PROPERTY MANAGEMENT SUPPORT SERVICES

CLIN 2 ACTIVITY 6

PERFORMANCE WORK STATEMENT

1.0 REQUEST INFORMATION

1.1 Type of Activity: The Property Management Support Services Activity is a firm fixed-price Activity.

1.2 Description: Property 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 (local and long distance) is anticipated between all NETL sites. In addition, long distance travel may be required to support NETL property activities at remote research locations.

1.5 Training: Training is anticipated related to maintaining certifications required to perform requirements of this Activity, including (but not limited to): DOE Property Management per DOE Order 580.1, etc.

2.0 GENERAL REQUIREMENTS

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

2.2 This Activity involves:

2.2.1 Personal Property Management

2.2.2 Off-Site Property Management

2.3 The Activity does 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, & PGH sites.

3.2 Currently, there are approximately 15,000-line items being managed within the property management database.

4.0 SCOPE

4.1 This Activity provides property management support services including:

4.1.1 Personal property management services

4.1.2 Off-site property management.

4.2 The contractor shall provide to the DOE, 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.

4.3 Referenced Procedures

4.3.1 NETL Order 580.1, Personal Property Management

4.3.2 NETL Manual 580.1-00.01, Personal Property Management

4.3.3 DOE G 580.1-1A

4.3.4 Federal Property Management Regulations 109-43

4.3.5 Federal Acquisition Regulation 52.245-1

4.3.6 Department of Energy Acquisition Regulation PART 945 Government Property

4.4 Activity Definitions

4.4.1 Personal Property: All Government property either owned, leased or contractor-acquired to include materials such as office furniture, tools, consumable supplies, etc., except for Real Property and records.

4.4.2 Administrative *controlled items* No formal property management records are required to be maintained for this category of personal property, which includes such items as those controlled for calibration or maintenance purposes, contaminated property, tool crib items, and equipment pool items. Various control records can be employed to help safeguard this property against waste and abuse, including purchase vs. use information, tool crib check-outs, loss and theft reports, calibration records, disposal records, and other similar records. Control techniques would include physical security, custodial responsibility, identification/marking, or other locally established control techniques.

4.4.3 Capitalized Property: The capitalization threshold for items acquired prior to October 1, 2011 is $50,000. For items acquired on or after October 1, 2011, the threshold is $500,000. Capital equipment is to be managed in accordance with the DOE Financial Management Handbook.

4.4.4 Accountable Property – includes nonexpendable personal property whose expected useful life is tow years or longer and whose acquisition value, $10,000 or more meeting the sensitive property/ high Risk Personal Property (HRPP) definitions or precious metals. Accountable property records must be managed and maintained current in a property management system of record from inception to formal disposition and removal from DOE inventory. Warrants tracking in agency's property records, including capitalized and sensitive personal property. 41 CFR 102-35.20 and DOE Guide 580-1.

4.4.5 Sensitive Property: includes all items, regardless of value, that require special control and accountability due to unusual rates of loss, theft or misuse, or due to national security or export control considerations. Such property includes weapons, ammunition, explosives, information technology equipment with memory capability, cameras, and communications equipment. Precious metals are considered as sensitive property and will be tracked accordingly.

4.4.6 Export controlled property means property the export of which is subject to licensing by the U.S. Department of Commerce, the U.S. Department of State, the U.S. Nuclear Regulatory Commission, or authorized by the U.S. Department of Energy.

4.4.6.1 Dual-Use List means nuclear-related material, equipment, and related technology as described in the Nuclear Suppliers Group Dual-Use List as published in International Atomic Energy Agency Information Circular (INFCIRC) 254 Part 2 and as implemented by the Department of Commerce in the U.S. Export Administration Regulations (15 CFR part 774).

4.4.7 Equipment - Any item of personal property having a unit acquisition cost of $5,000 or more and having the potential for maintaining its integrity (i.e. not expendable due to use) as an item.

4.4.8 Expendable Personal Property - Personal property, regardless of cost or dollar value, that is consumed, loses its identity, or becomes an integral part of other property.

4.4.9 Other Accountable Property - Accountable property records may also be established for items that do not otherwise meet the accountable property threshold or sensitive/high risk definitions or precious metals, when the OPMO has determined that, notwithstanding its acquisition cost, an item must be controlled and managed to protect against unauthorized use, disclosure, or loss; or whenever required by law, policy, regulation, or agency direction. Examples of such property considerations include:

4.4.9.1 Property containing Controlled Unclassified Information (CUI), as determined by the site's cyber security Risk Management Approach or appropriate program management.

4.4.9.2 Pilferable items, i.e., designated by each organizational entity, as especially subject to loss, and if unaccounted for, presents a significant concern for disruption to mission operations.

4.5 On-site Personal Property Management Services

4.5.1 Using the NETL provided Property Administration and Management System (PAMS), the contractor shall operate and maintain the Government-furnished PAMS for accountable property including keeping the system up to date with data transfers that are scanned (either by bar codes or by radio frequency identification – RFID) as they are issued on hand receipts. The contractor shall provide support services for property management in accordance with DOE G 580.1-1A, NETL regulations and organizational directives, Code of Federal Regulations (CFR), Federal Acquisition Regulations (FAR), Federal Property Management Regulations (FPMR), and DOE Property Management Regulations (PMR) to control, protect, preserve, maintain and dispose of Government property located at all NETL sites.

4.5.2 Property Cataloging will be consistent with Federal, DOE, and NETL organizational directives, (e.g., Federal Acquisition Regulations (FAR), Federal Property Management Regulations (FPMR), DOE Property Management Regulations (PMR), DOE G 580.1-1A and NETL Manual 580.1-00.01 Personal Property Management).

4.5.3 The contractor shall be responsible for property management service support functions including the following:

4.5.3.1 Tag all Government owned accountable property to include newly acquired property prior to being issued. The contractor shall ensure all Government property is properly tagged in accordance with DOE PMR 109-1.5105, DOE G 580.1-1A and assigns property, as applicable. Approximately 700-900 property items may require to be tagged annually.

4.5.3.2 Classification of all line items applying proper Federal Supply Class (FSC) proper nomenclature, and any additional information necessary for entry into the PAMS system. Federal Supply Class (FSC) is a commodity classification designed to serve the functions of supply and is sufficiently comprehensive in scope to permit the classification of all items of personal property. The FSC utilizes a four-digit coding structure, which is divided into groups and classes where the first two digits of the code identify the group and the last two digits identify the classes within each group.

4.5.3.3 Develop a cost-effective high-risk property management system, that address all applicable contract requirements of subpart 109-1.5301 property control and enables the outcome under FAR 52.245-1(b)through(f) (1) (x).

4.5.3.4 Manage and control Government-owned high risk personal property in an effective manner High-risk personal property will be managed throughout its life cycle to protect public and DOE personnel safety and to advance the national security and the nuclear nonproliferation objectives of the U.S. Government.

4.5.3.5 To ensure the appropriate treatment of property at its disposal and to prevent inadvertent, uncontrolled release of high-risk property, property should be assessed and evaluated as high-risk property as early in its life cycle as practical.

4.5.3.6 Contractor must conduct personal property transfers, sales, or other offerings in accordance with DOE Acquisition Guide, Chapter 3.3, and must contain the "Export Restriction Notice".

4.5.3.7 Account for property using an automated hand receipt system while maintaining hard copy records of all hand receipt transactions with original signatures to include change documents, loss statements and/or warranty claims affecting changes to existing accountable records affecting hand receipts.

4.5.3.8 Conduct inventories of capitalized, sensitive, and accountable property at a schedule that meets or exceeds the requirements of the DOE G 580.1-1A.

These inventories may be accomplished using either Annual, Semi-Annual, Quarterly or Monthly methods.

4.5.3.9 Conduct physical inventories of Government property as defined by DOE PMR 109-1.5110. – Conduct a 100% physical inventory of all equipment and materials under the control of the property team annually. Physical inventories of equipment may be conducted by the "Inventory by exception" method. The system and procedures for taking physical inventories by this method must be fully documented and approved in writing by the OPMO/PA.

4.5.3.9.1 Capitalized Property and Equipment –Inventoried Annually (current approximate inventory)

- 150 – Capitalized Equipment

4.5.3.9.2 Sensitive Property – Inventoried Annually (current approximate inventory)

4.5.3.9.3 7000 – Sensitive Property Items 1000 – Accountable Property Precious Metals – Inventoried Annually

4.5.3.9.4 Administrative/Other Accountable = Inventoried Triennially (current approximate inventory)

- 7000 – Administrative/Other Accountable

4.5.4 Maintain equipment held for future projects (EHFFP) in accordance with 41 CFR§109-28.50.

4.5.5 Provide storage and accountability of equipment not currently needed. Equipment shall be tagged and stored in a designated property holding area in the warehouse for future use or designated as excess upon predetermined time designated by Federal regulations.

4.5.6 Coordinate excess property to ensure proper documentation has been prepared to remove property from any property inventories and accountability prior to notification/authorization being provided to the warehouse personnel for disposal of excess property.

4.5.7 Prepare property management reports as required in Table 1 of DOE PMR 109-1.5148. Additionally, the Contractor shall prepare monthly NETL plant and capital equipment reports on all acquisitions, re-utilizations, dispositions, storage, and inventory results reports.

4.5.8 Determine the Product/Service Code for the applicable item being procured (IT Equipment, Laboratory & Research Equipment, etc.) and enter this information into STRIPES for STRIPES purchase requisitions.

- Items Excluding

4.5.9 Prepare and coordinate scrap metal bid solicitation proceeds will be credited to the contract, as directed by the Contracting Officer, on a calendar year basis.

4.6 Off-Site Property Management

4.6.1 The contractor shall be responsible for Off-Site Personal Property Management support service activities. The Contractor shall provide support for the administration of property in the possession of off-site NETL Site Support Contractors, Professional Services Contracts, Financial Assistance Award Recipients, and Construction Contractors. Support Services shall include the following:

4.6.1.1 Processing reports from Site Support Contractors and/or Financial Assistance Recipients for input into the off-site property database module in PAMS. This includes receipt and reconciliation of reports as required by the reporting requirements established in their respective contract or awards (approximately 200 New Awards/Contracts and 1,000 Assist in determining fair market value of personal property reported by contractors or recipients as required (Financial Assistance Awards only).

4.6.1.2 Maintaining records of off-site Contractor property files and preparing memoranda and letters, as appropriate. This includes tracking changes and modifications, determining values of property items, and transferring accountability to new awards (approximately 300 memoranda and letters generated annually).

4.6.1.3 Prepare and submit transfer orders for approval to the CO (approximately 250 transfer orders annually).

4.6.1.4 Prepare and submit retirement work orders to the OPMO/ PA/ CO for approval (approximately 50 Retirement Work Orders annually) for Contractor property that is no longer required or that was inoperable annually.

4.6.1.5 Review and submit loan agreements to the Organizational Property Management Officer (OPMO) for approval (approximately 50 loan agreements annually).

4.6.1.6 Assisting NETL in review of Contractor's final property reports and issue (approximately 20 final property reports received annually).

4.6.1.7 Provide property clearance certificates as needed upon contract completion for site support contracts, financial assistance awards, and other major contracts.

4.6.1.8 Assisting in the complete disposition of excess property submitted by contractors and financial assistance award recipients.

4.6.1.9 Providing timely and accurate submission of required reports, as well as preparation of requests for personal property loans, transfers, or dispositions of property.

4.6.1.10 Enter and maintain data in the Personal Property Management System (PPMS).

4.6.1.11 Provide support and information relating to the CO with required Property Inventory Data System (PIDS) as requested by DOE HQ no later than December 15th annually. Actual data entry into PIDS is a Federal responsibility.

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 Certification Initiatives and Audits

5.5 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.

4.6.1.12 Modifications/Amendments annually).

6.0 DELIVERABLES

Contractor shall prepare and submit the following deliverables:

DELIVERABLE	FREQUENCY
Annual Property Activity Report: used for processing all basic accountability actions related to the entire lifecycle of assets, reports all accountable asset acquisitions, transfers, moves, and disposals. Report includes offsite property.	Due by no later than October 15 covering previous fiscal year ending September 30.
Quarterly Personal Property and Equipment (PPE) actions for Capital property. Reports acquisition, transfers, retirements, demolitions, and disposals.	Due no later the 15th of each quarterly reporting period.
Annual Property Reconciliation Report and Validation of Issued Property Report Reconciliation Report and Validation of Issued Property Report100% Inventory a formal listing of all accountable property items assigned to an agency, along with a formal process to verify the condition, location, and quantity of such items.	Due by no later than October 15th covering previous fiscal year ending September 30th.
Annual Contractor Property Report Inventory listing of Contractor Acquired property that must be transferred to the Government	Due by no later than October 15th covering previous fiscal year ending September 30th.
Annual Excess Personal Property Furnished to Non-Federal Recipients (GSA) Report is generated and submitted using GSA Personal Property Reporting Tool (PPRT) via https://www.property.reporting.gov/PPRT/s/login	Due by no later than December 15th covering previous fiscal year ending September 30.
Annual Precious Metals Report Reports the procurement, issue, usage, returns and disposal of precious metals for NETL.	Due on September 15th covering previous year ending August 31st.
Annual Physical Inventory Report for Sensitive Items100% Inventory a formal listing of all sensitive property items assigned to an agency, along with a formal process to verify the condition, location, and quantity of such items.	Due by no later than October 15th covering previous fiscal year ending September 30th.
Annual Negotiated Sales Report of items sold by GSA on behalf of NETL Reports Property sold using the negotiated sales method as required by 41 CFR 102-38. The data elements for this report can be found in 41 CFR 102- 38.330. Report is generated and submitted using Personal Property Reporting Tool @ https://www.property.reporting.gov/PPRT/s/login/	Due by no later than October 15th covering previous fiscal year ending September 30th.
Property Inventory Data System (PIDS) Information Requests (HQ) Report property volumes and original acquisition dollar values of government- owned property annually. Property reported is divided into the following three categories: (1) sensitive; (2) accountable with an original acquisition cost less than $500,000; and (3) accountable with an original acquisition cost of $500,000 or more is generated and submitted via https://pids.inl.gov.	Due by no later than December 15th covering previous fiscal year ending September 30th.
Annual Update of Desktop references of all property staff detailed policies and procedures which are applied for daily operations by contractor staff that describes the application of the DOE-PMR, DEARS and the FAR. procedures must address all applicable contractual requirements, *enables the outcome under FAR 52.245-1(b)through(f)(1)(x).*	Shall be updated and available for review at the end of every contract year.

End of Life Management Verify end-of-life management of excess/surplus electronics follow Bulletin FMR B-34 and the hierarchy established: 1. Reuse within an agency 2. Reuse through transfers, donations, and sales;3. Recycling through certified recyclers and manufacturer take-back programs using certified recyclers. (E.O. 14057)	Quarterly, due no later than 3rd of month for previous quarter
Exchange/Sale Report (GSA) Report property that is exchanged or sol d for replacement purposes during the prior fiscal year should be reported as required by 41 CFR 102-39. data elements for this report include the two-digit Federal Supply Classification (FSC) Group of the property exchanged or sold; the total number of items within the FSC; original acquisition cost; and net proceeds. The data for the non-Federal recipients and exchange/sale reports are collected using GSA's Personal Property Reporting Tool at website https://www.property.reporting.gov/PPRT/PPRTLogin.	Due by no later than December 15th covering previous fiscal year ending September 30th.