

Statement of Work
Project Management Support
July 2023
PR 777449

1. OBJECTIVE/PURPOSE

Battelle Memorial Institute, Pacific Northwest Division, operator of the Pacific Northwest National Laboratory (PNNL) for the U.S. Department of Energy is working through a digital transformation through critical strategic objectives against our operating model.

2. BACKGROUND

PNNL has a portfolio of strategic initiatives to modernize various business systems, and operating model improvements initiatives for Assets & Facilities and Operations. In support of these needs, PNNL needs an agile project manager to successfully lead these efforts through planning and execution against strategic roadmaps.

3. WORK SCOPE

- Under direction of Digital Platform Managers and the PMO Director, lead initiatives and manage over scope, schedule, and budget from planning through execution.
- Ensure the timely delivery of high-quality technical solutions that drive key business strategic outcomes.
- Lead cross functional teams through all phases of the lifecycle, from discovery to launch in accordance with the PMO Playbook of standards, expectations, and supporting tools.
- Ensure appropriate resources are mobilized and delivery meets outcomes.
- Coach team members on delivering results.
- Handling administrative tasks such as conducting meetings, facilitating collaborations, and eliminating barriers affecting progress.
- Engage team members to ensure completion of follow-up items in a timely fashion
- Breakdown initial phase(s); make recommendations for tactical actions and execution as feasible
- Engage business and technology teams to ensure a strong understanding of practices and requirements to safely maintain and track access within the environment

Required Skills:

- Experience delivering work as a highly skilled individual contributor
- Strong customer focus: skilled ability to interpret and analyze customer requirements.
- Knowledge and experience with agile product and backlog management
- Excellent presentation, communication skills and written communication skills able to speak with stakeholders of different levels

- Experience in the development of complex security systems using industry best practices
- Exceptional communication with both technical and nontechnical audiences
- Demonstrated ability to think strategically to deliver innovative solutions
- Deliver results with highest level of professionalism and integrity
- Self-starter who brings solutions with a proactive, collaborative approach

4. SCHEDULE

Estimated Period of Performance (Date of Award/September 18, 2023 – August 01, 2024)

5. WORK LOCATION

In general, most of the work will be executed remotely. Periodic onsite visits may be necessary and will be coordinated between PNNL and the contractor. All travel costs will be invoiced and reimbursed by PNNL according to the GSA per diem rates. All travel and housing arrangements will be the responsibility of the contractor.

6. TRAINING

The contractor will be required to successfully complete Cyber Security training prior to arriving at PNNL. This can be accomplished online through the PNNL Web Portal. The contractor will also be enrolled in reading assignments to become familiar with the PMO Portfolio Management Plan and Playbook.

7. DELIVERABLES

Deliverables for various initiatives will be defined dynamically through the agile process to prioritize work based on the outcomes. The contractor will be accountable through status reports, decision logs, and backlog grooming as prioritized by PNNL.

PNNL will have ownership of and access to materials generated as part of this engagement.

PNNL will provide guidance, standards, processes, and requirements towards high quality deliverables.

8. CITIZENSHIP

The contractor must be strictly a United States Citizen (no dual citizenship), living and working in the United States and agree to protect controlled unclassified information which will be stipulated in the contract.

9. CONTROLLED UNCLASSIFIED INFORMATION (CUI)

Contractor agrees to properly handle all Controlled Unclassified Information (CUI) that Contractor may have access to or generate under the performance of this Contract. CUI may include 1) Applied Technology Information; 2) Unclassified-Naval Nuclear Propulsion Information (U-NNPI); 3) Official Use Only Information (OUO); 4) Personally Identifiable Information (PII); 5) Unclassified Controlled Nuclear Information (UCNI); 6) Battelle Business Sensitive Information; 7) Battelle Strictly Private Information; 8) Export Controlled Information (i.e., technology, technical data or sensitive nuclear technology) 9) other unclassified information requiring special handling, e.g., For Official Use Only (FOUO), Sensitive Security Information (SSI), Confidential Foreign Government Information Modified Handling Authorized (C/FGI-MOD), and Safeguards Information (SGI); or 10) facts, data, or knowledge for which the disclosure, loss, misuse, alteration, or destruction could adversely affect Battelle and Federal government interests. Contractor is responsible to properly identify, mark, protect, store, and destroy all CUI in accordance with applicable Battelle, DOE, and Federal agency policy.

10. Service Fees

Costs consist of the following:

Role	Projected Effort
Project Manager	2000 hours

Fees will be billed monthly based on actual usage. Anticipated Period of Performance dates – TBD Date of Award/ August 1, 2023, through January 31, 2024.