

AWARD OF INTERAGENCY AGREEMENT

1. DATE OF ISSUE 06/09/2003	2. AGREEMENT NUMBER NRC-IA-23-03-300	3. MOD NO.
4. AGENCY LOCATOR NO. 31000001	5. B & R NUMBER 37A-15-109-160	6. JOB CODE J7075
7. BOC 253A	8. DOCUMENT IDENTIFICATION NUMBER	

9. ISSUED BY
U.S. NUCLEAR REGULATORY COMMISSION10. NAME AND ADDRESS OF SERVICING AGENCY
**Department of Justice
Civil Division, Office of Litigation Support
1100 L. Street, N.W. Room 9101A
Washington, DC 20530**

PROJECT MANAGER

OFFICE

Nancy Hane**RG III**

TELEPHONE NUMBER

630-829-9672

FACSIMILE NUMBER

TELEPHONE NUMBER

202-307-3129

FACSIMILE NUMBER

202-616-5068

11. JOB CODE TITLE

"Litigation Services"

12. AGREEMENT PERFORMANCE PERIOD

BEGIN

06/16/2003

END

06/16/2004

13. OBLIGATION AVAILABILITY PROVIDED BY

A. THIS ACTION	\$ 115,000
B. TOTAL PLACED PRIOR TO THIS ACTION WITH THE PERFORMING ORGANIZATION UNDER THIS JOB CODE FOR THIS FISCAL YEAR	\$ 0
C. TOTAL ORDERS TO DATE FOR THIS JOB CODE FOR THIS FISCAL YEAR	\$ 0
D. TOTAL ORDERS TO DATE FOR THIS AGREEMENT	\$ 115,000

14. ATTACHMENTS

THE FOLLOWING ATTACHMENTS ARE MADE A PART OF THIS AGREEMENT

- ☒ STATEMENT OF WORK
- ☐ ADDITIONAL TERMS AND CONDITIONS
- ☐ OTHER (Specify) _____

15. SECURITY

- ☐ WORK ON THIS AGREEMENT INVOLVES CLASSIFIED INFORMATION
- ☐ WORK ON THIS AGREEMENT INVOLVES SENSITIVE UNCLASSIFIED INFORMATION
- ☒ WORK ON THIS AGREEMENT IS UNCLASSIFIED AND NOT SENSITIVE

16. FEE BILLABLE UNDER 10 CFR PART 170 ☒ YES ☐ NO

17. REMARKS

The Department of Justice's Interagency Agreement (Form DOJ-216) is hereby incorporated as part of this agreement.

18. AUTHORITY TO ENTER INTO INTERAGENCY AGREEMENT (Check only one)

- ☐ ENERGY REORGANIZATION ACT OF 1974, AS AMENDED
- ☒ THE ECONOMY ACT OF 1932
- ☐ THE CLINGER-COHEN ACT OF 1996
- ☐ OTHER (Specify) _____

19. ADVANCE PAYMENT ☒ IS NOT AUTHORIZED ☐ IS AUTHORIZED (Requires approval by Director, DAF/OCFO)

20. ESTIMATED COST FOR FULL PERFORMANCE OF THIS AGREEMENT

FY	FY	FY	FY	FY	TOTAL
\$ 115,000	\$	\$	\$	\$	\$ 115,000

21. CERTIFICATION OF FUNDS

This certifies that funds in the amount cited in Block 13.A. are available in the current fiscal year allotment for work authorized by this agreement.

FUNDS CERTIFICATION OFFICIAL (Typed Name)

Certified by V. Bolding on NRC Form 400

SIGNATURE

DATE

22. SIGNATURES

NRC ISSUING AUTHORITY (Typed Name and Title)

Stephen M. Pool, Contracting Officer

SERVICING AGENCY OFFICIAL/DESIGNEE (Typed Name and Title)

Linda Liner, Director, OPBE

SIGNATURE

DATE

SIGNATURE

DATE

NRG CONTACTS:**TECHNICAL:**

FULL NAME	ADDRESS
Nancy Hane	Region III, 801 Warrenville Road
TELEPHONE NUMBER	Lisle, Ill. 60532-4351
630-829-9672	

ADMINISTRATIVE:

FULL NAME	ADDRESS
Deborah Neff	U.S. Nuclear Regulatory Commission
TELEPHONE NUMBER	Mail Stop T 712
301-415-8160	Washington, DC 20555

OTHER AGENCY'S CONTACTS:**TECHNICAL:**

FULL NAME	ADDRESS
TELEPHONE NUMBER	

ADMINISTRATIVE:

FULL NAME	ADDRESS
TELEPHONE NUMBER	

BILLING INFORMATION:

To receive reimbursement under this agreement, forward to NRC on a (check one):

☒ monthly ☐ quarterly ☐ other _____ basis, an original and three copies of Standard Form

1081 in accordance with the Treasury Fiscal Requirements Manual, Bulletin No. 78-09, or, if possible, bill monthly through the OPAC system. Send reimbursement requests to the following address:

Financial Operations Branch
Mail Stop: T-9 E2
Division of Accounting and Finance
Office of the Chief Financial Officer
U.S. Nuclear Regulatory Commission
Washington, DC 20555-0001

Any NRC funds remaining unexpended at the end of a fiscal year may be carried over into future fiscal years unless otherwise notified by NRC.

REPORTING REQUIREMENTS: Submit reports to the NRC in accordance with the statement of work. Submit financial status reports on a (check one):

☒ monthly ☐ quarterly ☐ other _____ basis. These reports shall contain a brief letter

status report which summarizes the expenditure of NRC funds. This report shall address the following categories, as applicable: (1) staff effort; (2) travel; (3) equipment and supplies; and (4) subcontract costs. Each report shall include by category: (a) costs for the previous month; (b) cumulative costs and uncoded obligations to date; and (c) projections for the remainder of the NRC obligated funds. The first monthly report shall provide the initial projections, and subsequent reports shall either indicate revised projections or indicate "no change in the cost and uncoded expenditure projection."

Submit these reports to the NRC Technical Contact by the 20th day of the month following the reporting period.

TERMINATING THE AGREEMENT: This agreement may be unilaterally terminated by either party generally upon 30 days' written notice to the other party. NRC will pay its share of any project expenses up to the termination date. Any expenses incurred in terminating this agreement will be paid by the party terminating the agreement. Any unexpended funds shall be returned to the NRC.

Statement of Work

Background

The U.S. Nuclear Regulatory Commission's Region III Office of Investigations (OI) has approximately 80,000 pages of paper documents that they are reviewing and preparing for a possible court case. To facilitate the review and use of the documents in the pending litigation, the documents must be scanned and converted to searchable digital images. The digital images must be coded (indexed) and loaded into an electronic litigation management database that provides fast accurate searching, is portable so that it can be shared with the U. S. Attorney, Grand Jury, and Judges, and provides other litigation functionality to assist OI in case preparation.

Objectives

The objectives of this effort are to obtain litigation support services to:

- procure and install litigation support software
- provide onsite training in the use of the litigation support software
- perform tasks associated with scanning paper documents and converting them to digital images with associated searchable text
- perform tasks associated with coding the scanned documents and entering them into the litigation support software database
- maintain and ensure the security and integrity of the paper documents and electronic data generated from the paper documents

Period of Performance

The interagency agreement shall be effective June 16, 2003 and will expire on June 15, 2004.

Places of Performance

The document processing activities (scanning, OCRing and associate tasks) shall be performed at a facility that is within a 50 mile radius of the NRC's Region III office located at 801 Warrenville Road, Lisle, Illinois, 60532-4351.

The software installation, training, and database loading shall be performed at the NRC's Region III office located at 801 Warrenville Road, Lisle, Illinois 60532-4351.

Scope of Work

Unless noted otherwise, the contractor shall furnish all of the facilities, personnel, and equipment necessary to perform the requirements described in this statement of work (SOW).

Tasks

Task 1- Purchase and Installation of Concordance EX Software

The contractor shall purchase for the NRC a 10-user single network license and 1 stand alone user license for installation on a laptop for Concordance EX software (manufactured by Dataflight Software, Inc.). The contractor shall deliver the software to the NRC Region III office and shall work with the Region III office IT staff to install the software on specific NRC OI staff PCs. The contractor shall provide the technical expertise and assist the NRC to load and configure the software and server to provide optimal functionality and efficiency. The NRC will provide all of the hardware (PCs and server(s)) necessary to accommodate the Concordance EX software and database at the NRC Region III office.

Task 2- Onsite Training for the Concordance EX Software

The contractor shall provide onsite training in the use of the Concordance EX software for a maximum of 10 NRC users at the Region III Lisle, Illinois office. The NRC will furnish the PCs and space at the Region III office that is necessary to accommodate the training.

Task 3- Document Receipt and Security

The paper documents to be scanned will be placed into containers and delivered to the contractor's facility by staff from the NRC's Region III Office of Investigations. NRC will prepare an inventory listing for each container. Upon receipt, the contractor will be required to sign and date each inventory listing to acknowledge receipt of the containers and their contents. The contractor shall ensure that while in use, the documents are always under the control of an authorized contractor employee. The contractor shall ensure that while in storage at the contractor's facility, the documents are kept in a secure location that is accessible to only authorized contractor employees.

Task 4- Document Scanning and Quality Control

The total volume of paper to be scanned and converted to digital images will be approximately 80,000 pages. The average document contains approximately 4 pages so there would be approximately 20,000 documents. Initially, there will be approximately 64,000 pages to be scanned. Over a period of approximately one year after startup, we expect to add another approximately 16,000 pages. The contractor shall complete processing of the initial 64,000 pages within eight weeks of startup. The contractor shall complete processing of the additional 16,000 pages within two weeks of receipt of the documents. The documents to be scanned consist of standard 8 ½" X 11" pages with black text and graphics. There are a few larger pages but approximately 97% are standard 8 ½" X 11". There are also some documents that contain color graphics. The color portion of these documents must be scanned in color.

The contractor shall prepare documents for scanning by removing all staples, binders, paper clips etc. The contractor shall scan each document and create a digital image file. The file format for the images shall be multi-page tagged image file format (.tiff) CCITT T.6 Group 4 or CCITT T.5 Group 4. The NRC is specifying multi-page .tiff rather than single page .tiff because multi-page .tiff is compatible with our existing document management system. The contractor may propose an alternative digital image file format to the NRC provided it meets the following requirements:

- The original digital image must be preserved in its original format and content

- NRC OI staff must have the capability to add multiple annotations to the original image such as notes, color highlighting of portions of the image, etc. The annotations must be linked to the original image but must not alter the original image.

The NRC must approve any alternative digital image file format.

The contractor shall produce .tiff image files at a resolution of 300 dpi for black and white (bitonal) images and 200 dpi for color and grayscale images. Output multi-page .tiff image files are to be limited in size to 200 images for bitonal or 50 images for color which limits file sizes so that the files can be reasonably accessed. The contractor shall perform 100% quality control of the scanned images created to ensure quality, completeness, and cosmetic appearance. Each page of the original paper document shall be compared against the resulting .tiff image file. The digital image must contain the exact same number of pages in the exact same order as the original paper document and any missing pages must be scanned and inserted into the file. Any of the following image deficiencies will require that the page(s) be re-scanned: cut or missing information from any part of the image; an image appears too light or too dark but the original paper is of a legible quality; streaks on the image that do not appear on the paper copy.

Task 5-Document Recompilation and Storage

After completing the scanning and quality control process, the contractor shall restore each document to its original form (assembled in the order in which it was received, stapled where appropriate, placed back in binders in the same order as received, etc.) The contractor shall place each recompiled document back into the same container and in the same order it was originally received from the NRC. Upon completion of the processing of an entire container of documents, the contractor shall contact the Region III OI staff and notify them of the completion. The contractor shall store the documents in a secure location and ensure that they are not accessible to unauthorized persons. Upon contract award, the NRC will provide the contractor with a list of OI staff who are authorized to retrieve the documents. Authorized NRC OI staff will retrieve the documents from the contractor's facility within three working days of notification. The contractor shall ensure that the documents are released to only authorized NRC OI staff and shall require that proper identification be provided before releasing the documents. At the time of retrieval by the NRC, the contractor shall sign and date the original container inventory listing evidencing that the container contents are exactly the same as when received from the NRC.

Task 6-Generating Searchable Text (OCRing)

The contractor shall perform Optical Character Recognition (OCR) and generate searchable text for each page of each image file. The contractor shall use OCR software that is capable of achieving a minimum of 95% character accuracy. NRC recognizes that the quality of the original documents will be a factor in the OCR accuracy rate. Accordingly, the NRC will accept the machine-generated OCR text and the contractor will not be required to perform any editing or correcting of the machine-generated OCR text.

Task 7-Coding (Indexing) Documents

The contractor shall code each scanned document by creating fielded data. The contractor shall capture the following fielded data for each document:

1. Title - Shall be captured verbatim from the document where a title or subject exists. For documents where no title or subject exists, the contractor shall enter brief descriptive information (e.g. "Letter inviting J Greeves to speak at an IAEA conference" or "Letter from DOE requesting comments on DOE regulation XXXX").

2. Document Date- Shall be taken from date stamped or printed on the document.

3. Document Number(s)- Shall be a range taken from the Bates numbers on the pages of the documents

4. Document Package

The contractor shall perform a quality control check after each document is coded to ensure that all completed information is correct.

Task 8-Linking Image File and OCR Text and Loading Data into Concordance Database

The contractor shall deliver and load the image files and OCR text files and coded data into the Concordance EX database that resides on the server at the NRC Region III office. Each image file must be electronically linked to its associated OCR text file and its coded data in the Concordance database. The contractor shall perform a database load once each week loading the documents completed during that week. The contractor shall continue weekly database loading until all of the initial 64,000 pages have been successfully loaded. The contractor shall provide to the NRC all electronic storage media (CDs, disks, etc.) that were used to transport the digital images and associated data from the contractor's facility to the NRC facility.

Personnel and Facility Security Requirements

Personnel Security Requirements- The documents to be processed under this statement of work contain sensitive unclassified information which includes; personal privacy information, criminal histories, and proprietary information. Accordingly, all contractor employees who will have access to the documents, or to the digital images and associated data generated from the documents, shall have NRC IT Level II security access approval. IT Level II security access is defined in NRC Management Directive 12.3, NRC Personnel Security Program.

Facility Security Requirements- Any facility that is used to process or store the documents and data under this statement of work shall have secured access sufficient to protect the NRC documents and information from unauthorized use or disclosure while in the contractor's possession.

NRC-Furnished Material

The NRC will provide all of the hardware (PCs and server(s)) necessary to accommodate the Concordance EX software and database at the NRC Region III office. The NRC will furnish the PCs and space at the Region III office that is necessary to accommodate the training in Task 2. The NRC will provide the contractor with a list of OI staff who are authorized to retrieve completed documents from the contractor.

Schedule of Deliverables

Deliverable	Delivery Requirement	Delivery Point
Purchase and Installation of Concordance EX Software	Within Ten (10) Work Days After contract award	NRC Region III 801 Warrenville Road, Lisle, Illinois, 60532-4351
Onsite Training for the Concordance EX Software	Within Five (5) Work Days After Software installation	NRC Region III 801 Warrenville Road, Lisle, Illinois, 60532-4351
Delivery and loading of the image files, OCR text files, and coded data into the Concordance EX database	<u>Initial 64,000 Pages</u> Once per week after contract award until completed. Completion not to exceed eight weeks after contract award <u>Subsequent 16,000 Pages</u> Within two weeks of receipt of documents	NRC Region III 801 Warrenville Road, Lisle, Illinois, 60532-4351

**U.S. Department of Justice
Reimbursement Agreement Between Agencies**

Bar Code

Parties to the Agreement:

Provider Agency *			Customer Agency		
Provider Cost Center	RCN	RCN Description	Customer Contact	Phone	
			Nancy Hane	630-829-9672	
Provider Contact		Phone	U.S. Nuclear Regulatory Commission Region III, 801 Warrenville Rd.		
Customer Number		Customer Alias	Lisle, ILL 60632-4351		
Provider Name			Customer Name (If billing address is different, specify on reverse)		
Address			Address		
City	State	Zip	City	State	Zip

Duration:

This agreement shall become effective on 6/16/03 and shall continue through 6/16/04

Provide the Following Services of Goods:

Brief explanation of work or services to be performed and basis for determining cost:

Reimbursement agreement to provide document and information management support services, and other investigation support services as required, to the Nuclear Regulatory Commission, under authority of the Economy Act, 31 USC, Section 1535. See attached Statement of Work for details of the services to be provided. Services will include contractor support services and DOJ contractor management services.

Estimated Amount

(Attach additional sheet for continuation of explanation, if necessary.)

\$ 115,000

Customer Financing:

(Customer agency will indicate accounting data to be charged by completing applicable blocks. Federal agencies will be billed by OPAC, except for billings among the OBDs and USMS, billings within an organization, and billings to the Department of Defense.)

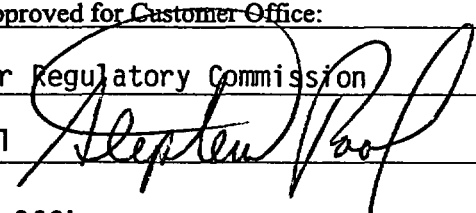
Agency Location Code	Appropriation Symbol	Cost Center	YRegDoc	Obl Month	Obl SOC	Pay SOC
31000001						

Other Accounting Information *(Where applicable, multiple Obligation Month and SOC data should be identified in this block. Customers not using the FMIS may use this block to describe unique data required for their accounting system.)*

See attached NRC Form 662

Approvals:

(See reverse side of form.)

Approved for Provider Office:		Approved for Customer Office:	
Organization		Organization	U.S. Nuclear Regulatory Commission
Signature		Signature	Stephen Pool 
Title		Title	Contracting Officer

* When intrafund billing data are manually submitted to the billing office, the Provider Intrafund Data block on the reverse side must be completed by the provider of the goods or service.

Provider Intrafund Data (For crediting revenues to the Provider)			
YRegDoc	Obligation Month	Obligation SOC	Payment SOC
Other Accounting Information (Where applicable, multiple Obligation Month and SOC data should be identified in this block.)			

Billing Address		
Name Financial Operations Branch		
Address Mail Stop T 9E2, DAF/OCFO		
U.S. Nuclear Regulatory Commission		
City Washington	State DC	Zip 20555
Contact NRC-IA-23-03-300	Phone 301-415-7520	

Conditions of Agreement

1. Financing:

The charges for services shall include both direct and indirect costs applicable to the agreement. Advance payments are made on an estimated cost basis. If the estimated advance is different from the actual costs, proper adjustment (refund or additional billing) on the basis of the actual costs incurred shall be made upon completion of the work. (The frequency of billing, such as monthly, quarterly, etc., must be stated in the narrative portion of the form.)

2. Other Provisions:

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**Questions Regarding
U.S. Nuclear Regulatory Commission, Region III Office of Investigations**

Statement of Work

1. The Period of Performance references 12 months after award: is there any expectation regarding how soon this task order will start? How much of the initial 64,000 pages can be provided "immediately"?

Answer from OI: The task order is expected to begin shortly after the project is awarded. All of the initial 64,000 pages can be provided "immediately."

2. The Place of Performance notes that scanning, OCRing, and associated tasks must be performed within a 50 mile radius of Lisle, Illinois.

- a. Was this based on the assumption that scanning and OCRing would be performed simultaneously? And in particular, if scanning has to be conducted in this locale, please confirm that OCR also has to be performed in this area.
- b. Does coding have to be performed in this 50 mile radius, as well?

Answer from OI: All scanning work must be performed within 50 miles of the OI Region III office in Lisle, IL. OCR and coding may be performed elsewhere (e.g., at the contractor's facility).

3. Tasks 3 and 5 address storage and security of original media. Are there NRC guidelines that must be addressed for either the facility or the processes?

Answer from OI: The NRC will accept Department of Justice security guidelines that govern the Mega 2 contract, as concerns facilities, document handling, and clearance of personnel, for this project.

4. Task 4 references "64,000 pages to be scanned" and says "The contractor shall complete processing of the initial 64,000 pages within eight weeks of start up." In this latter sentence, does processing mean scanning? Or scanning, OCR, coding, and loading to the database?

Answer from OI: "Processing" means the completion of scanning, OCR, coding and loading to the database.

5. Task 8 references loading data to a document database. Is there also any need for a file level database?

Answer from OI: No, a file level database is not required.

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6. Since this is a one year task, should we assume if we do not currently have CLIN rates based upon the Chicago Wage Determination rates, that we will need to take the appropriate steps to use those? Or should we assume DC rates for purposes of the bid?

Answer from OI: Since most of the work in the Chicago area will be completed in 8 weeks, this really shouldn't be an issue.

7. Task 4 refers to T.6 and T.5 Group 4 images. Since neither format handles color images, which the same section identifies as a requirement: in what format did NRC want the color images?

Answer from OI: Color images should be provided in JPG format and must be accessible through Opticon.

8. Task 4 refers to the use of multi-page TIFFs rather than single page TIFFs. This is not a problem, but this section also notes that the reason for this preference is its compatibility with NRC's existing document management system, whereas other tasks (notably 1, 2, and 8) reference the purchase, training, and use of Concordance. Since Concordance has no preference for multi-page TIFFs, could NRC either explain this or perhaps identify the viewer currently in use and/or intended for use on this collection of tasks? And if the NRC's intent is to migrate from the existing system to Concordance, could information be provided on the existing system?

Answer from OI: OI will be using Concordance/Opticon and does not intend to migrate from an existing system. OI has determined that single page TIFFs will be acceptable.

9. SOW page 1, Background: SOW states that the "...electronic litigation management database...is portable". How does NRC intend to "share" it with the U.S. Attorney, Grand Jury and Judges? Does the NRC need standalone copies of the software?

Answer from OI: OI wants a 10-user Concordance/Opticon network license and a single Concordance/Opticon standalone license. Data will be shared with the US Attorney's Office via CD and/or a stand-alone laptop or PC.

10. SOW page 2, Task 4: We request clarification on the schedule for the 16,000 pages to be processed after the initial 64,000 pages are loaded. [. . .] The SOW states that the additional 16,000 pages must be processed and loaded within two weeks of receipt. Will the contractor have two weeks to process several small groups of additional documents or will it receive 16,000 pages all at one time?

Answer from OI: The contractor probably will not receive the additional documents in bulk. OI would like the option to provide additional documents during the remainder of the contract year should the need arise. OI is willing to work this issue out with the contractor for the processing of small groups of additional documents.

11. SOW page 2, Task 4: The NRC states that the contractor will be responsible for reviewing all docs prior to scanning to ensure that all enclosures/attachments are there, and report any discrepancies for resolution. How would this resolution process work? Our concern is that there may be potential delays in the delivery schedule if workflow is held up while discrepancies are waiting to be resolved.

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Answer from OI: The NRC will review all documents for completeness, missing attachments, etc., prior to releasing them to the contractor. The contractor will not be required to review the collection for this purpose.

12. SOW page 4, Task 7: SOW states that the Contractor shall enter a brief descriptive Title, if no given Title is provided. If coding of titles will not be limited to 'given titles', higher costs will be incurred. Costs for both scenarios will be provided to the NRC.

Answer from OI: OI would like estimates for both options: 1) for not entering a title, and 2) for briefly reviewing a document and giving it a title.

13. SOW page 4, Task 7: We request clarification here. The NRC's definition of Document Number is "....a range taken from the Bates numbers on the pages...". Will the contractor be allowed to use document numbering in the format (ABC001- 0001), endorse that on the image, and use that number for our image cross-reference purposes? Could you please confirm whether the documents already contain Bates numbers?

Answer from OI: The contractor will be allowed to use the document page number format described above. Some documents contain pre-existing Bates or other document numbers. These numbers should be coded in the Document Package field as a range.

14. SOW page 4, Task 8: NRC is asking for the contractor to "...perform a database load once each week..." at Lisle, IL. Will it be acceptable for the contractor to perform the initial loads and then train the NRC staff to load subsequent database files which it would send each week?

Answer from OI: Yes, this is acceptable.

15. SOW page 4, Personnel and Facility Security Requirements: Could you please provide more information on the NRC IT Level II security requirements? We need to see if they match up with our Mega II security requirements.

Answer from OI: No additional security requirements, beyond those that DOJ imposes under Mega 2, will be required. We have attached a copy of NRC's security guidelines for informational purposes.

16. SOW page 5, Places of Performance: "...Scanning, OCRing, and associated tasks ..." must take place within a 50 mile radius of Lisle. The Mega II contractors have their coding facilities located in the Washington, DC area. Will the contractor be allowed to OCR and code at its facility in Washington, DC (and subsequently load the data there) as long as the originals are scanned within a 50 mile radius of Lisle, IL? The original documents can be returned to the NRC as soon as QA is completed on the images. Costs would rise significantly if the contractor is required to perform all work within 50 miles of Lisle as indicated.

Answer from OI: See response to Question 2.

17. SOW page 6, Schedule of Deliverables: The SOW states that the Concordance EX software must be installed 10 days after contract award and that onsite training must be provided within 5 days of

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software installation. Will it be acceptable for training and installation to be postponed until the first batch is ready to be loaded? If the software is installed immediately and training is to occur within 5 days, there won't be any actual data available to use for training. Sample data could be provided, but it would be more effective to utilize real data.

Answer from OI: Yes, it will be acceptable for training and installation to be postponed until the first batch of documents is ready to be loaded.

18. Personnel security requirements: Given the delivery schedule requirements, will NRC clearances for staff be processed on an expedited basis after contract award? Will having a NACI clearance help?

Answer from OI: See response to Question 15.

19. Place of performance: Do the requirements to perform the work within 50 miles and to return all electronic storage media used for images and data preclude transmittals of data and images by FedEx? If not, may we code from images at another location?

Answer from OI: See response to Question 2.

20. Given that a medium-sized room would be sufficient to house all activities, is NRC's intention not to furnish work space linked to security concerns regarding contractors (even those having the specified clearance)? Would NRC consider furnishing the facility, given the sporadic nature of the work after the initial 64,000 pages?

Answer from OI: It is not OI's intention to provide or furnish work space, hence the need for a contractor (or subcontractor) within 50 miles of Region III.

21. Coding the Document Number: Will all document pages be Bates numbered?

Answer from OI: See response to Question 13.

22. Under Task #4, are we to scan the oversized documents or should we scan a placeholder, with the actual Bates number on the placeholder page instead?

Answer from OI: All oversize documents are to be scanned.

23. Under Task #7 of the SOW, Coding (indexing of documents): no specifications exist for the Document Package field. Is this field to be used for the Bates Number Range for Parent/Child documents?

Answer from OI: See response to Question 13. The Document Package Field will contain any pre-existing Bates number on the document.