WAREHOUSE MANAGEMENT SUPPORT SERVICES
CLIN 3 ACTIVITY 5
PERFORMANCE WORK STATEMENT (PWS)

1.0 REQUEST INFORMATION

1.1 **Type of Activity:** The Warehouse Management Support Services Activity is a firm fixed-price Activity.
1.2 **Description:** Warehouse Management Support Services
1.3 **Location:** Albany, OR (ALB); Morgantown, WV (MGN); and Pittsburgh, PA (PGH), U.S. Department of Energy (DOE), National Energy Technology Laboratory (NETL) sites.
1.4 **Travel:** Travel is anticipated, including regular management visits to ALB, MGN and PGH sites and staff visits for infrequent support of extensive surveys/assessments. The Contractor will coordinate travel to minimize overall travel costs.
1.5 **Training:** Training is anticipated to maintain certifications required to perform the scope of work requirements based on specific needs or certifications, as approved in advance by the Activity Contracting Officer's Representative (ACOR) and will be provided by NETL at minimal levels to support requirements. Normal operations should use on-line training resources to minimize cost of training and any associated travel. Sound judgement to defer training as cost saving measures shall be implemented as approved by the ACOR.

2.0 GENERAL REQUIREMENTS

2.1 This Activity is to be performed at the ALB, MGN, and PGH sites.

2.2 This Activity involves:
2.2.1 Warehouse Services
2.2.2 Mail Services
2.2.3 Courier Services

2.3 This Activity does not require on-call support.

2.4 This Activity is subject to the Service Contract Act.

3.0 DESCRIPTION OF SERVICES/ SPECIAL ACTIVITY INSTRUCTIONS

3.1 **Performance Locations:** Services to be provided under this Activity shall be accomplished at the NETL ALB, MGN, and PGH sites. Specific building information is provided below that further describes the key function locations on the above-named sites:
3.1.1 Building 19 – MGN: This is the NETL main warehouse facility totaling approximately 24,000 square feet (SF). The building is comprised of offices, customer service counter & store, and serves as the primary warehouse for NETL. This warehouse contains approximately (7,800 SF) for customer service store operations, receiving area, bulk storage and outbound shipping area consisting of (15,500 SF) and air-conditioned office space (700 SF). The building can house up to 16 full-time employees (FTE) who perform routine logistics and transportation services. Additionally, the surrounding area of Building B-19 includes outdoor laydown areas.
3.1.2 Building 902 – PGH: This warehouse services the PGH site and consists of approximately 5,000 SF with office space for up to 5 FTEs.
3.1.3 Buildings 22 and 21 – ALB: Warehouse services are primarily provided in Building 22 at the ALB site. This building provides approximately 7,900 SF of warehouse storage space and climate-controlled office space for up to 2 FTEs. Building 21 is also available with warehouse storage space of approximately 5,000 SF.

3.2 **Hours of Operation:** Services shall be provided Monday through Friday, excluding Federal holidays, with the following operating hours:
3.2.1 Primary Warehouse Location:
NETL MGN – Building 19: 8:00 a.m. to 4:00 p.m. Eastern Time (ET)
3.2.2 Secondary Warehouse Operations:
NETL PGH – Building 902: 8:00 a.m. to 4:00 p.m. Eastern Time (ET)

NETL ALB – Buildings 22 & 21: 8:00 a.m. to 4:00 p.m. Pacific Time (PT)

3.3 The Contractor shall be responsible to ensure adequate coverage to meet Activity and contract requirements for the above normal operating hours. In some instances, services outside these normal operating hours may be required as directed by the ACOR. The ACOR will make every effort to collaborate with and provide the contractor at least 4 hours advanced notice for services needed outside of normal operating hours. The contractor shall plan for a maximum of four after-hours callouts per year.

4.0 SCOPE

This Activity provides warehouse management support services including Warehouse Services, Mail Services, and Courier Services.

4.1 Warehouse services such as shipping/receiving, stacking/storing, loading and unloading trucks, inventory control, picking, packing, retrieval and put-a-way, distribution, store and counter operations, general housekeeping, operating and maintaining material handling equipment (MHE), operating the Warehouse Management System (WMS), utilizing hand-held data terminals.

4.1.1 Warehouse Management System (Inventory Control System Requirements)

4.1.1.1 The Contractor shall be required to provide continued implementation and maintenance of the WMS.

4.1.1.2 The Contractor-provided WMS shall meet or exceed all functionality requirements as listed below:

4.1.1.2.1 The contractor provided WMS shall be equipped with a wide range of features to meet the logistic requirements of the NETL warehouse.

4.1.1.1.2 The WMS shall be all inclusive of all equipment necessary to fully implement and maintain an automated system (e.g., including radio frequency (RF) barcode scanners to track and report all inventory movements within the facility and the facility grounds, including computer peripherals (CPU(s), monitor(s), printer(s), RF transmitters and receivers, etc.).

- The WMS shall utilize RF barcode scanners to account for all functional warehouse activities. The scanners and related software and hardware shall be the responsibility of the Contractor.

4.1.1.1.3 The WMS computer software shall be used for warehouse inventory purposes and specifically for automating the management of the movement and storage of materials throughout the warehouse(s).

4.1.1.1.4 The WMS software shall be required to meet the following system criteria:

- Allow for secure certificate-based authentication with encrypted communications.
- Capable of controlling all inventory movements in a paperless environment.
- Allow for username and is password protection.
- Allow for user viewing, requesting of inventory, and reporting.
- Be compliant with NIST SP-800-53 and FIPS 199 security specifications and provide an end-user security agreement identifying the system and its specific security controls.

4.1.1.1.5 The WMS functionality is broken down into the following three operations:

- Put away
- Picking
- Reporting

4.1.1.1.6 The WMS shall be capable of generating multiple reports on the varying tasks to include a summary record of movements for individual organizations and multiple inventory ownership, billing, and invoicing.

4.1.1.1.7 The WMS shall operate in a paperless environment and be capable of meeting the following criteria:

- Inventory Master File
  - SKU # specific to MSSF, 6-digit numeric.
  - Manufacturer/vendor normal or customary or most frequent source.
  - Manufacturer/vendor SKU number.
  - Description matching manufacturer/vendor.

- Unit of measure.
- Length.
- Width.
- Height.
- Weight.
- Serial #
- Fixed warehouse location.
- Line office code.
- Line office contact.
- Other serial ID

- Storage Aids/Warehouse Locator System
  - Software supports location in nine storage aid configurations.
  - Software supports a 7-digit locator system.
  - Supports location WMS barcode scanning.
  - Supports multiple locations for SKUs and quantity by location.
- Receiving
  - Software supports receipt from line offices (LOs).
  - Software supports receipt from vendors.
  - Software supports receipt from other National Energy Technology Laboratory (NETL) entities.
  - Receipts conditional on PO receiver or receiver.
  - Receivers have text field with special instructions.
  - Supports PO and receivers sent to warehouse management system.
  - Supports quality inspection process.
  - Ability to generate appropriate barcode label at receipt (6 fields) per specifications.
  - Software supports receipt confirmation.
  - Receipt contingent on complete inventory master file.
  - If shelving assigns a fixed location.
- Put-A-Way
  - Post receipt move material to "put-a-way staging area."
  - Software supports scan of SKU label and retrieves fixed location.
  - Software supports receipt from other National Energy Technology Laboratory (NETL) entities.
  - Software supports LO zone control.
  - Software supports put-a-way consolidation.
  - Supports specific SKUs only in mezzanine section.
  - Supports criteria for assignment to lay-down area.
  - Supports serial ID at put-a-way.
  - Software supports MSDS data sheets.
- Order Selection
  - LOs can generate orders only for LO inventory.
  - Order supports "special instructions."
  - Orders managed based on age, p/u time, delivery date, and size.
  - Order information supports WL, SKU, quantity, U/M, description, serial ID.
  - Order lines sequenced in "location order.

4.1.2 Warehouse Tasks: The Contractor shall be responsible for general warehouse functions including, but not limited to:

4.1.2.1 Operation, maintenance, and reporting of all warehouse inventories using the WMS.

4.1.2.2 Processing requests for distribution utilizing manual and/or RF barcode scanners to enter or extract the information from the computerized WMS. Distribution includes equipment, office supplies, forms, and publications; using the RF barcode scanners to account for all functional warehouse activities. Scan all bar-coded information.

4.1.2.3 Stacking, storing, and moving equipment supplies and materials in accordance with the Occupational Safety and Health Administration (OSHA) guidelines.

4.1.2.4 Using handcarts, dollies, and other manual equipment to move stock.

4.1.2.5 Checking the condition of shipping containers prior to loading and ensure shipments are loaded into proper conveyances.

4.1.2.6 Observing all safety precautions to include preparation safety checks, speed, traffic operation, and fire safety rules in accordance with OSHA. Report all accidents via x11 immediately.

4.1.2.7 Performing basic housekeeping services in designated warehouse work areas including the area in the flow racks, bin areas, outdoor laydown areas, and the bulk storage area located in the pallet racks throughout the building. Basic services consist of picking up and disposing of trash and sweeping designated areas on a daily basis. Area shall be free from visible trash and dirt daily.

4.1.2.8 Conduct daily store operations to internal NETL customers and maintain chargeback account files.

4.1.2.9 Processing all requisitions or pick orders for assembly or shipment through the United Parcel Service (UPS) GSA-contracted vendor, and freight traffic shipments utilizing the WMS parcel manifest system. A pick order is an order received from an NETL office, field offices, or division offices, etc., for equipment, personnel property, inventory, supplies, and commodities including general supplies. The order is placed through WMS. The pick order will identify specific line items and SKU#s for various items that are stored at NETL primary warehouse. The contractor shall pick, process, and ship the items to multiple site locations throughout the country and verify shipments are delivered. In some instances, the contractor shall be required to perform batch picking functions.

4.1.2.10 Operating MHE such as electric-powered forklift truck, narrow-aisle turret-forklift, order picker forklift, electric pallet lift trucks, and dock leveler. Functions include stacking, storing, and moving equipment, supplies, and materials in accordance with the OSHA guidelines of 29 CFR§1910.178 and NETL procedural requirements. Load capacity does not generally exceed 3,000 pounds (specific equipment exceptions) and lift height shall not exceed 288 inches. Operations of MHE shall comply with safe handling of materials, with forks being properly inserted for carrying and lifting, and storage within rack or space load capacity.

4.1.2.11 Receiving and disseminating incoming material. Incoming material will be received and processed by contractor personnel in the receiving area of all NETL warehouse areas. Contractor personnel shall distribute material into proper storage aids depending on the size, type, and ownership of the material, as well as replenish stock in bins utilizing RF barcode scanners. Warehouse staff acknowledge delivery of packages and or shipments procured by personnel at NETL sites. Upon arrival of these packages and or shipments, warehouse personnel will offload delivery trailers, X-ray packages and or shipments and then will place these items and or materials into a separate area of the warehouse. Warehouse staff will only acknowledge the transporters documentation for proof of delivery (POD). Warehouse staff does not acknowledgment of receipt for the items and or materials, for other contractors. Warehouse staff will coordinate deliveries with other site support and construction contractors. All packages and or shipments for other contractors will be placed into a designated receiving holding area of the warehouse and warehouse staff will contact the contractor recipient that packages and or shipments have arrived. Contractor recipient is solely responsible for inspecting, opening and inventorying packages and or shipments and conducting the receipt process of materials, validating serviceability and correct item(s) received. Upon acknowledgment of receipt by contractor recipient, coordination may be made with warehouse staff to either store the items and materials or have them delivered to a designated location on the NETL site(s).

4.1.2.12 The contractor shall contact the recipient of shipped items that are “Special Handling”, “Fragile” “Perishable,” or as requested to verify shipment prior to acceptance. Delivery to the recipients’ final destination shall be made after recipient authorizes receipt.

4.1.2.13 When chemicals are received at the Warehouse, the Contractor shall coordinate with the CLIN 4 Activity 1 support personnel regarding chemical inventory management, chemical inventory barcoding, chemical handling, and storage actions, and transfer of chemicals to their final destination (see CLIN 4 Activity 1).

4.1.2.14 Applying WMS barcodes to inbound materials and preparations for put-a-away.

4.1.2.15 Scanning materials to a unique pallet identifier called a “license plate” as pallet is built for shipment. All scanned cartons will be related to the pallet license plate. When the pallet is loaded on the truck, the license plate will be scanned and all the cartons on the pallet will automatically be marked as shipped.

4.1.2.16 Performing “distribution” services as required for materials and supplies. Providing distribution of supplies, equipment and materials to various locations throughout each NETL site. Periodically an

allotment of critical administrative material/supplies will be requested on a pick order. Often, these pick orders will be associated with the mission or for which multiple NETL organizations participate. The contractor shall pick, process, and ship the items by organization ensuring that each organization's material is segregated and independent prior to shipment.

4.1.2.17 Preparing reports as it relates to inventory, receiving, shipment, and the performance thereof.

4.1.2.18 Track inventory levels and recommend procurement actions to the ACOR. Develop procurement requisitions for warehouse stock needs for action by the DOE buyer. This includes coordination with the item end user to develop technical specifications where required.

4.1.2.19 Provide secure storage for NETL supplies materials, furniture and equipment. Items to be placed in storage shall be entered into the WMS and verified. Removal of items from storage shall include the appropriate storage location and name of the individual making the request.

4.1.4 Morgantown Main Warehouse (Building B-19) Activities:

4.1.4.1 Building 19 (B-19) is approximately 24,000 square foot (SF) bulk equipment storage warehouse. This facility is located on the NETL MGN site. B-19 can be characterized as a central logistics warehouse providing storage for the inventory of the three NETL sites and two offices throughout the country.

4.1.4.2 Each site has different requirements in terms of storage, handling, and throughput. The NETL sites use this warehouse facility to house supplies required to support their current missions and any future activity.

4.1.4.3 Currently, NETL has three main sites that operate as standalone facilities. These facilities may have peak activities which may or may not coincide simultaneously and affect peak activity in the main warehouse. NETL offices can and may store bulk assets and materials in B-19 and assemble their requirements for each mission at staging areas in B-19. These include the following categories: supplies, equipment, and pre-assembled materials to support each mission.

4.1.4.4 It shall be the responsibility of the contractor to manage this inventory while in the warehouse and to pack and ship in accordance with the different organization requirements. The warehouse will perform schedule, pick, stage, assemble, and quality control activities as required by offices. The warehouse will receive, x-ray, screen, process, package and ship in accordance with NETL Mail, UPS & Shipping Manual procedures.

4.1.4.5 B-19 is considered being a low-throughput facility, average number of picks and receipts per week, during periods where the offices are not outfitting or preparing for future missions, is expected to be 100-to-300-line items per week. Peak periods could easily exceed 10 times the average weekly rate.

4.1.4.6 B-19 may house 5,000 to 7,000 SKUs once all the NETL consolidated equipment for bulk storage and have it moved to another NETL site. Much of this property supporting the various missions will be of a reusable nature such that when there are returns, some of the property may require refurbishing before it's brought back into the warehouse. Additionally, there are shipments to other organizations and receipts from vendors.

4.2 Mail, Express, UPS & Small Parcel Processing/Shipping Services

4.2.1 The contractor shall perform support services for mail processing & security inspection. General mail functions are:

4.2.1.1 Delivery to/pick up from the U.S. Postal Service for the NETL Mail Center (PGH site only).

4.2.1.2 X-Ray all incoming mail and packages at the ALB, MGN, & PGH Warehouses.

4.2.1.3 Screen all incoming items for possible suspect characteristics at the ALB, MGN, & PGH warehouses. Use a proper mail inspection containment chamber for questionable items. Follow NETL Procedures for emergency response protocol, if necessary.

4.2.1.4 Log incoming Express mail/package items and deliver ASAP.

4.2.2 The contractor shall be responsible for mail, express, and small package processing & delivery support services activities including, but not limited to:

4.2.2.1 Provide mail, express, and small package (up to 150 lbs.) processing and delivery support services, maintaining log records, and including operating an area or office where NETL employees can receive and screen U.S. Postal Service items. Supplies specific to the express and small package processing/delivery service shall be provided for that service via NETL. Note that the MGN site has a separate contractor for mail delivery pickup, and the PGH mail contractor picks up U.S. Postal Service mail/express & parcel items and delivers the mail to the warehouse for x-ray and mail security screening as first point of NETL contact. Then the mail delivery contractor takes the items

to the mail center sorting, and delivery through interoffice mail or process outgoing items to be taken to the U.S. Postal Service later in the day. The ALB site has normal delivery/pick up of U.S. Postal Service mail at the Building 22 Warehouse, with required mail security screening. The contractor is required to deliver interoffice mail one time per day, Monday through Friday (excluding all Federal holidays) at the ALB and PGH NETL Sites. Interoffice mail delivery is provided for the MGN NETL site under a separate contract. Mail contractors will follow NETL emergency response protocol for any possible suspect mail items that may be observed.

4.2.3 The Contractor shall perform the following support services relevant to mail, express, and small package postal or ground carrier items incoming and outgoing UPS shipments (under 150 lbs.) for processing, dispatch, x-ray, screen and delivery, and record keeping:

4.2.3.1 Provide the necessary labor to support the express and small package processing/shipment & receiving service operations at the ALB, MGN, & PGH NETL sites.

4.2.3.2 Process and deliver incoming express mail/items and small packages daily at the NETL ALB & PGH sites. Express mail/items and small postal packages delivery at NETL MGN is covered under separate contract supporting mail delivery.

4.2.3.3 The warehouse DOT-Certified Shippers enter the addresses/data into the WorldShip UPS shipping system for outgoing UPS (GSA-contracted vendor) for express and small package (under 150 lbs.) shipments and tracking system and retain chain-of-custody logs for incoming shipments. All incoming shipments will be logged by vendor name, date received, recipient name, tracking number, and opened to identify contents, and verify PO, and/or tagging. Any out-of-norm deliveries, with suspect characteristics or odors, will be immediately reported to Security for investigation by the Incident Commander and NETL Mail Manager in accordance with security protocol procedures.

4.2.3.4 Verify contents of outgoing UPS shipments for hazardous/nonhazardous contents with the NETL-F-460.1013 UPS shipping form, package and seal in appropriate DOT-required shipping containers, affix required labels and/or placarding for hazardous items, complete appropriate DOT Declaration paperwork for hazardous items, DOT-placard, verify UPS account number for Domestic or International. Provide the NETL mail manager a copy of all NETL-F-460.1-3 UPS forms of outgoing shipments daily for invoice verification. All UPS express letters and packages, at the drop-off areas, will be picked up by the contractor at 2:00 p.m. daily and taken to the site warehouse for processing, packaging, proper labeling/placarding as required by DOT, and prepared in final form for the UPS carrier to transport. (Delivery from the drop-off areas to the warehouse is performed by another site support contractor at NETL MGN.)

4.2.3.5 Notify the NETL Mail Manager to:

4.2.3.5.1 Obtain approval of requests to ship high cost International items or equipment (other than paper).

4.2.3.5.2 Ensure funds are available.

4.2.3.5.3 Ensure Chemical Inventory and Safety Data Sheet Manager (CISM) approvals have been secured for chemical sample shipments.

4.2.3.6 Respond to NETL inquiries, and/or the NETL Mail Security Manager inquiries, pertaining to the tracking, verification, or other logged data of incoming/outgoing shipments needed for invoice reconciliation or accountability.

4.2.4 All incoming postal mail/packages and shipment items received through ground transportation carriers will be x-rayed at the warehouse which is the first point of NETL site contact under Mail Security protocol. The x-ray machine will determine if possible explosive devices, firearms, or any organic contaminants are contained within received shipments. Contractor will additionally screen by observance for possible suspect characteristics in postal mail and shipments received in accordance with NETL mail security protocol procedures under NETL Emergency Response directives. Contractor must wear appropriate dosimetry and other personal protective equipment while x-raying and follow NETL x-ray procedures. Machine conveyor belt should be wiped down frequently (daily minimum), so any possible suspect item particles can be observed immediately while in use.

4.2.5 The contractor will ensure that all incoming/outgoing mail, express and ground transportation packages, are maintained in a secure place protected from any tampering or removal by unauthorized persons, while in the confines of the warehouse at all times. For the PGH site only, the contractor will ensure items received by common carriers, addressed to the Inspector General (IG) Special Agents, are locked within the cage area secured/secluded until notification to the IG Special Agent is made for pick up or normal delivery by the contractor to the B-900 secured building. Any time an IG package is present in the secured area, no other.

personnel besides the IG addressee or designee should have access to this caged area.

4.2.6 The NETL warehouse personnel who handle, package, label, placard, and operate the UPS WorldShip database for outgoing nonhazardous/hazardous shipments, must be properly DOT-Certified in accordance with 49 CFR and IATA requirements and their DOT-Certifications must be maintained through instructor-based DOT-training classes for compliance with all Federal guidelines.

4.2.7 The DOT-Certified warehouse shippers will assist NETL personnel with inquiries in the preliminary packaging and shipping container instructions for shipping hazardous items, to include providing any DOT-required packaging for the shipment. The contractor will also assist NETL personnel, through the shipping data input in the ATLAS shipping database located at the MGN site for all NETL sites, to acquire the lowest cost common carrier estimate, create Government Bills of Lading (GBL) for payments, and provide DOT-required packing materials, for all outgoing shipments from NETL being over the UPS GSA-contracted maximum weight. The contractor will provide assistance with finding the lowest cost estimate/carrier, through the ATLAS database, for any NETL-required incoming shipments from outside universities, other outside sources, or R&D field-work activities for shipments/samples to NETL, to include GBL for non-hazardous items through the ATLAS database.

4.2.8 The contractor shall maintain stock at all UPS drop-off areas of UPS general supplies and NETL Shipping Forms (NETL-F-460.1-13) forms. The warehouse shall maintain adequate stock of general & larger UPS shipping supplies, including vermiculite for oil absorbent, and odor containment shipping bags. Any DOT-required corrugated boxes will be acquired by the warehouse for specialty shipments to or from the field. Any cooler shipments will be contained within an appropriate-sized regular box, per UPS requirements. Contractor will provide annual data for the DOE Mail/Shipping Report to the NETL Mail Security Manager for UPS, and other ground/freight transportation carriers' costs for all outgoing: Domestic shipments; International shipments; any UPS shipments charged to NETL UPS from outside sources; and any shipment costs to NETL provided through the ATLAS database from GBL divisional funding. Contractor will also provide the NETL mail manager an annual fiscal year cost report of UPS usage, charged to each NETL UPS account numbers, broken down by Federal organizational charges reference numbers from the UPS report, for management's overview & chargeback.

4.3 <u>Courier Services</u>

4.3.3 The contractor shall perform on-site courier and transportation services as specified herein. Courier service functions include:

4.3.3.5 Facility-wide delivery and pick-up service

4.3.3.6 Logistical support services for shipments throughout NETL facilities of operations.

4.3.4 Courier services are required for all NETL sites. Courier services shall be daily unless otherwise directed by the ACOR.

4.3.5 The contractor shall be responsible for courier service support activities including, but not limited to:

4.3.5.5 Courier services may be required on a daily basis with deliveries occurring to a number of locations in WV and PA. The pickups and deliveries involve packages, crates, documents of critical importance. Pickup services may also be required for items at commercial sources.

4.3.5.6 The performance of courier services is considered a critical Government activity and it is a high priority that all courier runs take place in an expeditious and accurate manner.

4.3.5.7 All property being transported must be safely stowed and secured at all times.

4.3.5.8 The vehicles shall be locked at all times when the drivers are making deliveries to safeguard the materials being transported. Government mail vehicles must be kept locked at all times whether vacant on NETL property, at the post office, or on courier runs, with/without mail, pouches, packages, or personnel, to protect the loss of items or access to any empty vehicle by an individual for placement of possible explosives within the vehicle for safety & security.

4.3.5.9 No property is to be left in the vehicles overnight.

4.3.5.10 Drivers shall not conduct personal business while performing their driving duties or otherwise, during delivery runs in accordance with Government vehicle requirements and the NETL ES&H Handbook.

4.3.5.11 If for any reason the messenger will be more than 15 minutes late for a scheduled run, the Warehouse Manager shall be notified by phone as to the cause and this information subsequently provided to the ACOR via phone or e-mail by the Warehouse Manager.

4.3.5.12 The requirement is for one daily pickup/delivery within each site and unscheduled "special" requests as required. Special requests are expected to be infrequent, with no more than twelve (12) per year,

and only as approved by the ACOR.

4.3.5.13 Items being conveyed as part of a courier run should weigh no more than 70 pounds for each single item. An aggregate total of generally less than 400 pounds shall be carried on an individual delivery run. Any excessive amounts will require approval by the ACOR.

4.4 The contractor shall provide to NETL all supervision, labor, supplies, and materials (excluding those items identified as being furnished by the Government) to satisfactorily perform work in the areas identified in this PWS. All equipment needed in performance of this Activity shall be provided by the Government.

5.0 SUPPORTING FUNCTIONS

5.1 Directives Support

5.1.1 The Contractor shall assist with reviewing and revising NETL directives to ensure that they reflect the current site practices, new or changed responsibilities of individuals, DOE orders and regulatory requirements, and quality assurance measures.

5.2 Corrective Action

5.2.1 The Contractor shall implement on-site corrective/preventive actions associated with action plans previously developed, self-assessments, and other types of internal and external reviews.

5.3 Consulting and Assistance

5.3.1 Consulting and assistance with other NETL deliverables. This could be due to change in regulations or DOE/Executive Orders, new initiatives, or change in NETL policy.

5.4 International Organization for Standardization (ISO) 14001/OHSAS 18001/ISO 45001 (progressing towards ISO 45001), Certification Initiatives and Audits

5.4.1 The Contractor shall support NETL's efforts to maintain ISO 14001 and OHSAS 18001/ISO 45001 certifications as part of the ES&H Management System and shall participate in NETL's internal audits and assessments. Support activities including basic participation in ISO audits (as required). This could include gathering information and/or participating as a subject matter expert.

6.0 DELIVERABLES

Contractor shall prepare and submit the following Activity deliverables:

DELIVERABLE	FREQUENCY
Annual Inventory Report of Items Stocked in Warehouse(s)	Due by no later than October 15 covering previous fiscal year ending September 30.
Semi-Annual Bottoms Up Reconciliation of All Open Due-In Requisitions.	October 1 - February 28: Due by March 15 March 1 - September 30: Due by October 15
Semi-Annual Demand History Review Report.	October 1 - February 28: Due by March 15 March 1 - September 30: Due by October 15
Annual End of Year Closeout Report by Fiscal Year (FY), used to ensure de-obligations of funds preventing fiscal year cross over.	Due by no later than August 31.
Fiscal Year Mail, UPS & Shipping Reports	Due by no later than October 15 covering previous fiscal year ending September 30.
Contractor shall maintain a comprehensive log of all Package Express Delivery mail usage information, monthly reports, and other information required by the COR	Available at all times for ACOR Review.
Monthly Cycle Count Reports	Due on the 15th day of the following month.
Monthly Charge Back Reports	Due on the 15th day of the following month.

Federal Information Technology Acquisition Reform Act Report for Purchasing IT related items within threshold ranges	Due on the 4th day prior to end of each month
Develop desktop reference guides for Receiving Stock, Issuing Stock, Screening Mail/Packages, Developing Procurement Requisitions, Performing and Reporting Inventory, and Developing Deliverable Reports. Review desktop reference guides annually and update as needed.	Final guides shall be updated and available for review by the ACOR at the end of every contract year.