

PART III-SECTION J

APPENDIX K

TRANSITION PLAN REQUIREMENTS

In accordance with Section L-3(j), the Offeror shall submit a Transition Plan that describes the process and details for providing an orderly transition during the contract's Transition Term stated in Section B-2 in accordance with the Transition Plan activities described below. In accordance with Section L-7, the Contractor shall also provide an estimate of the costs to perform the transition activities specified in the Contractor's Transition Plan within 10 calendar days after contract award and complete negotiations with the Contracting Officer prior to commencement of the Transition Plan activities.

The activities identified in this Transition Plan Requirements shall begin ninety days prior to the start of the Basic Term of the contract. However, the transition activities necessary for the Contractor to meet the requirements of H-35 entitled "Workforce Transition, Contractor Compensation, Benefits and Pension" shall begin after award of the Contract and is not considered a Transition Plan activity for purposes of this Transition Plan Requirements. The proposed Transition activities, schedule, and estimated costs will be finalized with the Contractor and approved by the Contracting Officer prior to commencement of the Transition Plan activities. The Contractor shall use its Payments-Cleared Financing Arrangement for reimbursement of Transition Plan activities including H-35 activities.

The purpose of this Transition Plan Requirements is to identify the major, high level, and minimum set of transition activities that are expected to be used to develop the Transition Plan and associated cost estimate of activities to be completed by the Contractor during the Transition Term. The objectives of the Transition Plan are to minimize the impacts on continuity of operations, identify key issues, and overcome barriers to transition. The Contractor is responsible for performing due diligence to ensure that all the transition activities are identified, negotiated, and completed during the Transition Term.

After completion of these activities below and such other Transition Plan activities as may be planned by the Contractor and as authorized by the Contracting Officer, the Contractor shall advise the Contracting Officer that it is ready to assume full responsibility for the Laboratory. Upon receipt of written notification from the Contracting Officer that the Transition activities are considered complete, the Contractor shall assume full responsibility for the Laboratory, effective October 1, 2007, 12:01 A.M.

1. Transition Management

Establish a transition management team capable of providing overall management and logistical support of all laboratory transition activities. The offeror shall develop a project management schedule using Primavera version compatible with

the predecessor contractor software and project controls process that is integrated and coordinated with the incumbent and NNSA; establish transition schedule, milestones, and measurable commitments; coordinate transition activities with the NNSA, incumbent; and conduct regularly scheduled meetings with NNSA officials to report on the progress and status of transition activities. The Contractor will be responsible for confirming readiness to assume full responsibility for Laboratory operations.

2. Laboratory Programs – Science and Technology.

Ensure transition of the management and operation of all ongoing programs and projects at LLNL to include: review of the status of the various Campaigns for Defense Programs, including the status of the individual annual milestones, and assess the current progress and budget status for each; review the status of the Directed Stockpile effort, including the Life Extension, Stockpile Systems, and Reliable Replacement Warhead Programs, including the milestone and budget status; review the schedule and budget status of the Readiness in Technical Base and Facilities (RTBF) Program; compare to the most recent quarterly status report(s) on these Defense Programs and identify and report any discrepancies noted; review the current Laboratory Directed Research and Development (LDRD) and Work for Others Programs, including the schedule and budget status for the individual projects funded by these programs; assess the current progress and baseline the status of all on-going programs and projects assigned to LLNL, funded by NNSA at the Nevada Test Site; and assess the schedule and budget status of the National Ignition Facility (NIF) and NIF Cryogenic Target projects and the likelihood of completing the projects on time and budget.

3. Laboratory Operations

- 3.1 Safeguards and Security. Ensure transition of a Safeguards and Security Program that includes Integrated Safeguards and Security Management; physical security; protection of government property; classification, declassification, and protection of information; cyber security; reconciliation of special nuclear materials, control and accountability; and personal security including access control for Laboratory staff and visitors.
- 3.2 Emergency Preparedness, Operations, and Response. Ensure transition of an Emergency Operations Program to include emergency planning, preparedness, response and readiness assurance activities; an occurrence notification and reporting system; operation of an Emergency Operations Center (EOS) including support to the EOS with the County of Alameda; and emergency response capabilities for local, regional, and national missions to include a Radiological Assistance Program, support to the NNSA Emergency Support Team and Accident Response Group.

- 3.3 Environment, Safety and Health. Ensure a transition of the Environment, Safety and Health (ES&H) program to include activities and commitments to the Defense Nuclear Safety Board; Hazard Categorization and Analysis Process; self-assessment process; performance measurement program; occurrence/event investigation and lessons learned programs; worker health studies; industrial safety; radiological safety; life safety systems; construction safety; nuclear & criticality safety; laboratory safety; quality assurance; conduct of operations; motor vehicle safety; Packaging and Transportation programs; and work control program.
 - 3.4 Environmental Stewardship. Ensure transition of the Environmental Management, Protection and Compliance program to include environmental restoration program; decontamination and decommissioning program; waste minimization and pollution prevention program; waste management facilities and equipment; natural and cultural resources management; the National Environmental Policy Act program; the ISO 14001 Environmental Management System; and reporting requirements.
 - 3.5 Counterintelligence and Counter Terrorism. Ensure transition of the ongoing and comprehensive counterintelligence and counter terrorism program.
 - 3.6 Facility Operations, Infrastructure, Design and Project Management. Ensure transition of the Facility Operations, Infrastructure, Design and Project Management Program to include the management, operation, and protection of government-owned facilities and infrastructure; perform walk-downs, walk-throughs, observations, and inspections of site facilities and operations; the real property life-cycle asset management program; real property management and transfer of the incumbents' leased real property; management of the user facilities; facility management practices; maintenance management program; transfer of the Earned-Value Project Management System; baseline progress and transfer of ongoing line item, general plant, institutional general plant, and facility infrastructure recapitalization program projects; operation of transportation and traffic management services; and logistics support to the Livermore Site Office.
4. Business and Management
 - 4.1 Communications. Ensure transition of communications, information, public participation, and Public Affairs programs to include internal and external communication processes and protocols; community involvement and outreach activities; interactions with the media, businesses, the scientific and technical community; and interactions with Congressional offices, local, state, and federal agencies.

- 4.2 Legal. Ensure transition of a legal program to include support activities to procurement; managing existing litigation and claims; litigation management; patents, licenses, and intellectual property rights; technology transfer; transfers, novations, or assignments of subcontracts for work for other agreements, and memorandum of agreements or understandings with local, state, and federal agencies; environmental permits, applications, regulatory agreements, and protection; and labor relations.
- 4.3 Human Resources, Labor Relations, Training, Equal Employment Opportunity, and Employee Concerns. Ensure transition of all human resources programs including workforce restructuring; compensation and pay structure, and classification; recruiting and staffing; personnel files; travel and relocation; benefits and insurance; leave and service credits; pension and investment plans; substance abuse; employee assistance; employee relations; labor relations and standards; technical and professional development training; employee concerns; education and academic assistance and support, equal employment opportunity and diversity plans.
- 4.4 Information Technology and Records. Ensure transition of all information technology and records including information resources management; information technology capital planning and investment; management, operation, and business computer systems and databases including operating system, launch date software, feeder systems, and general description of the users; enterprise architecture and data management; licensing and property agreements; computer operations center; telecommunications; application changeover; records management and document control; processes and functions of the directive system and work smart standard set system; forms management; and issues management.
- 4.5 Budget and Finance. Ensure transition of the management and control of all the systems of internal controls for budget, finance and audit including a budget system for the formulation and execution of all resource requirements; collection, record, and reporting of all financial activities; disbursement system for employee payroll and supplier payments; internal control for all expenditures; transferring or establishing the special financial institutional agreement; program control systems and accountability; indirect rate and financial reporting; uncosted balance transition; all business systems relating to documentation, policies and procedures; and corporate and travel card program transition.
- 4.6 Internal Audit. Ensure transition of the internal audit program including internal, external audits, and reviews ongoing and planned; support audits and reviews ongoing and planned; internal audit forecast and

implementation plans; and transition of findings and recommendations including the Audit Tracking System.

- 4.7 Procurement Management. Ensure transition of the management and operation of the NNSA-approved Procurement Systems including assignment of subcontracts, vendor agreements, and any other agreement whereby goods and services are sought; purchasing support; subcontract administration, deliverables, and transfers; internal reviews; contract closeout; and all procurement databases and systems related to procurement operations.
- 4.8 Personal Property Management. Ensure transition of the NNSA-approved personal property system including the planning, acquisition, maintenance, operation, control, accountability, utilization, and disposal of all Government-owned personal property; the Sunflower Asset Management System; fleet management; and reconciliation of personal property and fleet.