REPORTING CATEGORY  PROJECT	10. LABOR EXPENDED				11. ESTIMATED LABOR EXPENDITURES						12. TOTAL CONTRACT	13. VARIANCE	
		Reporting Period		Cumulative to Date		a. Subsequent Reporting Period	b. Balance Fiscal Year	c. Future Fiscal Years			d. Subsequent FY to Comp			e. Total Forecast
		a. Actual	b. Plan	a. Actual	b. Plan			(1) FY '	(2) FY '	(3) FY '				
1.0	Financial Management Support													
2.0	Project Controls and Reporting Support													
3.0	Business Management Support													
4.0	Technical Management													

	Support													
5.0	Administrative Support													
6.0	Special Project Support													
<b>TOTAL</b>														

15. Labor Expressed in:  
 Whole Hours

16. Signature of Contractor's Project Manager and Date

**U.S. DEPARTMENT OF ENERGY  
COST MANAGEMENT REPORT**

1. CONTRACTOR IDENTIFICATION				2. REPORTING PERIOD				3. IDENTIFICATION NUMBER						
4. CONTRACTOR NAME AND ADDRESS				5. COST PLAN DATE				6. START DATE						
								7. CONTRACT COMPLETION DATE						
8. ELEMENT  CODE	9. REPORTING CATEGORY  COST ELEMENT	10. COST				11. ESTIMATED COST						12. TOTAL  CONTRACT	13.  VARIANCE	
		Reporting Period		Cumulative to Date		a. Subsequent Reporting Period	b. Balance Fiscal Year	c. Future Fiscal Years			d. Subsequent FY to Comp			e. Total Contract
		a. Actual	b. Plan	a. Actual	b. Plan			(1)  FY	(2)  FY	(3)  FY				
	DIRECT LABOR													
	FRINGE BENEFITS													
	OTHER DIRECT COST													
	TRAVEL													
	TRAINING													
	G&A													
	SUBTOTAL													
	SUBCONTRACT													
	SUBTOTAL													

	CONTRACT ACCESS FEE													
	PROFIT													
<b>TOTAL</b>														
15. Dollars Expressed in:  Thousands (000)			16. Signature of Contractor's Project Manager and Date						17. Signature of Contractor's Authorized Financial Representative and Date					

**SECTION J**  
**ATTACHMENT 5**  
**REPORTING REQUIREMENTS**  
**MANAGEMENT PLAN**

1.0 GENERAL

The Contractor shall submit a Management Plan which meets the requirements of the outline below. Should significant changes to Management Plan information occur, updates to the Plan shall be submitted by the Contractor.

The "Management Plan" describes the Contractor's approach to performing the effort and producing the products identified in the contract and the technical, schedule, cost and financial management control systems to be used to manage that performance. The Plan must be sufficiently comprehensive to describe the planned execution, management, and results of the work. The Contractor may reference and attach existing materials (e.g., company personnel management procedures) as appropriate.

2.0 MANAGEMENT PLAN OUTLINE

Following is an outline covering the minimum necessary information to be addressed by the Contractor.

**MANAGEMENT PLAN OUTLINE**

- I. EXECUTIVE SUMMARY
- II. INTRODUCTION/BACKGROUND
- III. PLANNED ACCOMPLISHMENTS
  - A. Technical
  - B. Schedule
  - C. Cost
  - D. Financial
- IV. MANAGEMENT SYSTEMS AND CONTROL DESCRIPTION
  - A. Planning
  - B. Budgeting
  - C. Accounting
  - D. Organization
  - E. Analytical Procedures and Systems



## V. ADMINISTRATIVE SYSTEMS AND CONTROLS DESCRIPTION

- |                      |                           |
|----------------------|---------------------------|
| A. Security          | E. Procurement            |
| B. Health and Safety | F. Information Technology |
| C. Personnel         | G. Subcontractor Controls |
| D. Legal             | H. Other                  |

### 3.0 SPECIAL EMPHASIS

Within the Management Plan, the Contractor shall provide special emphasis on the following:

- (a) Chart of the Contractor organization showing all positions, lines of authority, and subcontractors. This shall include:
  - (1) A responsibility matrix which shall be developed and included as indicated in Paragraph 3(e) below. A narrative shall be provided describing this matrix.
  - (2) The identification of the responsibility and authority of the Project Manager. This shall include a narrative describing authority of the Project Manager for control over interdepartmental work transfers and subcontracts and personnel under direct control. A description of the process to be followed by the Project Manager in obtaining decisions beyond his authority and in resolving priority conflicts for resources not under direct control of the project shall be required.
- (b) Policy for assuring continuity of the SPR Staff.
- (c) Contractor Work Breakdown Structure.

The Contractor Work Breakdown Structure (CWBS) shall be further expansion of the SPR Project Summary Work Breakdown Structure (PSWBS). To the extent possible, the Contractor shall provide a product-oriented breakdown to the terminal WBS level, below which will be the associated cost accounts and work packages that identify the detailed efforts, resources, and schedules. The Contractor shall develop, along with the CWBS, a CWBS/Organizational matrix assigning all elements of the CWBS to the responsible internal functional organizations and subcontracts. The Contractor shall submit the CWBS to the DOE Contracting Officer for review and approval. The budgeting and reporting of costs by the Contractor shall be consistent with the existing PSWBS and current DOE budget and reporting codes/classifications. The following documents are to be used for reference:

- (1) DOE/MA-0295, Work Breakdown Structure Guide.
- (2) DOE-PMO Budget and Reporting Classification and Budget Line item Structure.

A WBS Dictionary shall be submitted in accordance with the aforementioned references for WBS Guidelines.

This section shall include management system implementation schedule and description of systems/processes to be used to manage and control this effort.

- (d) Procedure for estimating, assigning resources to, and controlling contract work on a task basis. The Contractor shall define the hardware, software, and technical services to be used in project control.
- (e) Procedure for assuring the quality of the contract deliverables. The Management Plan must specify the documents to be delivered under this contract. The Plan will identify the individual responsible for each deliverable along with the procedures to be used in producing the deliverables.
- (f) The Contractor shall prepare and submit a Quality Assurance Program Plan for all work under this contract.
- (g) The Contractor shall prepare and submit a Quality Assurance Surveillance Plan for all work under this contract.
- (h) Health and Safety Plan. Plan must be conducive to establishing a safe work environment and must include processes for handling health and safety issues.
- (i) Written Property Control System. A written property control system to control protect, preserve, and maintain Government-Furnished Property/ Government- Furnished Property/equipment in accordance with the requirements of FAR 45.502(a).

#### 4.0 DISTRIBUTION AND NUMBER OF REPORTS

The number of copies of the Management Plan and the distribution of copies as listed in Report Distribution List.

**SECTION J**  
**ATTACHMENT 5**  
**REPORTING REQUIREMENTS**  
**SCHEDULES AND COST MANAGEMENT**

1.0 GENERAL

Scheduling and Cost Requirements

(a) Purpose

The Contractor is required to implement and maintain planning and cost controls which meet the criteria specified herein.

(b) Objective

The controls are intended to assure that all work is adequately planned and scheduled such that certain critical need dates established by DOE are met; all interfaces, constraints, and assumptions are clearly identified for the Contractor and SPRPMO management; and adequate control and reporting of all activities is accomplished.

The SPR retains the authority to change milestones. These changes shall be incorporated by the Contractor into his schedules and lower tier Sub-Contractor schedules on the occurrence of notification of change from the Contracting Officer's Representative (COR). The Contractor shall notify the COR of any potential impact to any SPR major milestones at that time. Any Contractor-proposed changes shall be submitted to the COR for review and approval prior to adoption and/or implementation.

- (c) The Contractor shall prepare the "Milestone Schedule Plan/Status Report" and the companion "Milestone Log" in accordance with SPRPMO O 210.1A, *Milestone Control*. The "Milestone Schedule Plan/Status Report" is a dual purpose form to be used first as a baseline plan and then as a status report. When used as the "Milestone Schedule Plan," it establishes the Contractor's time schedule for accomplishing the planned events and milestones for each reporting category identified in the contract. It encompasses each line item, task, or Work Breakdown Structure (WBS) element required by the contractual agreement for inclusion in the plan.

(d) References

The following references incorporated herein shall be used in the planning and scheduling controls specified:

- (1) SPRPMO O 210.1Chg 1, *Milestone Control*

2.0 “MILESTONE SCHEDULE PLAN/STATUS REPORT”

An “SPR specific example” of this report follows. The report (to be stasured at the end of the reporting month and submitted on the 12<sup>th</sup> calendar day of the succeeding month) reflects planned and accomplished events, milestones, slippages, and changes in schedule. It addresses each specified task breakout, project phase, or other work elements required by the contract.

Specific format information follows:

Format Information

- (a) Contract Identification: Enter the Project Title (Strategic Petroleum Reserve).\*
- (b) Reporting Period: Enter the reporting period covered by this report.
- (c) Contract Number: Enter the contract number.\*
- (d) Contractor (Name, Address): Enter the Contractor’s name and address as it appears on the contract.
- (e) Contract Start Date: Enter the contract start date.\*
- (f) Contract Completion Date: Enter the contract completion date.\*
- (g) Identification Number: Assign and enter a unique number (related to the WBS) for each major activity reported.
- (h) Reporting Category: Enter the same contractually specified reporting categories that are on the associated Cost Plan and Management Plan.
- (i) Signature of the Project Manager and Date: Enter signature of responsible Contractor, agency, or organization project manager and date signed verifying the reasonableness of the information furnished, based upon his personal knowledge of the contract’s progress and status.

\*These items need only be entered on the first page of multipage reports.

Charting information and SPR Scheduling Conventions are shown on the following page.

### 3.0 MILESTONE LOG

This companion descriptive log (an SPR specific “example” log follows) contains intermediate events and critical milestones and is submitted along with the Milestone Schedule and Status Report.

Specific format information follows:

#### **HEADER INFORMATION:**

- (a) Contractor: Enter the name and division, if applicable, of the reporting Contractor.
- (b) Contractor Number: Enter the contract number.
- (c) Period Ending: Enter the ending date of the period covered by this report.
- (d) Contract Type: Enter the appropriate contract type: Firm Fixed Price (FFP); Cost Reimbursable (no fee).

#### **REMAINDER OF FORMAT:**

- (e) ID Number: Assign and enter a unique Identification Number for each milestone being reported.
- (f) Milestone: Enter a brief description of each reported major activity.
- (g) Planned Date: Enter the baseline date for completion of the reported major activity.
- (h) Forecast Date: Enter the expected date for completion of the reported major activities.
- (i) Actual Date: Enter the date the activity was completed.

### 4.0 DISTRIBUTION AND NUMBER OF REPORTS

The number of copies of each report and the distribution of reports required by this Task Order are as listed in the Report Distribution List.



11. SIGNATURE OF PARTICIPANT'S PROJECT MANAGER AND DATE				

## MILESTONE SCHEDULE PLAN/STATUS REPORT

### PURPOSE

A dual-purpose format to establish a baseline schedule and indicate performance status for each reporting element identified in the award instrument.

### INSTRUCTIONS

Check the appropriate box to indicate whether the form is being submitted as a plan or a report.

Enter successive months as required. Enter fiscal years in the upper portion of the heading space as appropriate for months. Separate fiscal years by extending vertical line between the months of September and October. Enter schedule data below the fiscal year and month headings and to the right of each element listed in Item 8. Use charting information shown at the end of these instructions.

**Item 1.** Enter the title as it appears in the official document establishing the contractual agreement.\*

**Item 2.** Enter the inclusive start and completion dates for the reporting period when used as a report.\*

**Item 3.** Enter the identification number as it appears in the official establishing document and append the latest modification number.

**Item 4.** Enter the name and address of the Contractor, organization, or agency, as they appear in the contractual agreement.\*

**Item 5.** Enter the official start date of the original contractual agreement.\*

**Item 6.** Enter the official completion date, as of the latest official modification to the contractual agreement.\*

**Item 7.** Enter the element codes relating to the line items, tasks, products, or work breakdown structure elements reported in Item 8.

**Item 8.** Enter the same contractually specified reporting elements that are on the associated "Cost Plan" and "Labor Plan."

**Item 9.** In the lower portion of the space for the item heading, enter the first letter of the month for the first report in the extreme left block.

Note: a. Only one major event may be shown on a single horizontal line.

b. Intermediate events may be shown only with an activity bar or time line. These event symbols are placed above the bar or line and coded. A description of each should be provided in an attachment.

**Item 10.** Based on the participant's best judgment, enter an assessment of actual percentage completed toward meeting the objective of each reporting element listed in Item 8. All schedule variances which exceed established contract thresholds must be explained in the "Status Report."






**Item 11.** Enter signature of responsible Contractor, agency, or organization project manager and date signed verifying validity of the information furnished, based upon the participant's knowledge of the contract's progress and status.

\* These items need only be entered on the first page of multipage reports.

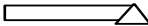
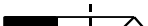






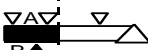


## CHARTING INFORMATION





### Symbols

-  Major event
-  Major event on project critical path
-  Intermediate event (Deliverable, Supporting event, or decision point)
-  Intermediate event completed early or late
-  Proposed schedule deviation (late or early for a major event)

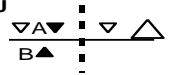
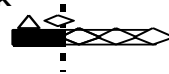
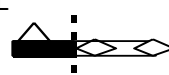
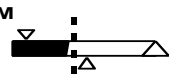
### Examples

- A**  Major event with an activity bar
- B**  Time now and work done
- C**  Schedule deviation (not yet approved)
- D**  First change approved (slippage)
- E**  Improvement, not contractually implemented
- F**  First change approved (Improvement)
- G**  Activity ahead of schedule
- H**  Activity behind schedule
- I**  Late and on time completion of intermediate events A and B, respectively

### Symbols

-  Activity bar
-  Time line
-  Time now
-  Continues beyond time frame shown

### Examples

- J**  Same as example I above except that here a time line is used in place of an activity bar
- K**  Original major event date and four approved changes (all slippages) to this date
- L**  Original major event data and two subsequent approved changes (one improvement to that date)
- M**  Intermediate event schedule deviation

# SCHEDULE LEGEND

## MILESTONE FORECAST

ACTIVITY  
PROGRESS

EARLY

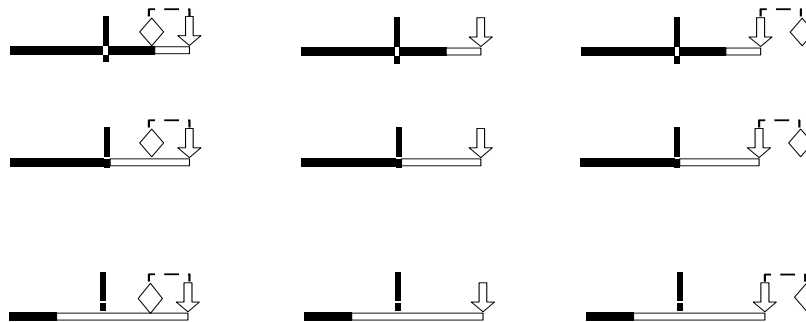
ON TIME

LATE

AHEAD

ON TIME

BEHIND



- ACTIVITY STATUS, MILESTONE FORECAST, AND PHYSICAL PERCENT COMPLETE CONDITIONS ARE REPORTED RELATIVE TO THE SPR PROJECT MASTER SCHEDULE AND ACCOUNTABLE KEY MILESTONES (NOT CONTRACTOR INTERNAL WORK PLANS OR CONTRACT COMPLETION DATES).
- THE ACTIVITY PROGRESS BAR SHOWS THE AMOUNT OF TIME THAT PHYSICAL PROGRESS IS AHEAD OF OR BEHIND PLANNED PROGRESS RELATIVE TO THE "TIME NOW" LINE.
- THE MILESTONE FORECAST SHOWS THE POINT IN TIME WHEN THE MILESTONE IS EXPECTED TO BE REACHED.



## MILESTONE DESCRIPTIONS AND CONTROLLING AUTHORITY



ACCOUNTABLE KEY MILESTONE  
LEVEL 1

DEPUTY ASSISTANT SECRETARY  
FOR PETROLEUM RESERVES



KEY MILESTONE  
LEVEL 2

PROJECT MANAGER



MAJOR MILESTONE  
LEVEL 3

ASSISTANT PROJECT MANAGER



PLANNING  
ACTIVITY



INTERMEDIATE MILESTONE AND  
LOWER LEVEL EVENT

CONTRACTOR MANAGEMENT

**SECTION J**  
**ATTACHMENT 6**  
**KEY PERSONNEL**

(To be completed at Task Order Award)

Name

Title