CONTRACTOR REQUIREMENTS DOCUMENT
DOE ORDER 413.3A*, Program and Project Management for the Acquisition of Capital Assets*

This Contractor Requirements Document sets forth intended requirements to be applied to contractors responsible for performing program and project management of Department-owned facilities and for other contractors as determined by the Federal Project Director and Contracting Officer, in conjunction with the Federally-assigned Integrated Project Team members. Regardless of the performer of the work, the affected contractor is responsible for complying with the requirements of this Contractor Requirements Document as included in the contract. The contractor is responsible for flowing down Contractor Requirements Document requirements to subcontractors at any tier to the extent necessary to ensure contractor compliance.

The contractor's project management system must satisfy the following requirements:

1. The industry standard for Performance Management Systems, described in ANSI/EIA-748-A-1998, must be implemented and self-certified on all projects with a Total Project Cost greater than $20M. For projects not required to utilize an Earned Value Management System (e.g., firm fixed-price contract projects), an alternative Performance Management System must be described in the Project Execution Plan and utilized. For projects with Total Project Cost equal to or greater than $50M, the Earned Value Management System must be validated by the Office of Engineering and Construction Management. It is to be used for control and reporting of project performance as defined in the Project Execution Plan and no later than CD-2.

2. Cost and schedule performance, milestone status, and financial status no later than CD-2 must be reported to DOE on a monthly basis using DOE-approved work breakdown structure elements and data elements for all projects with a Total Project Cost greater than or equal to $20M, except firm fixed-priced contracts. The report must also include variance analyses and corrective action plans that integrate cost, schedule, and scope if variances exceed DOE-established reporting thresholds. Analyses of cost and schedule trends, financial status, and baseline change control activity, including the allocation of management reserve, potential problems, and critical issues will also be reported. Reporting by the contractor may be required earlier than CD-2 as specified by the Contracting Officer.

3. For project contracts to be awarded as subcontracts by the contractor, the contractor must have a written Acquisition Plan that is appropriate for the requirement and dollar value of each subcontract and consistent with its contract's provisions. The Acquisition Plan for a project contract to be awarded by the contractor is to be developed by a team of contractor employees including, at a minimum, the prospective Project Manager and Contract Negotiator. The Acquisition Plan must receive the concurrence of both the Federal Project Director and the DOE Contracting Officer.

4. Technical performance analyses and corrective action plans must be reported to DOE for variances to the project baseline objectives resulting from design reviews, component and system tests, and simulations.

5. A critical path schedule and a project master schedule must be developed and maintained.

6. Cost estimating must be an integral part of cost baseline including life cycle cost development and maintenance, budget request development, and estimates at completion.

7. Project technical, cost, and schedule risks must be identified, quantified, and mitigated throughout the life of the project. Risks must be identified, evaluated, and mitigation strategies developed and implemented.

8. An integrated contractor technical, cost, and schedule baseline must be developed and maintained using a contractor-level Change Control Board.

9. A configuration management process must be established that controls changes to the physical configuration of project facilities, structures, systems, and components in compliance with ANSI/EIA-649, National Consensus Standard for Configuration Management. This process must also ensure that the configuration is in agreement with the performance objectives identified in the technical baseline and the approved quality assurance plan.

10. A Value Management/Engineering process must be used that identifies high-cost project activities in order to realize a maximum return on investment through the use of systems engineering tradeoffs and functional analyses that identify alternate means of achieving the same function at a lower life cycle cost.

11. A quality assurance program must be developed and implemented for the contract scope of work when the contractor's requirements include DOE O 414.1C, *Quality Assurance* or 10 CFR 830 Subpart A, *Quality Assurance Requirements* (as applicable).

12. An Integrated Safety Management system must be developed and implemented for the contract scope of work when the contractor is complying with the requirements of DEAR 48 CFR 970.5204-2, *Integration of Environmental, Safety and Health into Work Planning and Execution*.

13. Contractors performing design for projects must at a minimum conduct a Preliminary and Final Design Review, in accordance with the Project Execution Plan. For nuclear projects, the design review will include a focus on safety and security systems.

14. High performance sustainable building principles must be applied to the siting, design, construction, and commissioning of new facilities and major renovations of existing facilities.