



**Statement of Work**  
**For**  
**General Materials or Services**

**Title: DOT PHMSA Rail SharePoint Support**

**Date: 3/6/2023**

**Revision Number: 0**

**Requisition Number: 364193**



## Table of Contents

1	INTRODUCTION / BACKGROUND .....	3
1.1	Objective .....	4
1.2	Description of Work - General .....	4
1.3	Description of Work - Specific .....	4
2	DELIVERABLES/SUBMITTALS .....	6
2.1	Deliverables .....	6
2.2	Submittals .....	6
3	PLACE OF PERFORMANCE .....	6
3.1	Onsite Work Location/Potential Access Requirements .....	6
3.2	Site Access and Work Hours .....	7
3.3	Badging .....	7
4	REQUIREMENTS .....	7
4.1	Engineering Requirements .....	7
4.2	Environmental, Safety, and Health Requirements .....	7
4.3	Quality Assurance Requirements .....	7
5	ACCEPTANCE CRITERIA .....	8
6	CONFIGURATION MANAGEMENT .....	8
6.1	Configuration Management Requirements .....	8
6.2	Applicable Standards .....	8
6.3	Verification/Hold Points .....	8
7	QUALIFICATIONS .....	8
8	SPECIAL REQUIREMENTS .....	9
8.1	Training .....	9
8.2	Use of Government Vehicles .....	10
8.3	Government Property .....	10
8.4	Hanford System Access Requirements .....	10
8.5	Electrical Components .....	10
8.6	Section 508 of Rehabilitation Act Applicability .....	10
9	ACCESS AUTHORIZATION/CLEARANCE REQUIREMENTS .....	10
10	MEETINGS .....	11
10.1	Meetings .....	11
11	INTERFACE/NOTIFICATIONS .....	11
12	APPENDICES .....	12

## **1 INTRODUCTION / BACKGROUND**

Hanford Mission Integration Solutions (HMIS), in support of its prime contract with the U.S. Department of Energy (DOE), Richland Operations Office (RL), and HAMMER Training are responsible for providing Hanford Site training. The Volpentest HAMMER Federal Training Center (HAMMER) is a U.S. Department of Energy training facility specializing in hands-on training for the Hanford Site and the nation's Homeland Security mission.

HAMMER provides world class, performance-based training to DOE Hanford Contractors and their subcontractors, federal and military organizations, and other regional and government agencies and stakeholders.

HAMMER has been tasked with providing online and/or computer-based training resources to the U.S. Department of Transportation (DOT) Pipeline Hazardous Materials and Safety Administration (PHMSA). PHMSA is a U.S. DOT modal agency that develops and enforces regulations for the safe, reliable and environmentally sound operation of the Nation's 2.6-million-mile pipeline transportation system and more than 1 million daily shipments of hazardous materials by land, sea, air, and rail.

The Pipeline Hazardous Materials Safety Administration (PHMSA), an agency within the U.S. Department of Transportation (DOT), is responsible for reviewing and approving oil spill response plans prepared to meet various federal regulations. PHMSA regulations requires Oil Spill Response Plans (OSRP) be submitted by operators of any onshore oil pipelines and trains transporting large quantities of petroleum oil that, because of their proximity to sensitive areas, could reasonably be expected to cause substantial harm, or significant and substantial harm to the environment.

The Oil Pollution Act of 1990 (OPA 90) amended the Federal Water Pollution Control Act (FWPCA), also known as the Clean Water Act (CWA), at 33 U.S.C. 1321, by adding oil spill response planning requirements for "facilities" that handle oil. Railroads or "rolling stock" are included in the definition of "onshore facilities." The CWA requires owners and operators of onshore facilities to prepare and submit Oil Spill Response Plans (OSRPs) for facilities that "could reasonably be expected to cause substantial harm to the environment by discharging into the navigable waters, adjoining shorelines, or the exclusive economic zone."

On February 28, 2019, PHMSA published a final rule with an effective date of April 1, 2019, to revise and clarify requirements for Comprehensive Oil Spill Response Plans (COSRPs) for railroads and to expand their applicability based on petroleum oil thresholds that apply to an entire train consist. The purpose of this rule was to improve oil spill response readiness and mitigate effects of rail accidents and incidents involving petroleum oil and high-hazard flammable trains.

To date, PHMSA has received approximately 17 COSRPs that must be reviewed for compliance to the regulatory requirements published in 49 CFR Part 130. An average plan has over 300 pages and includes content addressing approximately 40 required elements.

PHMSA recently migrated all data to include review forms, tables, and workflow processes used to complete onshore oil pipeline reviews from SharePoint 2010 to SharePoint in Microsoft 365 Online (SharePoint Online). The migration has been completed successfully. Now that migration has been



completed, the COSRP team desires to customize the various forms, tables, and workflows to result in a more streamlined review and approval process. The modifications are anticipated to help streamline work by automating existing manual processes and better capture key information for easier access.

### **1.1 Objective**

HAMMER requires a Subcontractor who can assist PHMSA with developing a new SharePoint Online (Microsoft 365) database to include a fillable form for collecting data input from oil spill response plan review questions, creating a priority table, and adding workflows to the form, streamlining existing work processes, and modifying how key information is collected, stored, and accessed.

### **1.2 Description of Work - General**

The Subcontractor shall provide technically qualified resources who work as a part of a team under the direct oversight of HMIS. The Subcontractor resources shall be responsible for independently planning, organizing, and performing a wide variety of non-hazardous specialized administrative/technical duties in support of the successful completion of goals and deliverables. Additionally, the Subcontractor shall furnish all necessary labor, technical and professional services, supervision, materials, tools, equipment, consumables, and payment of any applicable taxes to perform all operations necessary and required to perform the scope as directed by HMIS.

Unless otherwise approved, the Subcontractor shall work in accordance with HMIS subcontract requirements, operating policies and procedures and shall be responsible for execution of the work in accordance with the quality standards and requirements specified for assigned project and facility.

HAMMER has been asked by PHMSA's Office of Pipeline Safety's (OPS) Preparedness, Emergency Support and Security Division (PESS) to work through the HMIS Procurement organization to solicit bids for a Subcontractor who can assist PHMSA with developing a SharePoint Online fillable form for collecting data from oil spill response plan review questions, adding workflows to the form, streamlining existing work processes, and modifying how key information is collected, stored, and accessed. This support will be coordinated by the HAMMER individual identified by the Buyer's Technical Representative (BTR).

### **1.3 Description of Work - Specific**

The work products and services to be provided, include:

**Task 1.3.1** – The Subcontractor shall work with the HAMMER individual identified by the BTR and a representative from the PESS Oil Spill Preparedness Branch to develop a new SharePoint Online (Microsoft 365) database to include COSRP review forms, priority table, and workflows. The COSRP question set, priority table, and review comments are currently in an Excel 2010 format.

Following a kickoff meeting to review the existing SharePoint and reporting needs, the Subcontractor shall prepare and share a Project Plan with the PESS owner, the BTR, and the HAMMER individual identified by the BTR to include expected timeline to complete the following actions in SharePoint Online (Microsoft 365):

- develop a fillable form for the new question set and provide guidance on how review forms used by primary and secondary reviewers for onshore pipeline plans
- develop a fillable form for the new question set and provide guidance on how review forms used by reviewers to complete Resubmission-Primary, Resubmission-Secondary, and Subsequent reviews for onshore pipeline plans
- create data collection sites to collect text and numeric values from reviewers input forms
- develop workflow to create secondary review from primary review
- develop workflows to automate response plan review recommendations from secondary review forms to MS Word letters
- develop workflows to automatically update data in SharePoint Online Priority Table based on status of plan reviews
- develop workflows to update Priority Table with key text and numeric values entered on review forms
- change Priority Table assignments from name (text fields) to Contact List to generate emails or other notifications when a plan has been assigned to someone for all types of reviews
- create Correspondence Form to submit completed Secondary Reviews for final clearance. Include contact List fields to send notifications to persons assigned with clearance responsibilities. Include notification that final letters have been signed to OSRP Team Executive Assistant
- capture key information from website forms to update Priority Table

**Task 1.3.2** – The Subcontractor shall virtually connect with the designated PESS owner of the SharePoint Online via MS Teams (or other online platform) to provide real-time training on how to complete the actions described in Task 1.3.1.

The Subcontractor shall provide direct assistance to customize SharePoint Online forms, tables, workflows, and data used to complete oil spill plan reviews. This assistance shall be completed during online meetings which shall be scheduled periodically.

**Task 1.3.3** – The Subcontractor shall be accessible to answer any questions and offer advice on ideas being considered by PESS owner as part to streamline workflows and use of Power Apps and automate features on an as-needed basis and as funding allows. It is anticipated this task will require 3 hours per day for two days a week over a two-week period.

Upon the completion of the SharePoint project, DOT PHMSA will be given up to three weeks to Beta test the new system. The Subcontractor will update the system based on DOT PHMSA testing results and then allow one week for DOT PHMSA to confirm that the updates are functioning as needed until the system is fully operable.

The SharePoint Online database shall be completed no later than six months after the subcontract for this statement of work has been awarded and the Subcontractor has received a DOT clearance, a DOT-issued



laptop for use during the project and has been granted access to the SharePoint Power Automate and Workflows needed to complete this scope of work. PHMSA shall provide network administrative access to HAMMER personnel and assigned Subcontractor personnel.

Additional actions are optional and at the discretion and budget available from DOT who will determine if additional tasks are needed, and if so, will be added to this statement of work and resultant contract via a contract modification.

## **2 DELIVERABLES/SUBMITTALS**

### **2.1 Deliverables**

Will deliverables be required to be furnished by the Subcontractor: Yes.

If deliverables are required, the specific deliverables, dates for completion, reviews, etc., are as follows:

The Subcontractor shall develop and provide a Project Plan to include the expected timeline to complete the actions in Tasks 1.3.1 and 1.3.2 of this statement of work. That Project Plan shall be provided to the BTR and the HAMMER Individual identified by the BTR within two weeks after the Project Kickoff Meeting described in Section 10.1 of this statement of work. The Project Plan shall be provided via email.

The Subcontractor shall provide status reports once a month via email to the BTR and the HAMMER individual identified by the BTR. The status reports shall cover the following topics:

- Planned Progress for the Reporting Period
- Accomplishments Made During the Reporting Period
- Expected Progress Next Reporting Period
- Overall Status of Project
- Problem/Success Areas
- Financial Status

### **2.2 Submittals**

Submittals are not required under this statement of work.

## **3 PLACE OF PERFORMANCE**

Will work be performed on the Hanford site: No.

Work shall be performed remotely at Subcontractors primary place of business or other locations as designated by the Subcontractor.

### **3.1 Onsite Work Location/Potential Access Requirements**

Not applicable. The primary work location under this subcontract shall be remote work, at Subcontractors primary place of business or other locations as designated by the Subcontractor. All work for this subcontract will be performed through online meeting platforms during scheduled meetings or through direct access by the Subcontractor with DOT Clearance as described in Section 8.3 of this statement of work. The PHMSA SharePoint Online point of contact will coordinate meetings with the Subcontractor to



allow for online programming and product development to complete the identified tasks.

### **3.2 Site Access and Work Hours**

Not applicable. The primary work location under this subcontract shall be remote work.

### **3.3 Badging**

No work will be performed on the Hanford Site. Since the Subcontractor may need direct access to DOT's network, the Subcontractor may need to obtain a DOT clearance to complete this work.

## **4 REQUIREMENTS**

The requirements listed below are to identify specific standards the Subcontractor and Subcontractor personnel will be obligated to work to in support of this statement of work.

### **4.1 Engineering Requirements**

Engineering requirements applicable: No.

### **4.2 Environmental, Safety, and Health Requirements**

The Subcontractor shall perform work safely, in a manner that ensures adequate protection for employees, the public, and the environment, and shall be accountable for the safe performance of work. The Subcontractor shall comply with and assist the Buyer in complying with environmental and safety requirements of all applicable laws, regulations, and directives.

The Subcontractor shall exercise a degree of care commensurate with the work and the associated hazards. The Subcontractor shall ensure that management of environmental and safety functions and activities is an integral and visible part of the Subcontractor's work planning and execution processes. As a minimum, the Subcontractor shall:

- Thoroughly review the defined scope of work;
- Identify hazards and environmental and safety requirements;
- Analyze hazards and implement controls;
- Perform work within controls; and
- Provide feedback on adequacy of controls and continue to improve safety management.

Unique or specific requirements: No.

### **4.3 Quality Assurance Requirements**

The work activities for this Statement of work have been designated as a Quality Level G – Q Level 0 – General Service.

The Subcontractor shall be responsible for performing quality workmanship and shall conduct the quality control measures necessary to ensure work conforms to reference requirements defined in the SOW.



## **5 ACCEPTANCE CRITERIA**

Provide quality services as described in this statement of work and provide identified deliverables as described in this statement of work.

## **6 CONFIGURATION MANAGEMENT**

### **6.1 Configuration Management Requirements**

There are no specific Configuration Management requirements applicable to this SOW.

### **6.2 Applicable Standards**

There are no specific applicable standards identified for this SOW.

### **6.3 Verification/Hold Points**

Not applicable.

## **7 QUALIFICATIONS**

The Subcontractor shall ensure that its personnel meet and maintain the appropriate training, qualifications, and certification requirements to perform the work as specified in this SOW. The Subcontractor is expected to provide appropriately trained and qualified staff to perform the type of work. Additionally, the Subcontractor shall perform work in accordance with the specifications, exhibits, and other documents, which made by reference, are a part of the SOW.

In order to determine that the Subcontractor is qualified to perform the scope of work as outlined, the Subcontractor must have the following qualifications:

- A minimum of 5+ years of hands-on experience in IT
- A minimum of 3+ years of experience developing custom web-based solutions with SharePoint 2010, 2013 or Office 365.
- A minimum of 1+ years of experience developing with SPFX, Typescript, jQuery, and MS Graph API
- A minimum of 1+ years of experience using JavaScript libraries including jQuery, SPServices and frameworks such as AngularJS, NodeJS, and ReactJS

The following are recommended technical skills and experience needed for this project:

### **TECHNICAL SKILLS:**

- Experience creating and uploading forms, creating and modifying workflows, and use of Power Apps and Automate features within SharePoint Online.
- Experience using database software and various other Microsoft Office and Adobe products.



- Experience integrating and troubleshooting SharePoint Online custom developed web parts (apps, features, workflows, timer jobs and web services) using Visual Studio/Visual Studio Code
- Experience developing and supporting search-driven intranet for published content and collaboration
- Experience in requirement analysis, design, and prototyping
- Strong understanding of SharePoint Online security layer models
- Experience with Microsoft cloud platform and services (Power Apps, Power Automate, etc.)
- Hands-on experience designing and developing solutions using SharePoint Framework (SPFx), JavaScript (Vanilla, React, JQuery), MSGraph API, SharePoint Add-ins; Client Object Model (CSOM)
- Experience using SPFx libraries - @pnp and OOTB @Microsoft npm modules
- Net Framework, C#, ASP.Net, HTML, CSS, REST services, Azure, PowerShell, and workflows
- Experience with SharePoint Designer, Power Automate, Microsoft Power Apps, Team Site setup and configuration, web parts and custom workflows
- Source code management experience using Microsoft Azure DevOps
- Proven experience working with Agile SDLC methodologies including Scrum
- Solid understanding of interconnectivity amongst services in O365 (SharePoint O365 Groups, Teams, OneDrive, Exchange, Stream, etc.)

In addition to the above, the Subcontractor shall provide qualified personnel throughout the period of performance of the Subcontract. Subcontractor shall be responsible for ensuring its personnel meet and/or maintain current and valid training requirements, certifications and are fully capable to complete the duties described through the entirety of the Subcontract period of performance.

## **8 SPECIAL REQUIREMENTS**

None.

### **8.1 Training**

Subcontractor shall ensure that its personnel meet and maintain the appropriate training, qualification and certification requirements to perform the work requested under this statement of work.

The Subcontractor shall maintain training records for their personnel and ensure all required training is completed prior to work.



## **8.2 Use of Government Vehicles**

There is no anticipated need for any Subcontractor employees to use a government-furnished vehicle in the performance of this statement of work. The Subcontractor's employees, therefore, are specifically prohibited from driving any Government-furnished vehicles under the performance of this statement of work unless this statement of work is formally so modified by the parties and the employee(s) will present a valid driver's license to the BTR for review.

## **8.3 Government Property**

PHMSA will provide the Subcontractor with access to Visual Studio/Visual Studio Code from their SharePoint 2010 platform to assist with understanding current form content, tables, and workflows. The Subcontractor may need direct access to DOT's network to complete this work. If direct access is needed to complete certain tasks, PHMSA will initiate the clearance process request. DOT will provide the Subcontractor a DOT government-furnished laptop with DOT VPN network access to assist in development and production testing of assigned work. The Subcontractor shall return the DOT government-furnished laptop as soon as the work is complete. The Subcontractor shall send an email to the BTR and the HAMMER individual identified by the BTR when the DOT government-furnished laptop has been returned to DOT.

If Government property is permitted or required to be used by the Subcontractor, and controlled by the Subcontractor, to accomplish this statement of work, FAR 52.245-1.

## **8.4 Hanford System Access Requirements**

Not applicable.

## **8.5 Electrical Components**

Not applicable.

## **8.6 Section 508 of Rehabilitation Act Applicability**

Section 508 of the Rehabilitation Act requires federal agencies to develop, procure, maintain, and use information and communications technology (ICT) that is accessible to people with disabilities - regardless of whether or not they work for the federal government. Section 508 requires federal agencies to make their ICT such as technology, online training, and websites accessible for everyone. This means that personnel with disabilities are able to do their work on the accessible computers, phones and equipment in their offices, take online training or access internal website to locate needed information.

Not applicable.

## **9 ACCESS AUTHORIZATION/CLEARANCE REQUIREMENTS**

The scope of work will not require access authorization (security clearance).



## **10 MEETINGS**

### **10.1 Meetings**

After subcontract award, the Subcontractor shall participate in a Project Kickoff Meeting, which may be a conference call, an internet meeting, or a meeting to be held at HMIS Site. The time, date, and agenda for the meeting will be provided to the Subcontractor by HMIS.

The Project Kickoff Meeting is to review the existing SharePoint and reporting needs, after which the Subcontractor shall prepare and share a Project Plan with the PESS owner, the BTR, and the HAMMER individual identified by the BTR to include expected timeline to complete the following actions in SharePoint Online (Microsoft 365).

The Subcontractor shall interface with various HMIS (and other) organizations through HMIS's Contract Specialist (or designated BTR for in-scope work), as required, or at points and frequency determined by the Contract Specialist. The person or persons designated by the Subcontractor to attend all meetings shall have all required authority to make decisions and commit Subcontractor to technical decisions made during meetings.

Subcontractor shall participate in all meetings as required by the Buyer's Technical Representative (BTR). Upon award of contract, Subcontractor shall meet with HAMMER Program Manager to discuss project plan and deliverable dates.

## **11 INTERFACE/NOTIFICATIONS**

- A. A BTR will be designated for the subcontract/subcontract release.
- B. Designation of BTR

The BTR is responsible for monitoring and providing technical guidance for this subcontract and should be contacted regarding questions or problems of a technical nature. The BTR is also responsible for appropriate surveillance of the Subcontractor's representative while on site. In no event, however, will an understanding or agreement, modification, change order, or any deviation from the terms of this subcontract be effective or binding upon HMIS unless formalized by proper subcontract documents executed by the Contract Specialist prior to completion of this subcontract. On all matters that pertain to the subcontract terms, the Subcontractor shall contact the Contract Specialist specified within this subcontract. When in the opinion of the Subcontractor, the BTR requests or directs efforts outside the existing scope of the subcontract; the Subcontractor shall promptly notify the Contract Specialist in writing. The BTR does not possess any explicit, apparent or implied authority to modify the subcontract. No action should be taken until the Contract Specialist makes a determination and/or modifies the contract.

- C. The work will be inspected daily/periodically by the BTR.
- D. The Subcontractor shall immediately notify the field Contract Release BTR (who will contact HMIS Safety) of any injuries or incidents; to include damage to Subcontractor-owned property or equipment. The Subcontractor will follow this up within 24 hours with a written explanation to the Contract Specialist of the occurrence.



- E. In the event that there is an abnormal or unusual situation associated with this contract work scope, the Subcontractor is to immediately contact the BTR. If, after several attempts, the Subcontractor is unable to contact either the BTR or the Contract Specialist, the Contractor is to contact HMIS Occurrence Notification Center at (509) 376-2900, which is available 24 hours a day, seven days a week, and provide them with: Contract Number, Contract Specialist's name, BTR's name and a short summary of the abnormal or unusual situation. If after making contact with HMIS, the Subcontractor is advised to suspend activities, the Subcontractor is not to proceed until such direction to proceed has been expressly issued by the Contract Specialist. If there is an emergency situation, the Subcontractor is to make the appropriate immediate emergency call to 911 or 373-0911 for cell phones and then make the notifications to HMIS as set forth herein.
  
- F. Prior to work in the field, Subcontractor shall ensure each employee has been cleared by HMIS and verify all training is complete in accordance with this statement of work.

## **12 APPENDICES**

None.