

SECTION J
ATTACHMENT 1
PERFORMANCE REQUIREMENTS

Performance Objective	Performance Threshold	Method of Surveillance
Quality		
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
Business Relations		
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
Schedule		
Timely submission of Deliverables/Reporting Requirements. (See Section J, Attachment 5)	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 deliverables	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
Key Personnel		
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.

COMPUTER EQUIPMENT	QTY	TAG#
SCANNERS	1	
HP Scan Jet	1	5015460
PRINTERS	5	
Ricoh Q948 B&W	1	Leased
Ricoh Q914 Color	1	Leased
Ricoh Q916 B&W	1	Leased
Xerox ColorQube	1	5020901
HP Printer WQ901	1	5023130
PERSONAL COMPUTING DEVICES	62	
Surface Tablet		5025780
Surface Tablet		5025781
Surface Tablet		5025804
Surface Tablet		5025813
Surface Tablet		5021426
Surface Tablet		5021465
Surface Tablet		5021515
Surface Tablet		5021589
Surface Tablet		5021592
Surface Tablet		5021593
Surface Tablet		5021598
Surface Tablet		5021606
Surface Tablet		5021608
Surface Tablet		5024488
Surface Tablet		5025767
Surface Tablet		5025768
Surface Tablet		5025769
Surface Tablet		5025770
Surface Tablet		5025772
Surface Tablet		5025773
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Surface Tablet		5025779
Surface Tablet		5025792
Surface Tablet		5025793
Surface Tablet		5025801

Surface Tablet		5025805
Surface Tablet		5025828
Surface Tablet		5025829
Surface Book		5027788
Surface Book		5027808
Surface Book		5027832
Surface Book		5027858
Surface Book		5027868
Surface Book		5027869
Surface Book		5027870
Surface Book		5027871
Surface Book		5027872
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Surface Book		5027892
Surface Book		5027893
Surface Book		5027894
Surface Book		5027895
Surface Book		5027898
MOBILE PHONES		TAG#
iPhone	1	5025251
iPhone	1	5023773
iPhone	1	5024821
iPhone	1	5024802
iPhone	1	5025254
Android	1	5025167
Android	1	5024330
Android	1	5024782
Android	1	5023682

Android	1	5023774
Android	1	5025164
Android	1	5028494
Android	1	5025155
Android	1	5025246
OTHER EQUIPMENT	QTY	TAG#
52-Inch Sharp Monitor with Remote	1	5019443
Secure ID Tokens	33	N/A
Camera, Canon	1	5020947
Camera, Canon	1	5020948
Pitney Bowes Postage Machine	1	Leased
Binding Machine	1	5023211
Punch Machine	1	5015695
Shredder	1	5016305

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

PART DESCRIPTION	CUSTOM DEVELOPMENT/COMMERCIAL OFF THE SHELF	swinstall
Illustrator	COTS	Local
Reader	COTS	Local
PhotoShop Elements	COTS	CITRIX
Cisco System VPN Client	COTS	Local
Compose 4.02	COTS	Local
FDS	Custom Application	Local
Internet Explorer	COTS	Local
K2 Black Pearl	COTS	Local
K2.net Studio	COTS	Local
OmniPage	COTS	Local
ScoreCard Web Client	COTS	CITRIX
Printing & Publishing 3 Year Site Plans	COTS	Local
Project	COTS	Local
Quality Companion Version 3.2 (Quantity 1)	COTS	CITRIX
SAP	COTS	Local
Visio	COTS	Local
PADS	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
MINITAB 15	COTS	CITRIX
Records Management (RMS)	Custom Application	CITRIX
STARS	Custom Application	CITRIX
STRIPES	Custom Application	CITRIX
Task Identification Planning Sheet (TIPS)	Custom Application	CITRIX
SCCM Client	COTS	Local
Windows 10	COTS	Local

Office 365	COTS	Cloud
iSpring Suite	COTS	Local
Entrust	COTS	Local
Tsunami Developer	COTS	Local
Smart View	COTS	Local
Dreamweaver	COTS	Local
Giga Trust Enterprise Plus	COTS	Local
HP ScanJet	COTS	Local
Premier	COTS	Local
BEFS	COTS	Citrix
FDS	COTS	Citrix
TapRoot	COTS	Local
Primavera P6	COTS	Citrix
Google Earth	COTS	Local
Goggle Chrome	COTS	Local
Visual Studio Ultimate	COTS	Local
IPortal BI Business Intelligence	COTS	Local
Drivers Kensington Trackball	COTS	Local
Acrobat Professional DC	COTS	Local
Creative Cloud	COTS	Local
Photoshop	COTS	Local

**SECTION J
ATTACHMENT 3
APPLICABLE DIRECTIVES**

Documents are available at:

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

SPRPMO Directives at: <https://myspr.spr.doe.gov/sites/DC/Directives/Forms/AllItems.aspx>

<u>Document/Directive</u>	<u>Date</u>	<u>Title</u>
DOE O 142.3A Chg. 1	10/14/10 01/18/17	Unclassified Foreign Visits and Assignments
DOE O 150.1A	03/31/14	Continuity Programs
DOE O 206.1	01/16/09	Department of Energy Privacy Program
DOE O 203.1	01/07/05 Certified: 04/23/09	Limited Personal Use of Government Office Equipment Including Information Technology
DOE O 442.2 Chg. 1	7/29/11 10/04/16	Differing Professional Opinions for Technical Issues involving ES&H Technical Concerns
DOE O 470.4B Chg. 1 Chg. 2	07/21/11 02/15/13 01/17/17	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 473.1A	June 2021	Physical Protection Program
DOE O 473.3A	3/26/16	Protection Program Operations
DOE O 473.3C Chg. 1	9/9/20	Design Basis Threat (DBT)
DOE O 475.2B	10/03/14	Identifying Classified Information
SPRPMO O 206.2	06/02/16	Multifactor Authentication
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)
DOE STD 1192-2021	April 2021	Security Risk Management
ASI-5600 (Version 12 and later)	2/25/21	SPR Security Operations Manual (SOM)

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, 2021 through October 31, 2022, is: WD No. 2015-5189, Revision No. 17, dated 12/20/2020.

(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.

This Wage Determination is available at: <https://beta.sam.gov/wage-determination/2015-5189/17>

SECTION J
ATTACHMENT 5
DELIVERABLES

Deliverable	Due Date
Monthly Financial Executive Summary	20th of each month
Annual Benchmarking Report	April 15
Financial Plan Analysis	20th of each month
Monthly and Annual Operating Cost per Barrel	12th 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
Cost Accruals	14 th workday of each month
Construction Work in Progress Report	Quarterly - 15 th workday of the following months: December, March, June, September
Project Assessment Briefing Presentation	Quarterly prior to Project Review - as established for the following months: October, January, April, July
Quarterly Project Assessment Briefing (PAB) Report - Development and Distribution of Project Assessment Briefing	Draft PAB submitted 3 business days prior to delivery date/briefing date. Final PAB submitted 1 business day prior to delivery date/briefing date.
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.
Schedule Project Reviews, including LE 2 Project Reviews, Project Assessments, and Program Reviews, on participants' calendars	30 business days in advance of event. If a change occurs as a result of DOE Direction, the change must be posted and a notification sent to participants by the end of the business day that you are notified of the change, but not later than noon the following business day.
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
Deliverable	Due Date

Security System Project Review	30 calendar days after the review
Process and submit PIV terminations to DOE	2 business days after termination
APM Weekly Activity Report	As set by APMs
Review of Program Documents	Due by the date established by the Director
Meeting Minutes for Technical Assurance Programs	2 business days after meeting or established by TA Directors
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 5 business days following the meeting
Information Technology Planning Committee Meeting Minutes	Due 5 business days following the meeting
Network Availability Analysis Workflow Entry	Due weekly on Tuesday
Late Workflow Report	Due the last business day of the month
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	Posted to DAT next day following DOE approval
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, and Conference Attendance Plan	October 1
Travel & Training, and Conference Attendance (Actuals)	Monthly by the 15th
Annual Travel, Training, and Conference Attendance (Contract Year Actuals)	November 15
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
QASP Monthly Reports	15 th of each month
Quarterly QASP Performance Report	20 th of each month following the end of the quarter
Deliverable	Due Date

Monthly LE2 Cost Reporting	12 th of each month
Allotment Summary Chart	As requested by DOE Budget
Coordinate, publish and distribute Budget Request materials	Due by date established by PO
Monthly PEMP Analysis	20 th of each month
Monthly Petroleum Account Status	25 th of each month
Oil Accountability Support	25 th of each month
Comprehensive Field Financial Review (CFFR). Support	20 th of month following each quarter
Purchase Order Support	As requested by DOE Accounting

**SECTION J ATTACHMENT 5
U.S. DEPARTMENT OF ENERGY
REPORTING REQUIREMENTS CHECKLIST**

1. PROGRAM/PROJECT TITLE Management and Technical Support Services	2. IDENTIFICATION NUMBER																																																								
3. PARTICIPANT NAME AND ADDRESS																																																									
4. PLANNING AND REPORTING REQUIREMENTS																																																									
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Schedule/Labor/Cost</p> <p><input type="checkbox"/> Milestone Schedule/Plan</p> <p><input type="checkbox"/> Labor Plan</p> <p><input type="checkbox"/> Facilities Capital Cost of Money Factors Computation</p> <p><input type="checkbox"/> Contract Facilities Capital and Cost of Money</p> <p><input type="checkbox"/> Cost Plan</p> <p><input type="checkbox"/> Milestone Schedule/Status</p> <p><input type="checkbox"/> Labor Management Report</p> <p><input type="checkbox"/> Cost Management Report</p> <p>C. Exception Reports</p> <p><input checked="" type="checkbox"/> Conference Attendance Plan</p> <p><input type="checkbox"/> Hot Line Report</p> <p>D. Performance Measurement</p> <p><input type="checkbox"/> Management Control System Description</p> <p><input type="checkbox"/> WBS Dictionary</p> <p style="padding-left: 20px;"><input type="checkbox"/> Index</p> <p style="padding-left: 20px;"><input type="checkbox"/> Element Definition</p> <p><input type="checkbox"/> Cost Performance Reports</p> <p style="padding-left: 20px;"><input type="checkbox"/> Format 1 – WBS Lev. 4</p> <p style="padding-left: 20px;"><input type="checkbox"/> Format 2 - Function</p> <p style="padding-left: 20px;"><input type="checkbox"/> Format 3 – Baseline</p>		Frequency	<input checked="" type="checkbox"/> Management Plan	O, A M	<input checked="" type="checkbox"/> Status Report	<input type="checkbox"/> Summary Report	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:80%;"></th> <th style="width:20%; text-align: center;">Frequency</th> </tr> </thead> <tbody> <tr> <td>E. 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5. FREQUENCY CODES																																																									
A – As Required	M – Monthly	S – Semi-Annually																																																							
C – Change to Contractual Agreement Changes	O – Once After Award	X – With Proposal/Bid/Application or with Significant																																																							
F – Final (end of effort)	Q – Quarterly	Y – Yearly or Upon Renewal of Contractual Agreement																																																							
6. SPECIAL INSTRUCTIONS (ATTACHMENTS)																																																									
<input checked="" type="checkbox"/> Report Distribution List/Addressees <input checked="" type="checkbox"/> Reporting Elements <input type="checkbox"/> Due Dates	<input type="checkbox"/> Analysis Thresholds <input type="checkbox"/> Work Breakdown Structure <input type="checkbox"/> Other																																																								

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 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.

3.0 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.

4.0 OTHER REPORTS

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

5.0 DISTRIBUTION OF REPORTS

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

REPORT DISTRIBUTION LIST	
<u>Report</u>	<u>Recipient</u>
Management Plan	Contracting Officer Contracting Officer's Representative Contract Specialist

REPORT DISTRIBUTION LIST	
<u>Report</u>	<u>Recipient</u>
Project Status Report	Contracting Officer Contracting Officer's Representative Contract Specialist
Quality Control Plan/Quality Assurance Surveillance Plan	Contracting Officer Contracting Officer's Representative Contract Specialist
Safety Plan	Contracting Officer Contracting Officer's Representative Contract Specialist
Travel/Training/Conference Attendance Plans/Reports	Contracting Officer Contracting Officer's Representative Contract Specialist

PART III - 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 | F. Information Technology |
| B. Health and Safety | G. Subcontractor Controls |
| C. Personnel | H. Quality Assurance Program/Plan
(to include QASP) |
| D. Legal | I. Other |
| E. Procurement | |

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/Quality Assurance Surveillance Plan for all work under this contract.
- (g) Health and Safety Plan. Plan must be conducive to establishing a safe work environment and must include processes for handling health and safety issues.

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 6
KEY PERSONNEL

(To be completed at Task Order Award)

Name

Title