TRANSITION (FIXED-PRICE CLIN)

CLIN 7

PERFORMANCE WORK STATEMENT (PWS)

1.0 REQUEST INFORMATION

1.1 **Period of Performance**: TBD – TBD (90 calendar days prior to the effective date of the contract)
1.2 **Type of CLIN**: The Transition Services CLIN is a firm fixed-price CLIN.
1.3 **Description**: Transition Services
1.4 **Location**: Albany, OR (ALB); Morgantown, WV (MGN); and Pittsburgh, PA (PGH), U.S. Department of Energy (DOE), National Energy Technology Laboratory (NETL) sites.
1.5 **Travel**: Travel (between sites) is anticipated.
1.6 **Training**: NETL specific training related to site access and computer access is anticipated.

2.0 GENERAL REQUIREMENTS

2.1 This is the Transition CLIN required to transition work from incumbent contract to the contract issued to the Contractor for similar or changed requirements.

2.2 The Contractor is expected to complete the orderly, efficient, and effective transition within the period of performance of this CLIN.

3.0 SCOPE

3.1 The Contractor shall provide to NETL all supervision, personnel, tools, equipment and services (excluding those items identified under the Government-furnished section of the contract) to satisfactorily perform work in the areas identified in this PWS.

3.2 This PWS is for the orderly, efficient, and effective transition of all contract activities from the incumbent contractor to the successor contractor and includes the following elements:

3.2.1 Transition Management

3.2.1.1 Transition Oversight and Coordination – The Contractor shall provide clearly defined interfaces between its team and NETL Contracting Officer (CO), and Contracting Officer Representative (COR). The Contractor shall provide clear and continuous lines of communication using direct, one-on-one, and group meetings, telephone and e-mail, and regular status reporting. Coordination mechanisms shall include:

3.2.1.1.1 Internal status meetings to discuss the status of actions and emerging issues.

3.2.1.1.2 CLIN-specific electronic status updates to confirm/verify the status of specific actions related to the transition.

3.2.1.1.3 Transition management meetings to evaluate risks and issues to make decisions on mitigation/corrective actions.

3.2.1.1.4 Contract status meetings to discuss contract-related issues identified during transition.

3.2.1.1.5 Deliverable meetings to verify receipt and confirm acceptance of transition deliverables.

3.2.2 Transition Plan

3.2.2.1 The Contractor shall provide a detailed and comprehensive plan for transitioning the work and the workforce in an effective and cost-efficient manner from the beginning of the transition period through assumption of full contract responsibility. The plan must describe the Contractor's management approach to all transition activities and discuss how continuity of operations will be maintained throughout the transition period.

3.2.2.2 The Contractor shall read all CLIN PWSs carefully to ensure they understand the CLIN type, and requirements.

3.2.2.3 CLINs shall be issued for a variety of on-going core-type work and are either a fixed-price or cost-plus-fixed-fee type.

3.2.2.4 All current CLINs will be communicated to the Contractor during the transition period and it is expected that the operation of all CLINs be under the full operational control of the successor Contractor by the effective date of the contract.

3.2.2.5 Include the following activities among the transition activities discussed in the plan, and a strategy for:

3.2.2.5.1 Accepting and responding to CLIN requests.

3.2.2.5.2 Assuming operational control of all facilities.

3.2.2.5.3 Assuming responsibility for ES&H functions and activities.

3.2.2.5.4 Staffing, relocating, orienting, and training Key Personnel and other than Key Personnel positions and a staffing schedule.

3.2.2.5.5 Accepting assignment of incumbent contractor's subcontracts, and other agreements and commitments including regulatory permits; if determined by the CO or proposed by the Contractor.

3.2.2.5.6 Inventorying and assuming responsibility of Government Furnished Property

3.2.2.5.7 Assuming control of all business and management systems (e.g., accounting, property, procurement, Human Resources (HR), Information Technology (IT), safeguards and security, etc.).

3.2.2.5.8 Contacting, interviewing, and hiring qualified staff to respond to the various requirements of multiple CLIN's within the short duration of the transition period.

3.2.2.5.9 Establishing positive labor-management relations and employee relations at the point of transition, including addressing employee benefits, employee concerns, and applicable collective bargaining agreements.

3.2.2.5.10 Avoiding disruption of service during transition.

3.2.2.6 The plan should include a milestone schedule (see schedule below) of transition activities and address interaction with the incumbent contractor and Government personnel. It should also address:

3.2.2.6.1 Key issues and milestones associated with the transition.

3.2.2.6.2 Identification of potential barriers to a smooth transition and/or any potential impacts on continuity of operations.

3.2.2.6.3 Plans for their elimination or mitigation.

3.2.2.7 The narrative shall clearly indicate the end of the transition period and assumption of normal operations.

3.2.3 Transition Execution: The Contractor shall provide a seamless transfer of responsibility for ongoing and new work assignments during the transition period including:

3.2.3.1 Uninterrupted delivery of CLIN assignments

3.2.3.2 Sustained, high quality execution of assignments

3.2.3.3 Government Property responsibilities

3.2.3.4 Accountable and sensitive property currently accountable to the incumbent contractor for contract performance will be provided to the Contractor for performance of CLINs issued under this contract. During the transition period, a wall-to-wall physical inventory is expected to be completed and an acceptance of the full accountability for the accountable and sensitive property at the end of transition.

3.2.3.5 A copy of the Contractor's property management systems procedures is to be provided for review and concurrence to the Government Property Administrator.

3.2.4 Schedule: At a minimum, the following is a list of items that should be addressed in the Milestone schedule:

3.2.4.1 Responding to contract level reporting requirements

3.2.4.2 Attending a kick-off meeting with NETL Management

3.2.4.3 Risk Management Plan

3.2.4.4 Knowledge and Data Transfer Plan

3.2.4.5 QA/QC Program Plan

3.2.4.6 CLIN Portfolio Transfer Strategy & Plan

3.2.4.7 HR Sourcing & Selection

3.2.4.8 HR Relocation, On-boarding & Orientation of Key Staff and corresponding support staff

3.2.4.9 Staff badges and entrance into Personnel System

3.2.4.10 Mandatory Federal training of the staff (i.e., computer security training, Environmental Safety & Health Training, Privacy Act, etc.)
3.2.4.11 Verification and assumption of operational responsibility

4.0 DELIVERABLES

4.1 The following table contains the deliverables associated with this CLIN. All deliverables shall be submitted to the CLIN COR. The list is not all inclusive and additional deliverables may be necessary as requirements change.

DELIVERABLE	FORMAT	FREQUENCY
Milestone Schedule Updates	No specified format	As required
Transition Status Updates	No specified format	Weekly, by close of business Friday

5.0 ASSUMPTIONS

5.1 The Contractor shall review the historical information identified in solicitation and the minimum qualifications as identified in Section J, Attachment D – Position Qualifications of the master contract for the type and number of staffing historically utilized.

5.2 The Contractor shall develop the Transition Plan based on the expectation of having the following CLINs issued during the transition period:
5.2.1 CLIN 1 – R&D Support Services (Cost-Reimbursement CLIN)
5.2.2 CLIN 2 – Engineering & Facilities Support Services (Fixed-Price CLIN)
5.2.3 CLIN 3 – ES&H Support Services (Fixed-Price CLIN)
5.2.4 CLIN 4 – Environmental Remediation/Disposal Support Services (Cost-Reimbursement CLIN)
5.2.5 CLIN 5 – Site Administrative Support Services (Fixed-Price CLIN)
5.2.6 CLIN 6 – IDIQ (Tasks can be either Cost-Reimbursement or Fixed-Price)
5.2.7 CLIN 7 – Transition (Fixed-Price CLIN)