

ATTACHMENT F - STATEMENT OF WORK**March 24, 2025****General:**

Technical, Administrative, and Logistical Support for the Nonproliferation Programs in the U.S. and in countries including, but not limited to, Russia Federation, Asia, Kazakhstan, Ukraine, China, Latin America, Mexico, the Caribbean, and Africa.

Safety and Security of the U.S. project team, U.S. sponsors, and all invited participants must be the priority of all services described below.

The Vendor must provide a single point of contact to manage all Company work orders and a system of receiving those workorders and supplemental documents that is approved for transmitting, receiving and storing personally identifiable information.

Background:

As part of the Nuclear Nonproliferation Program between the Department of Energy and other agency sponsors, UT-Battelle, LLC (the "Company") is contracting with the "Seller" to provide for the technical, administrative, and logistical support of the Company's personnel.

The locations for this support are responsive to real-time geographical and political influences; as such, new locations may be added. The vendor must have the capacity to identify, vet and procure the services of in-country support vendors in emerging locations. Previous locations have included Russia Federation, Kazakhstan, Ukraine, China, Peru, Nigeria, Algeria, Uganda, Mexico, Ghana and Kyrgyzstan.

The services the Seller will provide include the following either singly or in combination.

1.0 Project Management & Reporting Requirements

The vendor will be issued a work order for each event/service request that defines the work to be performed, the period of performance, the Company points of contact, all communication requirements, and other event details. Other information, such as lists of participants and agendas, will also be included. Specific management and reporting requirements include:

- Attend a contract award kick-off meeting via conference call.
- Attend a monthly 30-minute conference call to discuss current topics of interest about work processes and performance. Respond to assigned action items resulting from monthly meeting.
- Contribute and adhere to the Company's Standard Operating Procedures (SOP) for international logistics.
- Contribute and adhere to the Company's Guidance for Disbursements.
- Provide quarterly and annual metrics of services provided including:
 - Numbers of events and in what locations;
 - Number of attendees at events;

- Types and Number of services provided (e.g., Disbursements, Ground Transportation, Visas, Interpreters, etc.);
- Total US dollar value of disbursement payments and number of payments made.
- Communicate, as directed on each issued workorder or within the Company SOP, with the Company Trip Lead (primary customer), Company Travel Coordinators, Company Technical Project Owner (contract lead), or other trip attendees regarding services and contact information.
- Provide ad-hoc services upon request such as estimates, responses to facility and/or interpreter availability, or other research or recommendations for logistical support. Expected details include pricing information, contact information and all requested technical specifications, including photographs where available.
- Provide event estimates and layouts. Both may be revised as needed or requested. Layouts must be comprehensive and include all in-country event services provided; their quantities; dates and times of delivery for each service; the vendor providing the service, and; the vendor point of contact and vendor emergency/off hour contact information.
- Provide status updates. These are typically associated with events that have long periods of performance such as some translations and will be specified on each work order. Additionally, status updates are described in the Company SOP.
- Submit invoices complete with enough documentation for processing within 45 days of workorder period of performance end date. If delayed, notify those listed in Company contact section via email with the expected date and cause of delay.

1.1 Deliverables

The table below describes the deliverables and due dates required under 1.0 Project Management and Reporting Requirements. All deliverables submitted as part of this Statement of Work should be professional in appearance to include a title of what the deliverable is, the date submitted and a reference to the event supported. The reference may include the event name, service provided, dates or location as appropriate.

Deliverable	Due Date
Items Identified in Monthly Vendor Meeting	As defined during call; typically requested as soon as possible/reasonable.
Quarterly Metrics Report	The 15 th of the month following the FY quarter end (Jan 15, Apr 15, Jul 15, Oct 15) or the next working day if weekend or holiday.
Annual Report	May be included with the final FY report due Oct 15.
Ad Hoc Reports	As defined in each request.

Event Estimates and Layouts	Estimates as soon as possible. Layouts no later than 5 business days prior to begin date on period of performance.
Status Updates	As defined on each workorder, when applicable.
Invoices	No later than 45 days after period of performance ends.

2.0 Interpretation and Translation Services

Interpreter and translation services are vital to the Nuclear Non-Proliferation mission because of their direct impact on the accuracy and quality of the technical engagement by the US Team, and because of the potential influence they have on the safety of the US team and in-country participants. As such, all interpreters and translators must be fully vetted for their suitability to perform the services to include but not be limited to 1) their understanding of the terminology used in Nuclear Non-Proliferation, 2) their ability to quickly and reliably translate from English to the specified language(s), and 3) their background (academic and practical experience) as it relates to the location and subject matter being discussed or presented.

Additionally, the intended audience and delivery of the information must also be considered and incorporated into the tone or formality of the translation or interpretation. For example, the formality of written correspondence to a high-ranking government official would differ from the interactive communication that occurs during table-top exercises. Vendors should be able to discern these differences and expect to perform interpretation and translation in multiple environments for multiple audiences.

Given the close relationship between the interpreter(s) and US Team member(s) required to properly execute events, it is common for Company to request specific, preferred interpreters. Substitutions for preferred interpreters are only permitted with written permission from the Company.

Interpretation may be simultaneous or consecutive or both, either singly or in combination, and it will be specified in the workorder. Any need for interpretation equipment also will be specified on each work order.

Translations include but are not limited to 1) narrative word documents; 2) e-mail or other forms of written correspondence that vary in complexity and formality; 3) forms such as evaluations or surveys; 4) videos, including voice-overs and subtitles; 5) graphics; 6) PowerPoint presentations; 7) Excel spreadsheets containing words, 8) Industry standard software for e-learning such as Articulate StoryLine and Camtasia, or 9) other written instructions such as meta data or tags that may appear in software or applications used to support the program.

It is expected that all translations undergo a quality check before they are presented to the Company as a final product. This applies to instances where quick turnaround or “rush” translations are requested unless either the Company specifically waives this requirement, or the vendor notifies the Company that the timeline prohibits this quality check.

Often, personal data about interpreters is needed to obtain facility access or for the Company to provide all required foreign travel information. For these reasons, it is expected that vendors supply all requested contact information with each request, fill out all fields on required forms, or provide copies of current resumes, identification or proof of citizenship as requested.

2.1 Deliverables

The table below describes the deliverables and due dates required under 2.0 Interpretation and Translation Services. All deliverables submitted as part of this Statement of Work should be professional in appearance to include a title of what the deliverable is, the date submitted and a reference to the event supported. The reference may include the event name, service provided, dates or location as appropriate.

Deliverable	Due Date
Interpreter Contact Information (name, phone, complete home address, and email address)	Immediately upon confirmation of their availability. May send via email.
Translated Items	Defined in each request. Deliver as defined in each request (email, server location, etc.).

3.0 Transportation

Transportation services include in country and country-to-country (outside US) transportation either by vehicle, rail or air as appropriate for event participants, interpreters and US Team members including direct US government sponsors.

All provided transportation must be procured with passenger safety and security in mind. Minimum requirements are 1) vehicles with seatbelts, 2) properly licensed and insured drivers/operators, 3) cleanliness that meets or exceeds location norms, and 4) appropriate equipment maintenance for reliable, safe transportation. Operators of vehicles must have photo identification that matches name of driver provided to travelers. Operators are not permitted to smoke while transporting passengers or to smoke in vacant cars, such as when asked to wait for a passenger’s arrival or return. It is assumed that the no-smoking preference will be communicated by the vendor to the operators of other transportation options (bus, rail) in locations where smoking is permitted. Additionally, where feasible, English speaking drivers are preferred as are vehicles with GPS and USB chargers.

The types of transportation support include but are not limited to:

- "Meet and greet" service at airports or transportation hubs, which may include passport and customs service and special services (e.g., VIP assistance).
- Pick up and transport participants, interpreters or US Team members from airport or other transportation hubs to destination (e.g., hotel, meeting location).
- In-country transportation such as from the lodging hotel to the meeting location for each day of the meeting and for single passengers or groups.
- Vehicles, with or without drivers, to be used for transportation.
- In-country or country to country (outside US) airline or train ticketing; and direct communication necessary to provide traveler tickets, confirmations and/or notifications about travel changes, delays or cancellations.
- Insurance for travelers upon request.
- Alternative transportation (e.g., charter flights, bus, limousine, etc.).
- Guides, maps, etc.

3.1 Deliverables

The table below describes the deliverables and due dates required under 3.0 Transportation. All deliverables submitted as part of this Statement of Work should be professional in appearance to include a title of what the deliverable is, the date submitted and a reference to the event supported. The reference may include the event name, service provided, dates or location as appropriate.

Deliverable	Due Date
Transportation Documents (e.g., tickets)	Immediately upon receipt
Driver/VIP Service Details	Company service provider name and contact information due with layout. Individual name and contact information of drivers due 48 hours before departure. Photo of driver. Instructions on where to meet when only driver, and not VIP service, is requested (can be included in layout).
Insurance Policies and Certificates	Upon receipt or before travel begins.

4.0 Lodging, Meeting Space & Arrangements

Support for lodging, meeting space and other arrangements includes obtaining availability, providing alternative recommendations when required, making lodging and space reservations, following through on confirmations, making required deposits and payments, and negotiating attrition and cancellation terms and fees in a manner most advantageous to the Company.

Each event will vary so the need for US Team, participant or interpreter lodging will be specified on each workorder. Lodging and meeting locations must be selected with regard to participant and instructor safety and security as the top priority. Also, lodging should be at the Government Services Administration (GSA) rates or lower, and all meeting amenities must comply with

current Foreign Travel Regulations and Company travel policies. Any exceptions require advance approval from the Company.

Meeting space(s) should be conducive to the meeting needs in size, amenities and location. For example, they should not be in noisy areas, should have clear exits marked, be free of tripping hazards, and contain (or be able to house) the required infrastructure for each event (projectors, screens, internet access, audio equipment, interpreting equipment, etc.). Whenever possible, meeting space should include access to a business center or individual who can be responsible for light copying/reproduction, send a facsimile or print boarding passes.

Additional meeting-related and lodging tasks include but are not limited to:

- Schedule meetings with in-country participants.
- Print, bind and deliver meeting materials to in-country locations when requested.
- Return unused or other meeting materials to the US with package tracking capability.
- Distribute and/or load to laptops any meeting material; including printed, video and audio presentations.
- Provide on-site support during meetings upon request.
- Coordinate with hotel/venue for advance viewing of meeting room set-up, when requested.
- Provide payment for trainer services.
- Secure space and food for meetings and banquets.
- Ensure all catering services adhere to approved GSA rates.
- Provide equipment (audio-visual, overhead projectors, outlet strips, etc.).
- Provide transportation to meeting participants.
- Arrange for video and telephone conferencing capabilities.
- Provide interpretation and translation services, as needed.
- Provide interpretation equipment upon request (booth, headsets, portable transmitters, etc.).
- Assure meeting facility requirements are met.
- Provide confirmation of attendees.
- Create and update rooming lists for participants and US Team members.
- Create and distribute nametags for participants, instructors, speakers and observers.
- Create, print and deliver any meeting signage as requested.
- Print certificates or other award-type materials upon request.
- Arrange for in-country photographers, printing and distributing of photographs during event.
- Arrange for speaker-ready, press, instructor office, disbursement or other ancillary rooms upon request.
- Provide temporary use of cell phones, laptop computers, and accessory devices when needed.
- Coordinate with hotel/meeting venue regarding the conduct of exercises or special activities that may require spaces outside of meeting rooms, including but not limited to outdoor space and parking garages.

4.1 Deliverables

The table below describes the deliverables and due dates required under 4.0 Lodging, Meeting Space and Arrangements. All deliverables submitted as part of this Statement of Work should be professional in appearance to include a title of what the deliverable is, the date submitted and a reference to the event supported. The reference may include the event name, service provided, dates or location as appropriate.

Deliverable	Due Date
Lodging Confirmations	Immediately upon receipt
Banquet Event Orders	Upon Request

5.0 Visa and Passport Support

Visa and passport support may include researching requirements, determining the most expedient method to obtain these documents, and following through to assure the documents are available in the needed timeframe.

Examples of the activities required may be following up directly with Embassy personnel to clarify requirements, making meeting appointments (phone or at local consulates) to obtain status or receive special stamps or other necessary permits.

Visa and passport support require vigilant communication with the Company and all shipments of visas and passports must be made using delivery options such as tracking options, Saturday delivery, and required signatures.

Communication of status of visa or passport service must occur via e-mail when a) request is received; b) all required documentation is submitted to issuing authority; c) any time status is requested or given; d) when documents are obtained, and e) when documents are shipped. Recipients of the communication will be identified within each workorder.

The details within each correspondence should be thorough and relevant to each stage of document processing. For example, communication about requirements must include expected timeline to obtain the visa or passport and any Embassy fees associated. Notification that documents were shipped must include the tracking number. All communication must include the contact information (office phone, cell phone, email address) of the vendor's point of contact for further questions.

5.1 Deliverables

The table below describes the deliverables and due dates required under 5.0 Visa and Passports. All deliverables submitted as part of this Statement of Work should be professional in appearance to include a title of what the deliverable is, the date submitted and a reference to the event supported. The reference may include the event name, service provided, dates or location as appropriate.

Deliverable	Due Date
Status Updates	Upon receipt; submission to issuing authority; upon request; when documents obtained; when documents shipped.
Visas and Passports	Immediately upon receipt

6.0 Disbursements

Providing travel expense payments to event attendees while in country promotes engagement and reduces the logistical and administrative burdens and costs of processing payments in foreign countries after events conclude.

Disbursement of funds must be done in a manner that minimizes risk to the recipient, vendor, other non-receiving participants and the U.S. project team. This may require additional security team members be present, procurement of a separate meeting space specifically for disbursement purposes, or other similar arrangements. The necessity of such arrangements may be specified by the project lead, recommended by the vendor, or both. Payment methods and locations (e.g., in person or at Western Union) may be specified by the Company representatives, recommended by the vendor or both. Disbursement also should follow the guidance contained within the Company General Disbursement Guidelines document.

Each payment, whether it is an individual disbursement, honorarium or to another entity, must align with either a list provided by the Company or be approved in advance by the Company. Each payment must also include a complete record of the transaction. Required transaction details are 1) disbursement date, 2) printed recipient name, 3) disbursement amount, 4) recipient's signature, and 5) brief description of payment purpose (i.e., travel expense, honorarium, etc.). If disbursement is made in local currency the US Dollar conversion on the day the disbursement was made must also be included in the transaction record for accuracy of billing purposes.

The amount of a disbursement may never exceed the Company's Travel Reimbursement Policy (July 2006) without prior authorization from Company. The Company may also request payments other than those for travel expenses such as honorarium payments. Those amounts and recipients will be specified in the applicable workorder. Additional payments to other groups or companies for other services may also be requested but must be approved by the Company prior to payment. All payments, regardless of whether they are to individuals or companies, must have the transaction record included when submitting invoices.

6.1 Deliverables

The table below describes the deliverables and due dates required under 6.0 Disbursements. All deliverables submitted as part of this Statement of Work should be professional in

appearance to include a title of what the deliverable is, the date submitted and a reference to the event supported. The reference may include the event name, service provided, dates or location as appropriate.

Deliverable	Due Date
Transaction Record (s)	Submit with invoice or at any time upon request.

7.0 Other Miscellaneous

Each event in each location is unique and may require additional support such as the examples listed below. In each instance, a description of the support and requirements will be provided in each workorder. All support requires complete transaction records to verify satisfactory completion, delivery and proper payment.

- Customs clearing support.
- Communication between shipping and customs offices.
- Equipment receipt from customs and temporary storage (associated fees to be paid by the Company).
- Equipment delivery, and in limited instances, equipment testing (i.e., assure a vehicle is operable/drivable).
- Equipment purchase and tracking (equipment to remain property of the Company)
- Equipment purchase, tracking and transfer of property with appropriate approvals and export licenses.
- Accompaniment of Company non-Company participants to their destination in U.S. as required.