

Statement of Work

Support to BSA to Provide the NNSA Office of Nonproliferation and Arms Control with Strategic Planning and Related Program Support

I. Background

Brookhaven Science Associates, LLC (BSA) Nonproliferation and National Security (NN) Department provides technical and policy support to the Department of Energy (DOE) National Nuclear Security Administration (NNSA) on nonproliferation and arms control related issues. Within NNSA, the Office of Nonproliferation and Arms Control (NPAC), in part, conducts strategic planning efforts (e.g., Over-the-Horizon studies, detailed program reviews, and related strategic foresight efforts), develops plans for and implements new programs, and supports strategic planning and Congressional reporting efforts by higher-level offices within NNSA.

To assist NNSA/NPAC in these efforts, BSA requires the support of a recognized senior-level expert with deep nuclear policy and technical domain knowledge, cross-organizational NNSA programmatic experience, broad U.S. government interagency and NGO awareness, and practiced strategic planning expertise to provide technical and policy support.

II. Requirements

Contractor shall provide technical and policy support on nonproliferation and arms control issues as outlined in the tasks below. The contractor should possess the following qualifications:

- Educational background in national security and/or nonproliferation policy, as well as in a relevant technical area
- Minimum of 10 years of experience and expertise working in the areas of WMD proliferation, homeland security, nuclear technologies, applied R&D, technical policy, threat reduction, and strategic planning
- Minimum of 10 years of experience supporting NPAC and other NNSA offices on strategic planning efforts, program reviews, and Congressionally-required reports
- Minimum of 10 years of experience working with the DOE/NNSA national laboratory complex on WMD proliferation, homeland security, nuclear technologies, applied R&D, technical policy, threat reduction, and strategic planning;
- Minimum of 10 years of experience working with NNSA's interagency partners (such as Defense, State, Homeland Security, Intelligence) in the U.S. government on WMD proliferation, homeland security, nuclear technologies, applied R&D, technical policy, threat reduction, and strategic planning;
- Have knowledge of, and experience working with, relevant U.S. nongovernmental organizations and international organizations on WMD proliferation, homeland security, nuclear technologies, applied R&D, technical policy, threat reduction, and strategic planning;

- Available to meet and work with NPAC staff in person in their offices in Washington DC on a routine basis;
- Hold an active Department of Energy Q clearance.

III. Scope of Work

The NN Department requires the services of a contractor that can provide technical support in the areas related to:

1. Routine over-the-horizon strategic planning support to NPAC and its programs, such as providing information and insights on relevant USG, Congressional, laboratory, NGO, and foreign activities and plans.
2. Technical and policy support to NPAC on development and implementation of plans for new initiatives and/or current project portfolios, program-level plans, and/or office-level multi-year strategic plans.
3. Other strategic planning, analysis, and/or technical and policy support in support of NPAC, DNN, NNSA, and other programs, to include an annual report to Congress, and on organizational strategic vision documents, corporate-level futures studies, and/or other activities, as requested.
4. Routine support to BSA by providing relevant information on meetings and other activities in Washington, DC.

IV. Deliverables

The contractor shall prepare and submit a monthly report summarizing the work performed during the reporting period and an invoice detailing the number of hours charged. The reports shall be submitted electronically via email to the BNL Technical Representative and are due by the 15th day of the month in which they are to be submitted.

The contractor will also submit to the BNL technical representative a monthly progress report describing the work performed during the reporting period, delivered no later than the 15th of each month. This report should include the following:

- A descriptive summary of the work performed during the reporting period;
- A financial summary for the reporting period, include a detailed breakdown of the level of effort for the work performed on each task;
- An invoice for costs incurred during the reporting period, including a breakdown of the costs of the work performed on each task.

Maia Gemmill

August 2, 2023

BNL Technical Representative

Date