

PART III – LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS

SECTION J

LIST OF ATTACHMENTS

PART III**SECTION J****LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS****LIST OF ATTACHMENTS**

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ATTACHMENT A – ADVANCE UNDERSTANDING

In accordance with the Section H Clause entitled “Advance Understanding(s),” any advance understandings between DOE and the Contractor will be added as an attachment here.

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ATTACHMENT B - WORK AUTHORIZATION DIRECTIVES

The Contracting Officer will issue all Work Authorization Directives under separate cover.

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ATTACHMENT C

SPECIAL FINANCIAL INSTITUTION ACCOUNT AGREEMENT FOR USE WITH
THE PAYMENTS CLEARED FINANCING AGREEMENT

NOTE: THE OFFEROR SELECTED FOR AWARD WILL BE REQUIRED TO AWARD A COMPETITIVE SUBCONTRACT TO A FINANCIAL INSTITUTION DURING THE TRANSITION PERIOD

(Name of Contractor)
Contract Number XXXXXXXXXX
Department of Energy Account

Agreement entered into this, _____ day of _____, _____, between the UNITED STATES OF AMERICA, represented by the Department of Energy (hereinafter referred to as “DOE”), and _____, a corporation/legal entity existing under the laws of the State of _____ (hereinafter referred to as the Contractor) and the _____, a financial institution corporation existing under the laws of the State of _____, located at _____ (hereinafter referred to as the “Financial Institution”).

RECITALS

- (a) On the effective date of _____, _____, _____, DOE and the Contractor entered into Agreement(s) No. _____, or a Supplemental Agreement(s) thereto, providing for the transfer of funds on a payments-cleared basis.
- (b) DOE requires that amounts transferred to the Contractor thereunder be deposited in a special demand deposit account at a financial institution covered by Department of the Treasury-approved Government deposit insurance organizations that are identified in I TFM 6-9000 (See Figure IX-10).

These special demand deposits must be kept separate from the Contractor’s general or other funds, and the parties agreeable to so depositing said amounts with the Financial Institution.

- (c) The Special Bank Account shall be designated [Name of Contractor], [account title] Account.

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COVENANTS

In consideration of the foregoing, and for other good and valuable considerations, it is agreed that-

- (1) The Government shall have title to the credit balance in said account to secure the repayment of all funds transferred to the Contractor and said title shall be superior to any lien, title, or claim of the Financial Institution with respect to such accounts.
- (2) The Financial Institution shall be bound by the provisions of said Agreement(s) between DOE and the Contractor relating to the transfer of funds into and withdrawal from the above special demand deposit account, which are hereby incorporated into this Agreement by reference, but the Financial Institution shall not be responsible for the application of funds withdrawn from the said Account. After receipt by the Financial Institution of directions from DOE, the Financial Institution shall act thereon and shall be under no liability to any party hereto for any action taken in accordance with the said written directions. Any written directions received by the Financial Institution from the Government upon DOE stationery and purporting to be signed by, or signed at the written direction of, the Government, may, insofar as the rights, duties and liabilities of the Financial Institution are concerned be considered as having been properly issued and filed with the Financial Institution by DOE.
- (3) DOE, or its authorized representatives, shall have access to financial records maintained by the Financial Institution with respect to such special demand deposit account at all reasonable times and for all reasonable purposes, including, but without limitation to, the inspection or copying of such financial records and any or all memoranda, checks, payment requests, correspondence, or documents pertaining thereto. Such financial records shall be preserved by the Financial Institution for a period of six (6) years after the final payment under the Agreement.
- (4) In the event of the services of any writ of attachment, levy of execution, or commencement of garnishment proceedings with respect to the special demand deposit account, the Financial Institution shall promptly notify DOE at-

U.S. Department of Energy
Project Management Office
Planning and Financial Management Division
900 Commerce Road East
New Orleans, LA 70123

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- (5) DOE shall authorize funds that shall remain available to the extent obligations have been incurred in good faith thereunder by the Contractor to the Financial Institution for the benefit of the special demand deposit account. The Financial Institution agrees to honor, upon presentation for payment, all payments issued by the Contractor and to restrict all withdrawals against the funds authorized to an amount sufficient to maintain the average daily balance in the special demand deposit account in a net positive and as close to zero as administratively possible. In addition, it is also agreed that the Financial Institution shall pay interest penalties on positive balances as follows:

The Financial Institution agrees to service the account in this manner based on the requirements and specifications contained in Solicitation No. DE-SOL-0003490 dated TBD. The Financial Institution agrees that per item costs, detailed in the form “Schedule of Financial Institution Processing Charges,” contained in the Financial Institution’s aforesaid bid will remain constant during the term of this Agreement. The Financial Institution shall calculate the monthly fees based on services rendered and invoice the contractor. The contractor shall issue a check or automated clearing house authorization transfer to the Financial Institution in payment thereof.

- (6) The Financial Institution shall post collateral in accordance with 31 CFR 202 with the Federal Reserve Bank in an amount equal to the net balances in all of the accounts included in this Agreement (including the noninterest-bearing time deposit account), less the Treasury-approved deposit insurance.
- (7) This Agreement, with all its provisions and covenants, shall be in effect for a term of _____ years, beginning on the ____ day of _____, _____ and ending on the _____ day of _____, _____.
- (8) DOE, the Contractor, or the Financial Institution may terminate this Agreement at any time within the Agreement period upon submitting written notification to the others parties ninety (90) days prior to the desired termination date. The specific provisions for operating the account during this 90-day period are contained in covenant (11).
- (9) DOE or the Contractor may terminate this Agreement at any time upon thirty (30) days’ written notice to the Financial Institution if DOE or the Contractor, or both parties, find that the Financial Institution has failed to substantially perform its obligations under this Agreement or that the Financial Institution is performing its obligations in a manner which precludes administering the program in an effective and efficient manner or that precludes the effective utilization of the Government’s cash resources.
- (10) Notwithstanding the provisions of Covenants 8 and 9, in the event the Agreement referenced in Recital (a), between DOE and the Contractor is not renewed or is terminated, this Agreement between DOE, the Contractor, and the Financial Institution shall be terminated automatically upon the delivery of written notice to the Financial Institution.

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- (11) In the event of termination, the Financial Institution agrees to retain the Contractor’s special demand deposit account for an additional 90-day period to clear outstanding payment items. (For compensation by noninterest-bearing time deposit only.)

Within 7 days of the expiration of the Agreement term, an analysis of the special demand deposit account shall be made by DOE to determine whether an insufficient or excessive balance was maintained in the time deposit account to compensate the Financial Institution for service rendered up to the expiration date.

- (a) If the analysis indicates that the Financial Institution has been insufficiently compensated for services rendered up to the expiration of the Agreement, the Contractor shall-
1. Maintain on deposit, during this 90-day period, sufficient Federal funds to reimburse the Financial Institution for prior cumulative loss of earnings, and
 2. Maintain on deposit in the time deposit account sufficient Federal funds to compensate the Financial Institution for services rendered.
- (b) If the analysis indicates that the Financial Institution has been overcompensated for services rendered up to the expiration of the Agreement, DOE shall close out the time deposit account and secure from the Financial Institution a payment in an amount equal to the cumulative excess compensation less compensation for estimated services to be rendered during the 90-day period.
- (c) If cumulative excess compensation is not sufficient to compensate the Financial Institution for services rendered during the 90-day period, adjustments shall be made to the time deposit account to compensate the Financial Institution for the difference between the cost of services rendered during the 90-day period and the cumulative excess compensation.

This Agreement shall continue in effect for the 90-day additional period, with the exception of the following:

1. Term Agreement (Covenant 7)
2. Termination of Agreement (Covenants 8 and 9)

All terms and conditions of the aforesaid bid submitted by the Financial Institution that are not inconsistent with this 90-day additional term shall remain in effect for this period.

The Financial Institution has submitted the forms entitled “Technical Representations and Certifications,” “Schedule of Financial Institution Processing Charges,” and “Calculation of Time Account Balance Required.” These forms have been accepted by the Contractor and the Government and are incorporated herein with the document entitled, “Financial Institution’s Information on the Payments Cleared Arrangement” as an integral part of this Agreement.

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IN WITNESS WHEREOF the parties hereto have caused this Agreement, which consists of _____ pages, to be executed as of the day and year first above written.

Date Signed

By: _____
(Typed Name of Contracting Officer)

(Signature of Contracting Officer)

WITNESS

(Typed Name of Witness)

(Typed Name of Contractor)

(Signature of Witness)

By: _____
(Name of Contractor’s Representative)

Note: In the case of a corporation, a witness is not required. Type or print names under all signatures.

(Signature of Contractor’s Representative)

(Title)

(Address)

(Date Signed)

(Name of Witness)

(Name of Financial Institution)

By: _____
(Name of Financial Institution Representative)

(Signature of Witness)

(Signature of Financial Institution Representative)

Note: In the case of a corporation, a witness is not required. Type or print names under all signatures.

(Title)

(Address)

(Date Signed)

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NOTE

The Contractor, if a corporation, shall cause the following Certificate to be executed under its corporate seal, provided that the same officer shall not execute both the Agreement and the Certificate.

CERTIFICATE

I, _____, certify that I am the _____ of corporation named as Contractor herein; that _____, who signed this Agreement on behalf of the Contractor, was then _____ of said corporation; and that said Agreement was duly signed for in behalf of said corporation by authority of its governing body and is within the scope of its corporate powers.

(Corporate Seal) (Signature)

NOTE

Financial Institution, if a corporation, shall cause the following Certificate to be executed under its corporate seal, provided that the same officer shall not execute both the Agreement and the Certificate.

CERTIFICATE

I, _____, certify that I am the _____ of corporation named as Financial Institution herein; that _____, who signed this Agreement on behalf of the Financial Institution, was then _____ of said corporation; and that said Agreement was duly signed for in behalf of said corporation by authority of its governing body and is within the scope of its corporate powers.

(Corporate Seal) (Signature)

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CERTIFICATE

I, _____, certify that I am the _____ of corporation named as Contractor herein; that _____, who signed this Special Bank Account Agreement on behalf of the Contractor, was then _____ of said corporation; and that said Special Bank Account Agreement was duly signed for in behalf of said corporation by authority of its governing body and is within the scope of its corporate powers.

(Corporate Seal) (Signature)

CERTIFICATE

I, _____, certify that I am the _____ of the corporation named as Financial Institution herein; that _____, who signed this Agreement on behalf of the Financial Institution, was then _____ of said Bank; and that said Special Bank Account Agreement was duly signed for in behalf of said Bank by authority of its governing body and is within the scope of its corporate powers.

(Corporate Seal) (Signature)

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ATTACHMENT D - SMALL BUSINESS SUBCONTRACTING PLAN

The Offeror's Small Business Subcontracting Plan will be placed here. Instructions for preparation of the plan are found in Section L.8 (k).

Annual Plans for future fiscal years will be incorporated in the contract by modification.

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The Wage Determinations applicable to the Management and Operating contract for the period September 1, 2024, through August 31, 2025 are:

State(s)	Wage Determination No.
Louisiana: (Jefferson Parish - Harahan)	2015-5189 Revision No. 25 (07/13/23)
Louisiana: (Iberville Parish - Bayou Choctaw)	2015-5177 Revision No. 22 (06/29/23)
Louisiana: (Cameron Parish - West Hackberry)	2015-5185 Revision No. 23 (06/29/23)
Texas: (Jefferson County - Big Hill)	2015-5217 Revision No. 23 (07/17/23)
Texas: (Brazoria County - Bryan Mound)	2015-5233 Revision No. 25 (06/11/23)
Mississippi: (Hancock County - Stennis Warehouse)	2015-5147 Revision No. 21 (07/13/23)

These Wage Determinations are available at: <https://sam.gov/content/wage-determinations>.

Wage Determinations are incorporated annually by bi-lateral contract modification.

Revised Wage Determinations for Contract Year 1 will be incorporated during transition.

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Documents are available at:

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

SPRPMO Directives are available in the additional documents section of the M&O Contract

Recompetition Reading Room at: https://www.spr.doe.gov/doesec/MO_Recompete.htm

<u>DOE/SPRPMO DIRECTIVES</u>	<u>DATE</u>	<u>TITLE</u>
DOE O 130.1A	01/07/21	Budget Planning, Formulation, Execution and Departmental Performance Management
DOE O 142.3B Chg 1	03/02/2022	Unclassified Foreign National Access Program
DOE O 150.1B	12/21/2021	Continuity Programs
DOE O 151.1D Chg 1 (MinChg)	10/04/19	Comprehensive Emergency Management System
DOE O 200.1A Chg 2 (Ltd Chg)	08/11/2023	Information Technology Management
DOE O 205.1C Chg 1 (LtdChg)	02/03/2022	Department of Energy Cybersecurity Program
DOE O 206.1 Chg 1 (MinChg)	11/01/18	Department of Energy Privacy Program
DOE O 206.2 Chg 1 (LtdChg)	09/02/2022	Identity, Credential and Access Management (ICAM)
DOE O 210.2A	04/08/11	DOE Corporate Operating Experience Program
DOE O 221.1B	09/27/16	Reporting Fraud, Waste, and Abuse to the Office of Inspector General
DOE O 221.2A	02/25/08	Cooperation with the Office of Inspector General
DOE O 225.1B	03/04/11	Accident Investigations
DOE O 226.1B Chg 1 (Admin Chg)	05/03/22	Implementation of Department of Energy Oversight Policy
DOE O 227.1A Chg 1 (AdminChg)	01/21/20	Independent Oversight Program
DOE O 231.1B Admin Chg 1	11/28/12	Environment, Safety and Health Reporting
DOE O 232.2A Chg 1 (MinChg)	10/04/19	Occurrence Reporting and Processing of Operations Information
DOE O 243.1C	02/07/2022	Records Management Program
DOE O 252.1A Admin Chg 1	03/12/13	Technical Standards Program
DOE O 350.1 Chg 7 (LtdChg)	02/19/20	Contractor Human Resource Management Programs
DOE O 413.3B Chg 7	06/21/2023	Program and Project Management for the Acquisition of Capital Assets

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(LtdChg)		
DOE O 414.1D Chg 2 (LtdChg)	09/15/20	Quality Assurance
DOE O 415.1 Chg 2 (MinChg)	01/17/17	Information Technology Project Management
DOE O 420.1C Chg 3 (LtdChg)	10/14/19	Facility Safety
DOE O 422.1 Chg 4 (LtdChg)	02/03/2022	Conduct of Operations
DOE O 430.1C Chg 2 (AdminChg)	09/17/20	Real Property Asset Management
DOE O 436.1A	04/25/2023	Departmental Sustainability
DOE O 440.2C Chg 3 (LtdChg)	03/21/2023	Aviation Management and Safety
DOE O 442.1B	01/31/19	Department of Energy Employee Concerns Program
DOE O 442.2 Chg 1 (PgChg)	07/29/11 10/04/16	Differing Professional Opinions for Technical Issues Involving Environmental, Safety and Health Technical Concerns
DOE O 460.1D Chg 1 (LtdChg)	06/10/2022	Hazardous Materials Packaging and Transportation Safety
DOE O 460.2B	06/10/2022	Departmental Materials Transportation and Packaging Management
DOE O 470.3C Chg 1 (LtdChg)	09/09/20	Design Basis Threat (DBT) Order
DOE O 470.4B Chg 3 (LtdChg)	09/23/2021	Safeguards and Security Program
DOE O 470.5	06/02/14	Insider Threat Program
DOE O 470.6 Chg 1 (MinChg)	01/11/17	Technical Security Program
DOE O 471.1B	03/01/10	Identification and Protection of Unclassified Controlled Nuclear Information
DOE O 471.6 Chg 4 (LtdChg)	08/22/2023	Information Security
DOE O 472.2A	06/10/2022	Personnel Security
DOE O 475.1	12/10/04	Counterintelligence Program
DOE O 475.2B	10/03/14	Identifying Classified Information
DOE O 520.1B Chg 1 (LtdChg)	11/11/2022	Financial Management and Chief Financial Officer Responsibilities
DOE O 544.1 Chg 1 (AdminChg)	11/07/17	Priorities and Allocations Program
DOE 5639.8A	07/23/93	Security of Foreign Intelligence Information and Sensitive Compartmented Information Facilities
DOE 5670.1A	01/15/92	Management and Control of Foreign Intelligence
DOE M 441.1-1 Chg 1	02/24/16	Nuclear Material Packaging

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<u>DOE/SPRPMO DIRECTIVES</u>	<u>DATE</u>	<u>TITLE</u>
(Admin Chg)		
SPRPMO O 130.1C	07/16/15	Management and Operating Contractor's Annual Operating Plan Formulation and Execution
SPRPMO O 151.2D	07/17/14	Drawdown Readiness Program
SPRPMO O 200.2B	03/14/16	Information Management Council and Information Technology Planning Committee
SPRPMO O 200.3A	05/04/16	Information Technology Guidance Implementation Process
SPRPMO O 206.2	06/02/16	Multifactor Authentication
SPRPMO O 206.4B	07/18/2022	Strategic Petroleum Reserve Project Management Office Background Reviews and Badging
SPRPMO O 210.1A	09/22/06	Milestone Control
SPRPMO O 210.3	10/23/13	Strategic Petroleum Reserve Lessons Learned Program
SPRPMO O 220.1G	09/17/21	On-Site Management Appraisals
SPRPMO O 220.2E	09/12/13	SPRPMO Observation Reports
SPRPMO O 226.1D	09/30/21	SPRPMO Oversight Program
SPRPMO O 232.1A	01/22/15	Occurrence Reporting and Processing System
SPRPMO O 410	01/27/14	SPRPMO Configuration Management Program
SPRPMO O 413.2A	11/14/12	Program and Project Management for the Acquisition of Capital Assets
SPRPMO O 413.3B	08/02/21	Crude Oil Quality Program and Test Criteria
SPRPMO O 414.1D	06/08/15	Quality Assurance Program
SPRPMO O 416.1C	03/19/19	SPRPMO Petroleum Accountability Order
SPRPMO O 420.1E	11/25/19	Conduct of Operations Requirements for SPR
SPRPMO O 430.1C	02/16/16	SPRPMO Reliability, Availability and Maintainability Program
SPRPMO O 431.1A	07/25/11	SPR Design Criteria
SPRPMO O 432.1C	01/28/15	SPR Facilities/Equipment Turnover and Startup Procedure
SPRPMO O 433.1B Chg 1	12/20/11	Maintenance Management Program
SPRPMO O 434.1D	08/06/14	Recovery Program
SPRPMO O 436.1B	11/02/2023	Site Sustainability
SPRPMO O 440.2C	02/19/20	Aviation Implementation Plan
SPRPMO O 440.4	08/16/07	Policy on Preventing Violence in the Workplace
SPRPMO O 451.1D	12/22/10	SPRPMO National Environmental Policy Act (NEPA) Implementation Plan
SPRPMO O 470.4B	10/09/19	Strategic Petroleum Reserve Project Management Office (SPRPMO) Security and Emergency Preparedness Order
SPRPMO O 471.2	01/08/14	Reporting Security Incidents (Including Cyber Security)
SPRPMO O 534.1B	08/24/15	Financial Accounting for the Strategic Petroleum Reserve Crude Oil Inventory
SPRPMO N 450.4A	06/15/20	Implementation of Environmental, Safety and Health and Fire Protection Contractor Requirements Documents

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Pursuant to the clause entitled “Key Personnel,” the following positions are considered to be essential to work being performed.

(This Attachment will be completed at time of award.)

<u>Title</u>	<u>Name</u>
Project Manager	
Director, Operations and Maintenance	
Director, Engineering	
Director, Environment, Safety and Health	
Director, Finance/Chief Financial Officer	

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ATTACHMENT H
REPORTING REQUIREMENTS CHECKLIST

The Reporting Requirements Checklist and specific guidance will be provided to the successful Offeror during the transition period.

REPORTING REQUIREMENTS CHECKLIST

1. PROGRAM/PROJECT TITLE Management and Operation (M&O) Strategic Petroleum Reserve		2. IDENTIFICATION NUMBER TBD	
3. PARTICIPANT NAME AND ADDRESS TBD			
4. PLANNING AND REPORTING REQUIREMENTS			
A. General Management	Frequency	E. Financial Incentives	Frequency
<input type="checkbox"/> Management Plan <input type="checkbox"/> Status Report <input type="checkbox"/> Summary Report B. Schedule/Labor/Cost <input type="checkbox"/> Milestone Schedule/Plan <input type="checkbox"/> Labor Plan <input type="checkbox"/> Facilities Capital Cost of Money Factors Computation <input type="checkbox"/> Contract Facilities Capital and Cost of Money <input type="checkbox"/> Cost Plan <input type="checkbox"/> Milestone Schedule/Status <input type="checkbox"/> Labor Management Report <input type="checkbox"/> Cost Management Report C. Exception Reports <input type="checkbox"/> Conference Record <input type="checkbox"/> Hot Line Report D. Performance Measurement <input type="checkbox"/> Management Control System Description <input type="checkbox"/> WBS Dictionary <input type="checkbox"/> Index <input type="checkbox"/> Element Definition <input type="checkbox"/> Cost Performance Reports <input type="checkbox"/> Format 1 – WBS Lev. 4 <input type="checkbox"/> Format 2 - Function <input type="checkbox"/> Format 3 – Baseline		<input type="checkbox"/> Statement of Income and Expense <input type="checkbox"/> Balance Sheet <input type="checkbox"/> Cash Flow Statement <input type="checkbox"/> Statement of Changes in Financial Position <input type="checkbox"/> Loan Drawdown Report <input type="checkbox"/> Operating Budget <input type="checkbox"/> Supplementary Information F. Technical <input type="checkbox"/> Notice of Energy RD&D Project (Required with any of the following) <input type="checkbox"/> Technical Progress Report <input type="checkbox"/> Draft for Review <input type="checkbox"/> Final for Approval <input type="checkbox"/> Topical Report <input type="checkbox"/> Final Technical Report <input type="checkbox"/> Draft for Review <input type="checkbox"/> Final for Approval <input type="checkbox"/> Software <input type="checkbox"/> Other (Specify) As Needed	
5. FREQUENCY CODES			
A – As Required		M – Monthly	
C – Change to Contractual Agreement		O – Once After Award	
F – Final (end of effort)		Q – Quarterly	
		S – Semi-Annually	
		X – With Proposal/Bid/Application or with Significant Changes	
		Y – Yearly or Upon Renewal of Contractual Agreement	
6. SPECIAL INSTRUCTIONS (ATTACHMENTS)			
<input type="checkbox"/> Report Distribution List/Addressees <input type="checkbox"/> Reporting Elements <input type="checkbox"/> Due Dates		<input type="checkbox"/> Analysis Thresholds <input type="checkbox"/> Work Breakdown Structure <input type="checkbox"/> Other	
7. PREPARED BY (SIGNATURE AND DATE)		8. REVIEWED BY (SIGNATURE AND DATE)	

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ATTACHMENT I – PERFORMANCE GUARANTEE AGREEMENT

The selected Offeror's Performance Guarantee Agreement will be placed here in the contract. The Performance Agreement is required by Section L clause entitled "Requirement for Guarantee of Performance," Instructions for preparation of the agreement are found in Section L, Attachment L-1.

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MEASUREMENT PLAN**

The Contracting Officer will issue the Performance Evaluation and Measurement Plan annually under separate cover.