

Notice: The Information contained in this analysis summary, and all of the associated appendices, have been impacted by changes since the accomplishment of this study and therefore it is no longer an accurate reflection of the actual tasks performed by contractor personnel in the EOTA organization. Additionally, some elements of the analysis were impacted by the participant interaction as well as organizational changes and are known to be inaccurate.

APPENDIX E - Business Documentation Review

CODE	TASK STATEMENT	REFERENCE	Tasks We <u>DO</u> Perform	Tasks We <u>DO NOT</u> Perform
	NA-40 Strategic Plan 2010-2015/EOTA Mission			
1	Comprises operational functions to include Training	NA-40 Organization	X	
2	Provide state-of-the-art training and education for the DOE/NNSA to enhance the readiness of personnel in the emergency operations community	Office of Emergency Operations - EOTA	X	
3	Enhance emergency operations through the development and implementation of superior training and education	EOTA Pillars	X	
4	Identify customer and stakeholder expectations	EOTA Pillars	X	
5	Exceed all customer and stakeholder expectations	EOTA Pillars	X	
6	Achieve recognition for EOTA as the model technical training provider for DOE/NNSA emergency operations personnel	EOTA Pillars	X	
7	Expand the EOTA customer base both domestically and internationally	EOTA Pillars	X	
8	Solicit data reflecting satisfaction of NNSA Program Managers re: delivered products	Strategic Objectives	X	
9	Analyze data reflecting satisfaction of NNSA Program Managers re: delivered products	Strategic Objectives	X	
10	Establish effective relationships with NA-40 personnel	Strategic Objectives	X	
11	Maintain effective relationships with NA-40 personnel	Strategic Objectives	X	
12	Perform comprehensive analysis of customer needs and expectatons	Strategic Objectives	X	
13	Identify training needs to address expanding roles and responsibilities of the emergency operations community	Strategic Objectives	X	
14	Develop training in response to needs resulting from the expanding roles and responsibilities of the emergency operations community.	Strategic Objectives	X	
15	Increase the role of EOTA to provide emergency operations training for both national and international levels	Strategic Objectives	X	
16	Improve training product development efficiency and effectiveness	Strategic Objectives	X	
17	Implement a comprehensive traiing deveopment and delivery program	Strategic Objectives	X	
18	Adapt to changing technology	Strategic Objectives	X	
19	Address advances in training products and processes	Strategic Objectives	X	
20	Meet evolving customer needs	Strategic Objectives	X	
21	Project budget requirements to satisfy/justify operational and logistical needs	Strategic Objectives	X	
22	Demonstrate rationale and fiscal responsibility in the expenditure of funds	Strategic Objectives	X	
23	Ensure business decisions are based on accurate and comprehensive data	Strategic Objectives	X	
24	Gather appropriate data to justify appropriate business decisions	Strategic Objectives	X	
25	Analyze business data	Strategic Objectives	X	
26	Identify business management system SWOT	Strategic Objectives	X	
27	Identify business goals and measurable outcomes	Strategic Objectives	X	
28	Implement well-defined business processes with identifiable goals and measurable outcomes	Strategic Objectives	X	
29	Control resources	Strategic Objectives	X	
30	Evaluate resources	Strategic Objectives	X	
31	Protect resources	Strategic Objectives	X	

Response: Passively
Response: yes, not formally
Response: yes, not formally

Response: Yes, conducted internationally in the RAP Training

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CODE	TASK STATEMENT	REFERENCE	Tasks We <u>DO</u> Perform	Tasks We <u>DO NOT</u> Perform
32	Develop resources	Strategic Objectives	X	
33	Support other NA-40 offices with training and other readiness assurance activities	Strategic Objectives	X	
34	Collaborate with other NA-40 offices to coordinate relevant exercises and learning opportunities	Strategic Objectives	X	
STATEMENT of WORK				
Code	Tasks	Comments		
5.1	Support the Government in the analysis of training requirements and the identification of training needs	Task 1	X	
5.1.1	Participate in annual curriculum reviews and updates	Task 1	X	
5.1.2	Conduct annual surveys of EOTA customers	Task 1	X	
5.1.3	Provide analysis of student comments on courses	Task 1	X	
5.1.4	Perform needs analysis of EOTA customers	Task 1	X	
5.2	Make suggestions and recommendations regarding student training prerequisites, qualifications, and certification requirements and submit them to the Government for consideration	Task 2 per 1.8.2, 1.8, 1.9.1, 1.9.2 - nothing re: prerequisites	X	
6.1.1	Design training courses and revise existing training courses/applications using the Instructional System Design process for training as depicted by the ADDIE (Analyze, Design, Develop, Implement, and Evaluate) model	Task 3	X	
6.2.1	Develop and maintain courses based on COR(contracting officer representative)-approved design documents, utilizing the most effective, efficient, and affordable delivery technologies	Task 4	X	
6.2.2	Develop and maintain course materials and documentation, such as lesson plans, course training aids, web-based training programs, computerbased training programs, and presentation materials. Course development shall, also, be accomplished using the Instructional System Design process previously mentioned	Task 5	X	
6.2.3	Develop, implement, and maintain operating procedures and processes, subject to approval of the COR, to be used in development and delivery of all types of training courses/applications	Task 6	X	
6.3	Conduct, and provide technical training, as tasked by the COR, utilizing the most effective, efficient, and affordable distance learning technologies, to include, but not limited to [the bustasks below]. This includes the development or application of technology-based delivery systems such as video teleconferencing, web servers, or video servers.	Task 7	X	
6.3.1	Computer-based training	Task 7	X	
6.3.2	Web-delivered training	Task 7	X	
6.3.3	Other audio/video mediums appropriate for delivery of course content	Task 7	X	
6.4	Engage in and remain familiar with evolving technologies to facilitate the integration of suitable emerging technologies into the EOTA course delivery options inventory	Task 8	X	
7.0	Conduct, and deliver training consistent with up-to-date industry best practices	Task 9	X	
8.0	Conduct surveys of courses and delivery/presentation methodologies to include [the subtasks below].	Task 10	X	

Response: Rolled into an annual Training Program Plan and ISD design and scoping documents

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CODE	TASK STATEMENT	REFERENCE	Tasks We <u>DO</u> Perform	Tasks We <u>DO NOT</u> Perform
8.0.1	Conduct surveys of courses and delivery/presentation methodologies to include: <input checked="" type="checkbox"/> Demographic information, <input checked="" type="checkbox"/> Student opinions regarding course content, relevance, instructor, knowledge, and quality of materials, and <input checked="" type="checkbox"/> Student general comments.	Task 10	X	
8.02	Provide periodic statistical evaluation reports based on course surveys, test item analyses, and other appropriate evaluation instruments. Qualitative data on student opinion surveys shall be evaluated quarterly. Quantitative data, including student opinion surveys, shall be evaluated monthly.	Task 11	X	
8.03	Perform an initial review on all new courses, pursuant to the current EOTA Standard Operating Procedure for that particular type of course, e.g., on-line, video, or classroom to identify course strengths and weaknesses. The Contractor shall provide suggestions/recommendations for Government consideration.	Task 12	X	
9.0	Provide, on a case by case basis as determined and/or directed by the COR, SME(s) to support EOTA's training programs in the following areas: <input checked="" type="checkbox"/> Emergency management policy and procedure that implement the DOE Comprehensive Emergency Management System as defined in DOE Order 151.1C, <input checked="" type="checkbox"/> Emergency response policy and procedures that apply to the DOE/NNSA National Radiological Emergency Response Assets, <input checked="" type="checkbox"/> Emergency operations policy and procedures in DOE/NNSA implementation of the National Response Plan and other joint federal emergency response guidance, <input checked="" type="checkbox"/> Critical decision-making considerations and critical communications for senior federal staff, and <input checked="" type="checkbox"/> Other training requirement functions in support of NNSA partnership programs with other agencies	Task 13 Check on-line	X	
10.0	Perform emergency operations related training for other Government agencies in support of NNSA partnership programs with other Government agencies.	Task 14	X	
11.1	Provide a web-based customer service function. This function shall include all sub-functions inherent in a full-service training facility including, but not limited to, the following: <input checked="" type="checkbox"/> Course catalogs with course descriptions, offering dates, and applicable costs and fees, <input checked="" type="checkbox"/> Student registration, <input checked="" type="checkbox"/> Online testing, <input checked="" type="checkbox"/> Access to web-based courses, <input checked="" type="checkbox"/> EOTA WEB site and associated web pages operation and maintenance, <input checked="" type="checkbox"/> Discussion forums, <input checked="" type="checkbox"/> Facility information, <input checked="" type="checkbox"/> Research resources, and <input checked="" type="checkbox"/> Student-faculty interchange.	Task 15 Check on-line	X	
11.2	Establish a mobile training team capability for the purpose of conducting training, at various DOE/NNSA sites and other locations.	Task 16	X	

Response: 151.1C speaks to the Emergency Mgmt Program. Training is referenced without any special guidance identified for the EOTA.

Response: Yes, to all except discussion forums to/from faculty.

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CODE	TASK STATEMENT	REFERENCE	Tasks We <u>DO</u> Perform	Tasks We <u>DO</u> <u>NOT</u> Perform
11.3.1	Establish a field support capability to provide counseling and staff assistance in the area of emergency management/response training to the various DOE/NNSA field offices and their contractors.	Task 17	X	
11.3.2	Participate on and/or conduct training panels and special studies. Examples include: <input checked="" type="checkbox"/> Quality assurance training panels, <input checked="" type="checkbox"/> Working groups to update training standards, <input checked="" type="checkbox"/> Professional or trade conferences such as EMI-SIG, and <input checked="" type="checkbox"/> Training Conferences as directed by the COR.	Task 18	X	
12.1	Participate in the review and certification of specified EOTA training to ensure consistency, standardization, and compliance with applicable requirements. The Contractor shall work with other learning and education institutions to ensure the rigor of EOTA courses in meeting accreditation standards and provide recommendations on course changes. This scope of work also includes: 1. The development of a draft Project Management Plan for NNSA consideration for completing ISO 9001:2000 certification and subsequent recertification for the EOTA. 2. The training of EOTA personnel responsible for obtaining ISO 9001:2000 certification(s). 3. On-time completion of all certification and documentation requirements for establishing and certifying EOTA employees and elements for ISO 9001:2000 certification.	Task 19		X
12.2	Establish and maintain a web-enabled repository of current and historical training materials. The materials include, but are not limited to: <input checked="" type="checkbox"/> Computerized databases, <input checked="" type="checkbox"/> Audiotapes, <input checked="" type="checkbox"/> Videotapes, <input checked="" type="checkbox"/> Computer-based training, <input checked="" type="checkbox"/> Web-based training, and <input checked="" type="checkbox"/> Lesson plans.	Task 20	X	
12.3	Perform all administrative functions necessary for the daily operations of the EOTA, including, but not limited to [the following subtasks]:	Task 21	X	
12.3.1	Schedule classroom and training resources at the Washington DC and Albuquerque facility locations		X	
12.3.2	Maintain records		X	
12.3.3	Maintain equipment and equipment inventories		X	
12.3.4	Provide facility management and coordination activities		X	
12.3.5	Conduct Emergency Management Program activities (ref. DOE O 151.1C)		X	
12.3.6	Procure incidental supplies and services		X	
12.3.7	Issue certificates		X	
12.3.8	Provide other training-related administrative functions as tasked by the COR		X	
12.4	Perform all financial management, accounting, contract management, program management, cost control, and labor hour management functions necessary for successful completion of contract requirements.	Task 22	X	

Response: Accreditation is on hold and is the goal. Currently working with FEMA.DHS and Emergency Mgmt Institute to accredit the EOTA Emergency Management curriculum. In the initial relationship building stage. ISO certification is held and a strong program initiating a continuous improvement approach in the workplace.

APPENDIX E - Business Documentation Review

CODE	TASK STATEMENT	REFERENCE	Tasks We <u>DO</u> Perform	Tasks We <u>DO NOT</u> Perform
13.0.1	Incorporate information technology (IT) solutions with technical, operational, and administrative support to facilitate PC-based tracking of operational and special activities for NA-40 and radiological emergency response assets. This shall include the porting of electronic data from EOTA-maintained records systems to other DOE records systems. This shall also include the design, development, documentation, and implementation of a database (including structure and relationships) to support the EOTA website (including its multiple pages) and non-website software applications. The Contractor shall design, develop, document, and layout technical efforts for web applications and shall implement software design, development, programming, documentation for processing data, analyzing data, and web applications.	Task 23	X	
13.0.2	Establish and maintain a document control system that includes version control and backup of electronic files, including, but not limited to, <input checked="" type="checkbox"/> Design documents, <input checked="" type="checkbox"/> Working files, <input checked="" type="checkbox"/> Source code, <input checked="" type="checkbox"/> Multimedia components, <input checked="" type="checkbox"/> Approvals, <input checked="" type="checkbox"/> Draft Federal correspondence, <input checked="" type="checkbox"/> Evaluations, and <input checked="" type="checkbox"/> Course history files.	Task 24	X	
13.0.3	Establish and maintain an interactive storage system enabling EOTA to be the repository of all NA-40 training records. The system shall be compatible with the DOE records management system and scalable for potential expansion to include additional customers.	Task 25		X
13.0.4	Provide computer server/network administration and shall perform help desk tasks in order to support and keep current the existing EOTA website and its related databases, hardware, software and internal and external data links, as well as, support personnel and computer lab desktop and laptop computers. The network and server duties shall include, but not be limited to the maintenance, management, and operation of servers and associated network systems for approximately five (5) servers, e.g., Microsoft (MS) exchange email server with interface to smart phones, database server with SQL, file/domain server, video server, web development server using MS Server 2003 with IIS, and a back-up storage unit. The Contractor shall maintain, manage and operate Voice Over Internet Protocol system (Cisco equipment) for approximately 25 personnel.	Task 26	X	

Response: Yes, ARMS. EOTA downloads info to other agencies as required.

Response: No, the repository for EOTA's training tracks their own course management records and will port that data as requested. CHRIS is the DOE database that holds everything including training records. The end goal is to have everything uploaded into CHRIS when VPNs won't be needed

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13.0.4, continued	<p>The help desk duties shall support computer hardware items for EOTA including, but not limited to, IBM compatible workstations, approximately 25 desktop and five (5) laptop computers for personnel workstations and 25 laptop computers for computer lab and mobile training, maintain 3-5 backup laptops for emergency purposes. Other help desk specialist tasks shall include, but not be limited to, providing phone and in-person support to users in the areas of e-mail, directories, providing in person support to users for standard Windows desktop applications, e.g., Windows XP, MS Office 2003, MS Internet Explorer 6.0, Adobe Acrobat, Photoshop, antivirus software (Entrust 7.0) and some specialized training software applications, loading software, reimaging computers as needed (only as needed for desktops and approximately ten (10) times per year for each laptop), maintain and Attachment 1 11 DE-RQ52-06NA26901 repair all computers, perform routine maintenance/cleaning for networked office machines (approximately two (2) color laser printers, four (4) ink jet black and white printers, one (1) "all-in-one machine" (fax, print, copy, scan,) two (2) fax machines, conference and classroom projectors, video teleconferencing equipment, and basic recording equipment. Note: specific machines and quantities may vary throughout life of contract.</p> <p>The Contractor shall provide recommendations for applying up-to-date information technology and sound business practices to improve EOTA's capabilities, and implement those recommendations determined appropriate by the COR.</p>	Task 26	X	
14.0	<p>Provide deliverables in accordance with the Reporting Requirements Checklist and as listed below:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Reports required in compliance with statutes, regulations, and DOE Orders, <input checked="" type="checkbox"/> Formal monthly reports including, but not limited to, course and project status, contract status, financial status (spend plans and burn rates), status of open taskings, EOTA personnel status (position and project assignment), <input checked="" type="checkbox"/> Trip reports documenting and summarizing official travel of Contractor personnel for COR review (delivered within five (5) work days of travel completion), <input checked="" type="checkbox"/> Updates to EOTA Standard Operating Procedures (SOPs) annually or as directed by the COR, <input checked="" type="checkbox"/> Each course will be reviewed annually; status and recommendations will be documented and submitted to COR for curriculum committee review; <input checked="" type="checkbox"/> Documentation supporting course development, including but not limited to: requirements outlined by EOTA SOP 310, Design Documents, Course Scripts, Storyboards, Lesson Plans, After Action Reports, Course History Files, Working files, Source codes, Multimedia components, Approvals, draft Federal correspondence, other pertinent data as determined by the COR. Completed documentation must be submitted as identified in SOP 310 prior to final course acceptance by COR, <input checked="" type="checkbox"/> Other supporting documentation for statement of work task areas shall be submitted within 10 work days of task completion or earlier if required by Order, Guide, or SOP. 			X

Response: No, do not see trip reports. Follow-up on an as requested basis only.

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CODE	TASK STATEMENT	REFERENCE	Tasks We <u>DO</u> Perform	Tasks We <u>DO NOT</u> Perform
14.0 continued	<p><input checked="" type="checkbox"/> Statistical evaluation reports based on course surveys, test item analysis, and other appropriate evaluation instruments:</p> <ul style="list-style-type: none"> • Evaluate qualitative data on students opinion surveys quarterly, • Evaluate quantitative data (including students opinion surveys) shall be evaluated monthly, • All new courses will have an initial report, as directed by the EOTA SOP 310 for that particular type of course, e.g., on-line, video, classroom, etc. to identify course strengths and weaknesses. <p>Contractor will provide recommendations as part of the course acceptance package to the COR and make subsequent changes as tasked by the COR,</p> <p><input checked="" type="checkbox"/> Draft project management plan for completing ISO 9001:2000 certification and subsequent recertification. Initial Project Management Plan shall be delivered no later than six (6) months after contract award,</p> <p><input checked="" type="checkbox"/> Interactive electronic storage system (e.g. database) that is capable of interfacing with DOE records management systems and is a repository of all DOE NA-40 training records. System must be fully operational and is due no later than three (3) months after contract award.</p>			X
Quality Manual				
6.2.1	<p>Personnel performing work affecting conformity to product requirements shall be competent on the basis of appropriate education, training, skills and experience.</p> <p>Note: Conformity to product requirements can be affected directly or indirectly by personnel <u>performing any task within the quality management system.</u></p>	6.2 Human Resources	X	
6.2.2a	Determine the necessary competence for personnel performing work affecting conformity to product requirements,	6.2 Human Resources	X	
6.2.2b	Where applicable, provide training or take other actions to achieve the necessary competence,	6.2 Human Resources	X	
6.2.c2	Evaluate the effectiveness of the actions taken,	6.2 Human Resources	X	
6.2.2d	Ensure that its personnel are aware of the relevance and importance of their activities and how they contribute to the achievement of the quality objectives, and	6.2 Human Resources	X	
6.2.2e	Maintain appropriate records of education, training, skills and experience (see 4.2.4).	6.2 Human Resources	X	
7.2.1a	Requirements specified by the Customer, including the requirements for delivery and post-delivery activities,	7.2 Customer-related Processes	X	
7.2.1b	Requirements not stated by the Customer but necessary for specified or intended use, where known	7.2 Customer-related Processes	X	
7.2.1c	Statutory and regulatory requirements applicable to the product, and	7.2 Customer-related Processes	X	
7.2.1d	Any additional requirements considered necessary by the Organization.	7.2 Customer-related Processes	X	
	Note: Post delivery activities include, for example, actions under warranty provisions, contractual obligations such as maintenance services, and supplementary services such as recycling or final disposal.	7.2 Customer-related Processes	X	

Response: No, this (interactive electronic storage system) has never happened. The goal was to be connected to the entire complex and this task not carried forward from the last contractor. Connection between CHRIS and EOTA never happened and should nmt to be in the next contract SOW.. A person can get their course certification uploaded into CHRIS through an individual intervention.

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CODE	TASK STATEMENT	REFERENCE	Tasks We <u>DO</u> Perform	Tasks We <u>DO</u> <u>NOT</u> Perform
7.2.2a	Product requirements are defined,	7.2 Customer-related Processes	X	
7.2.2b	Contract or order requirements differing from those previously expressed are resolved, and	7.2 Customer-related Processes	X	
7.2.2c	The Organization has the ability to meet the defined requirements.	7.2 Customer-related Processes	X	
	Records of the results of the review and actions arising from the review shall be maintained (see 4.2.4).	7.2 Customer-related Processes	X	
	Where the customer provides no documented statement of requirement, the Customer requirements shall be confirmed by the Organization before acceptance.	7.2 Customer-related Processes	X	
	Where product requirements are changed, the Organization shall ensure that relevant documents are amended and that relevant personnel are made aware of the changed requirements.	7.2 Customer-related Processes	X	
7.2.3a	Product information,	7.2 Customer-related Processes	X	
7.2.3b	Inquiries, contracts or order handling, including amendments, and	7.2 Customer-related Processes	X	
7.2.3c	Customer feedback, including Customer complaints.	7.2 Customer-related Processes	X	

Questions re: Strategic Docs

Line #	Tasks	Reference	Do	Don't	Notes from Status meeting - 8/18/10
NA-40 Strategic Planning Document					
8	Expand the EOTA customer base both domestically and internationally	EOTA Pillars			do this passively, not actively - pursuing it - sent email to Public Affairs, is being approved by declassifier if can be released to public
9	Solicit data reflecting satisfaction of NNSA Program Managers re: delivered products	Strategic Objectives			yes by requestors of the work, not just program managers - no formal data acquisition process in place
10	Analyze data reflecting satisfaction of NNSA Program Managers re: delivered products	Strategic Objectives			not formally, capturing data anecdotically, not formal analysis
16	Increase the role of EOTA to provide emergency operations training for both national and international levels	Strategic Objectives			yes, have hosted/facilitation/logistics Rapture training
Statement of Work					
5.2	Make suggestions and recommendations regarding student training prerequisites , qualifications, and certification requirements and submit them to the Government for	Task 2		X	rolled into TPP, talk to initiator of the project as ISD scopes out the design stage

9.0	<p>Provide, on a case by case basis as determined and/or directed by the COR, SME(s) to support EOTA's training programs in the following areas:</p> <ul style="list-style-type: none"> ☑ Emergency management policy and procedure that implement the DOE Comprehensive Emergency Management System as defined in DOE Order 151.1C, ☑ Emergency response policy and procedures that apply to the DOE/NNSA National Radiological Emergency Response Assets, ☑ Emergency operations policy and procedures in DOE/NNSA implementation of the National Response Plan and other joint federal emergency response guidance, ☑ Critical decision-making considerations and critical communications for senior federal staff, and ☑ Other training requirement functions in support of NNSA partnership programs with other agencies which surface from time to time. 	<p>Task 13 Check on-line</p>			<p>DOE O 151.1C drives the content of the course - guidelines for the Emergency Manager of the site</p>
11.1	<p>Provide a web-based customer service function. This function shall include all sub-functions inherent in a full-service training facility including, but not limited to, the following:</p> <ul style="list-style-type: none"> ☑ Course catalogs with course descriptions, offering dates, and applicable costs and fees, ☑ Student registration, ☑ Online testing, ☑ Access to web-based courses, ☑ EOTA WEB site and associated web pages operation and maintenance, ☑ Discussion forums, ☑ Facility information, ☑ Research resources, and ☑ Student-faculty interchange. 	<p>Task 15 Check on-line</p>			<p>yes, to discussion forums (may be faculty), yes to course manager - faculty not specifically</p>

12.1	Participate in the review and certification of specified EOTA training to ensure consistency, standardization, and compliance with applicable requirements. The Contractor shall work with other learning and education institutions to ensure the rigor of EOTA courses in meeting accreditation standards and provide recommendations on course changes. This scope of work also includes: 1. The development of a draft Project Management Plan for NNSA consideration for completing ISO 9001:2000 certification and subsequent recertification for the EOTA. 2. The training of EOTA personnel responsible for obtaining ISO 9001:2000 certification(s). 3. On-time completion of all certification and documentation requirements for establishing and certifying EOTA employees and elements for ISO 9001:2000	Task 19			accreditation on hold, but is the goal - working with FEMA/DHS and Emergency Management Institute, in the initial relationship building stage
12.3.1	Identify classroom and training resources at the Washington DC and Albuquerque facility locations				DC yes, we use that real estate for our courses
12.3.5	Conduct Emergency Management Program activities (ref. DOE O 151.1C)				SUPPORT activities out of DOE O 151.1C - don't know who is going to ask what - kept it broad.

13.0.1	<p>Incorporate information technology (IT) solutions with technical, operational, and administrative support to facilitate PC-based tracking of operational and special activities for NA-40 and radiological emergency response assets. This shall include the porting of electronic data from EOTA-maintained records systems to other DOE records systems. This shall also include the design, development, documentation, and implementation of a database (including structure and relationships) to support the EOTA website (including its multiple pages) and non-website software applications. The Contractor shall design, develop, document, and layout technical efforts for web applications and shall implement software design, development, programming, documentation for processing</p>	Task 23			yes, ARMS - EOTA stuff downloads to other agencies
13.0.3	<p>Establishing data archive applications Establishing data archive system enabling EOTA to be the repository of all NA-40 training records. The system shall be compatible with the DOE records management system and scalable for potential</p>	Task 25			no, repository for EOTA's training - track our own, will port that data. CHRIS is the database that holds everything - the end goal is to have everything upload into CHRIS. CAN (Certification N...Accreditation) VPN access won't be needed - most DOE won't allow direct

14	<p>Provide deliverables in accordance with the Reporting Requirements Checklist and as listed below:</p> <ul style="list-style-type: none"> ☑ Reports required in compliance with statues, regulations, and DOE Orders, ☑ Formal monthly reports including, but not limited to, course and project status, contract status, financial status (spend plans and burn rates), status of open taskings, EOTA personnel status (position and project assignment), ☑ Trip reports documenting and summarizing official travel of Contractor personnel for COR review (delivered within five (5) work days of travel completion), ☑ Updates to EOTA Standard Operating Procedures (SOPs) annually or as directed by the COR, ☑ Each course will be reviewed annually; status and recommendations will be documented and submitted to COR for curriculum committee review; ☑ Documentation supporting course development, including but not limited to: requirements outlined by EOTA SOP 310, Design Documents, Course Scripts, Storyboards, Lesson Plans, After Action Reports, Course History Files, Working files, Source codes, Multimedia components, Approvals, draft Federal correspondence, other pertinent data as determined by the COR. Completed documentation must be submitted as identified in SOP 310 prior to final course acceptance by COR, ☑ Other supporting documentation for statement of work task areas shall be submitted within 10 work days of task 	No task number assigned to this... lots of detail.	X		Don't see the trip reports - follow-up as requested
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<p>14.0 contin ued</p>	<p>☒ Statistical evaluation reports based on course surveys, test item analysis, and other appropriate evaluation instruments:</p> <ul style="list-style-type: none"> • Evaluate qualitative data on students opinion surveys quarterly, • Evaluate quantitative data (including students opinion surveys) shall be evaluated monthly, • All new courses will have an initial report, as directed by the EOTA SOP 310 for that particular type of course, e.g., on-line, video, classroom, etc. to identify course strengths and weaknesses. <p>Contractor will provide recommendations as part of the course acceptance package to the COR and make subsequent changes as tasked by the COR,</p> <p>☒ Draft project management plan for completing ISO 9001:2000 certification and subsequent recertification. Initial Project Management Plan shall be delivered no later than six (6) months after contract award,</p> <p>Interactive electronic storage system (e.g. database) that is capable of interfacing with DOE records management systems and is a repository of all DOE NA-40 training records. System must be fully operational and is due no later than three (3) months after contract award.</p>	<p>No task number assigned to this... lots of detail.</p>			<p>no, never happened - wanted to be connected to entire complex, not carried forward from last contractor. Connector between CHRIS & EOTA never happened - shouldn't be in the next contract. Can get their course certification to get uploaded into CHRIS by individual intervention.</p>
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Notice: The Information contained in this analysis summary, and all of the associated appendices, have been impacted by changes since the accomplishment of this study and therefore it is no longer an accurate reflection of the actual tasks performed by contractor personnel in the EOTA organization. Additionally, some elements of the analysis were impacted by the participant interaction as well as organizational changes and are known to be inaccurate.