

# ORDER FOR SUPPLIES OR SERVICES

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

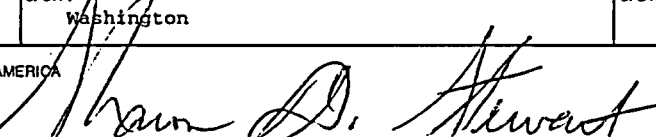
BPA NO. NRC-33-03-344

1. DATE OF ORDER 09-30-2003		2. CONTRACT NO. (If any) GS-35F-0212M		6. SHIP TO:	
3. ORDER NO. NRC-33-03-344-003		4. REQUISITION/REFERENCE NO. CIO-03-344-003		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission ATTN: Mr. Myron Kemerer	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div of Contracts Contract Management Center No. 1 11545 Rockville Pike, Mail Stop T-7-I-2 Washington, DC 20555				b. STREET ADDRESS 11545 Rockville Pike Mail Stop T-6-D-2	
				c. CITY Washington	d. STATE DC
				e. ZIP CODE 20555	
7. TO:				f. SHIP VIA	
a. NAME OF CONTRACTOR Access Systems, Incorporated				8. TYPE OF ORDER	
b. COMPANY NAME ATTN: Julie Lee, President South Tower, Suite 310				<input type="checkbox"/> a. PURCHASE ORDER <input checked="" type="checkbox"/> b. DELIVERY/TASK ORDER	
c. STREET ADDRESS 11250 Waples Mill Road				Reference your Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY Fairfax		e. STATE VA		Except for billing instructions on the reverse, this delivery/task order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
f. ZIP CODE 22030					
9. ACCOUNTING AND APPROPRIATION DATA 310-15-521-324 J1190 252A 31X0200.310				10. REQUISITIONING OFFICE OCIO Office of the Chief Information Officer	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))			
<input checked="" type="checkbox"/> a. SMALL	<input type="checkbox"/> b. OTHER THAN SMALL	<input checked="" type="checkbox"/> c. DISADVANTAGED	<input checked="" type="checkbox"/> d. WOMEN-OWNED
12. F.O.B. POINT Destination		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE 10/1/03 - 03/31/04
		16. DISCOUNT TERMS Net 30 days	
13. PLACE OF FOR INFORMATION CALL: (No collect calls)			
a. INSPECTION	b. ACCEPTANCE	Carolyn A. Cooper (301) 415-6737	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	<p>The contractor shall provide the necessary personnel, materials, equipment, facilities and other services needed to meet the requirements described in the attached statement of work. The contractor shall fulfill the Office of the Chief Information Officer's requirements for "Establishing and Monitoring Compliance (Internal and External)" in accordance with the contractor's technical proposal dated September 26, 2003, which is incorporated herein and made a part of this order, at the prices specified in Attachment No. 1 (Schedule of Prices).</p> <p>The total estimated ceiling amount of this order is \$62,674.00. The total amount obligated with respect to this order is \$62,674.00. The total ceiling amounts for Optional Task 6 is \$5,229.30 and Optional Task 7 is \$29,346.40. The optional tasks may be exercised at the discretion of the Government.</p> <p>The ordering period of this order shall commence on October 1, 2003 and will expire on March 31, 2004.</p>			See CONTINUATION Page		

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		\$62,674.00	SUBTOTAL
	21. MAIL INVOICE TO:							17(h) TOTAL (Cont. pages)
	a. NAME U.S. Nuclear Regulatory Commission Payment Team, Mail Stop T-9-H-4							17(i). GRAND TOTAL
	b. STREET ADDRESS (or P.O. Box) Attn: (NRC-33-03-344-003)							
c. CITY Washington		d. STATE DC	e. ZIP CODE 20555				\$62,674.00	
22. UNITED STATES OF AMERICA BY (Signature) 					23. NAME (Typed) Sharon D. Stewart Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER			

TEMPLATE - ADM001

ADM002

ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION

PAGE NO.

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER

09-30-2003

CONTRACT NO.

GS-35F-0212M

ORDER NO.

NRC-33-03-344-003

ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	<p>The term of this order may be extended an additional two months for Task 6 and an additional four months for Task 7.</p> <p>The Government may extend the term of this contract by written notice to the Contractor within 15 days, provided the Government gives the contractor a preliminary written notice of its intent to extend at least 30 days before the order expires. The preliminary notice does not commit the Government to an extension. The total duration of this order, including the exercise of any options under this clause, shall not exceed 1 year.</p> <p>The NRC Project Officer assigned to this order is Myron Kemerer. He may be reached on (301) 415-8735.</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

## TASK ORDER TERMS AND CONDITIONS

NOT SPECIFIED IN THE CONTRACT

### A.1 NRC ACQUISITION CLAUSES - (NRCAR) 48 CFR CH. 20

### A.2 OTHER APPLICABLE CLAUSES

☐ See Addendum for the following in full text (if checked)

☐ 52.216-18, Ordering

☐ 52.216-19, Order Limitations

☐ 52.216-22, Indefinite Quantity

☒ 52.217-6, Option for Increased Quantity

☐ 52.217-7, Option for Increased Quantity Separately Priced Line Item

☐ 52.217-8, Option to Extend Services

☒ 52.217-9, Option to Extend the Term of the Contract

### A.3 ELECTRONIC PAYMENT

The Debt Collection Improvement Act of 1996 requires that all payments except IRS tax refunds be made by Electronic Funds Transfer. It is the policy of the Nuclear Regulatory Commission to pay vendors by the Automated Clearing House (ACH) electronic funds transfer payment system. The electronic system is known as Vendor Express. Payment shall be made in accordance with FAR 52.232-33, entitled "Mandatory Information for Electronic Funds Transfer Payment".

To receive payment, the contractor shall complete the "Company Information" portion of the Standard Form 3881, entitled "ACH Vendor/Miscellaneous Payment Enrollment Form" found as an attachment to this document. The contractor shall take the form to the ACH Coordinator at the financial institution that maintains its company's bank account. The contractor shall discuss with the ACH Coordinator how the payment identification information (addendum record) will be passed to them once the payment is received by the financial institution. Further information concerning the addendum is provided at Attachment . The ACN Coordinator should fill out the "Financial Institution Information" portion of the form and return it to the Office of the Controller at the following address: Nuclear Regulatory Commission, Division of Accounting and Finance, Financial Operations Section, Mail Stop T-9-H-4, Washington, DC 20555, ATTN: ACH/Vendor Express. It is the responsibility of the contractor to ensure that the financial institution returns the completed form to the above cited NRC address. If the contractor can provide the financial information, signature of the financial institutions ACH Coordinator is not required. The NRC is under no obligation to send

reminders. Only after the Office of the Controller has processed the contractor's sign-up form will the contractor be eligible to receive payments.

Once electronic funds transfer is established for payments authorized by NRC, the contractor needs to submit an additional SF 3881 only to report changes to the information supplied.

Questions concerning ACH/Vendor Express should be directed to the Financial Operations staff at (301) 415-7520."

#### **A.4 SEAT BELTS**

Contractors, subcontractors, and grantees, are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented, or personally owned vehicles.

#### **A.5 COMPLIANCE WITH U.S. IMMIGRATION LAWS AND REGULATIONS**

NRC contractors are responsible to ensure that their alien personnel are not in violation of United States Immigration and Naturalization (INS) laws and regulations, including employment authorization documents and visa requirements. Each alien employee of the Contractor must be lawfully admitted for permanent residence as evidenced by Alien Registration Receipt Card Form I-151 or must present other evidence from the Immigration and Naturalization Services that employment will not affect his/her immigration status. The INS Office of Business Liaison (OBL) provides information to contractors to help them understand the employment eligibility verification process for non-US citizens. This information can be found on the INS website, <http://www.ins.usdoj.gov/graphics/services/employerinfo/index.htm#obl>.

The NRC reserves the right to deny or withdraw Contractor use or access to NRC facilities or its equipment/services, and/or take any number of contract administrative actions (e.g., disallow costs, terminate for cause) should the Contractor violate the Contractor's responsibility under this clause.

(End of Clause)

SCHEDULE OF PRICES

TASKS 1 THROUGH 5

LABOR CATEGORY

Project Manager  
Subject Matter Expert  
Technical Writer  
Analyst  
TOTAL LABOR

<u>HOURS</u>	<u>GSA RATE</u>	<u>DISCOUNT</u>	<u>TOTAL</u>
[REDACTED]			\$ 5,943.00
[REDACTED]			\$32,960.00
[REDACTED]			\$21,552.00
[REDACTED]			\$ 2,219.00
[REDACTED]			\$62,674.00

OPTIONAL TASK 6

LABOR CATEGORY

Project Manager  
Business Analyst  
TOTAL LABOR

<u>HOURS</u>	<u>GSA RATE</u>	<u>DISCOUNT</u>	<u>TOTAL</u>
[REDACTED]			\$ 594.30
[REDACTED]			\$4,635.00
[REDACTED]			\$5,229.30

OPTIONAL TASK 7

LABOR CATEGORY

Project Manager  
Subject Matter Expert  
Subject Matter Expert  
Analyst  
TOTAL LABOR

<u>HOURS</u>	<u>GSA RATE</u>	<u>DISCOUNT</u>	<u>TOTAL</u>
[REDACTED]			\$ 2,377.20
[REDACTED]			\$ 6,921.60
[REDACTED]			\$19,160.00
[REDACTED]			\$ 887.60
[REDACTED]			\$29,346.40

GRAND TOTAL

BASE AND OPTIONAL TASKS

\$97,249.70

**STATEMENT OF WORK  
BLANKET PURCHASE AGREEMENT**

**NO. NRC-33-03-344**

**ORDER NO. 003**

**ESTABLISHING AND MONITORING COMPLIANCE (INTERNAL & EXTERNAL)**

**I. Background**

The Office of Chief Information Officer (OCIO) is establishing internal procedures for compliance with regulations, NRC Management Directives, OCIO operating practices, and other policy guidance.

**II. Objectives**

The objective of this task is to identify, analyze, and document the current OCIO internal procedures, and identify compliance gaps.

**III. Scope of Work**

The Contractor shall furnish the necessary personnel, materials, equipment, facilities, travel and other services needed to meet the requirements described in this statement of work. The NRC will supply equipment, software and facilities for any portion of the effort to be performed on-site.

The contractor shall fulfill the Office of Chief Information Office (OCIO) requirements for assistance in completing the analysis of OCIO internal procedures.

**Task 1**

The Contractor shall create a Project Management Plan which describes the tasks and schedule associated with this effort.

**Task 2**

The contractor shall, through the review of NRC Management Directives and other policy guidance, internal guidance of various offices and regions, and the field policy manual, develop a list of internal procedures necessary for daily OCIO operations.

**Task 3**

The contractor shall, through interviews with OCIO management and staff, identify the current business processes within OCIO and gather related documentation.

#### Task 4

The contractor shall perform a gap analysis between the results of Tasks 2 and 3 and develop a priority ranking of internal OCIO procedures that need to be written.

#### Task 5

The contractor shall develop an action plan for developing the OCIO internal procedures.

#### Task 6 (Optional)

At NRC's option, the contractor shall develop process flow diagrams for selected OCIO internal procedures.

#### Task 7 (Optional)

At NRC's option, the contractor shall implement the plan developed in Task 5.

### IV. Schedule of Deliverables

#### Deliverables

#### Due Date (not later than)

Project Management Plan

15 days after Task startup  
And monthly thereafter

Status Report

30 days after Task startup  
and monthly thereafter

List of Proposed OCIO Internal Procedures

30 days after Task startup

Compilation of Current OCIO Internal Processes

75 days after Task startup

Gap Analysis

90 days after Task startup

Action Plan for Developing OCIO Internal Procedures

105 days after Task startup

Process Flow Diagrams

30 after exercise of option

Implementation of the Action Plan

30 after exercise of option

### V. Oral Briefings and Meetings

Contractor personnel shall attend and participate in regularly scheduled staff, planning and task control meetings as requested. Upon request, the Contractor shall prepare and present oral briefings on the progress of work, unique or interesting findings, results of research and presentation of draft conclusions or reports. It is anticipated that meetings may occur bi-weekly initially and taper off to on an as-needed basis. It is also anticipated that one or two presentations may be necessary during the course of this order.

### VI. Monitoring of Funds

Work on this SOW is measured in support hours provided and since the effort is constrained by the order ceiling amount, the contractor shall monitor and report expenditures of staff hours bi-weekly and shall compare actual monthly expenditures with proposed monthly expenditures

identified in the contractor's project management plan. The Government reserves the right to redirect effort within the scope of this task to insure that the product is as usable within the limits of the funds provided.

## **VII. Personnel**

The contractor shall assign people with the following qualifications to work on this order:

- a. Working experience in and knowledge of operational research.
- b. Specialized experience in analysis of business processes and workflow.
- c. Competency in technical, written communication, and analytical skills as demonstrated through prior assignments.
- d. Competency in managing development efforts (e.g., costs, schedules, staff) as demonstrated through prior assignments.

## **VIII. Reporting Requirements**

- **Weekly Reports**

The contractor shall provide weekly Activity Reports to include any exceptions or changes from the existing plans or schedules, management or technical issues. The weekly report shall be delivered to the NRC Project Officer by COB on Tuesdays.

- **Project Management Plan**

The contractor shall submit a detailed Project Management Plan to cover each task. The plan will show tasking and subtasking, milestones, labor category and/or staff assigned and the project number of hours estimated to complete each task/subtask by staff member. This plan will be maintained in Microsoft Project 4.0 format. This plan will be progressed at the above level of detail on a monthly basis for the duration of the task. The Project Management Plan will also include dollars by labor category/assigned personnel which will support the contractor's estimate for the work executed under this contract.

- **Monthly Reports**

The contractor shall provide a Monthly Status Report to the NRC Project Officer and the Contracting Officer by the 15<sup>th</sup> of each month. Each monthly report will include updates to the Project Management Plan (Work Breakdown Schedule) listing the reasons for changes, proposed adjustments and justification, cost and schedule impacts. The Project Management Plan will be progressed with the latest hours/costs and submitted as part of the monthly report. If at any time the project deviates from 5% in cost or schedule from the project management plan, the contractor shall schedule an update with the NRC task manager. The report shall also contain the BPA number, order number and task; the period covered by the report; a summary of work performed during the reporting period, a discussion of project plans, hardware/software problems, current operational problems, and the proposed corrective action, and analysis of the



impact on other tasks within the scope of the SOW; and a status of expenditures under the order for the reporting period, cumulative expenditures to date, funds obligated to date, and balance of funds required to complete the order.

**IX. Place of Performance**

The work performed under this order shall be performed at NRC Headquarters, located at the White Flint North facility, in Rockville, Maryland and at the contractor's site.

**X. Travel**

Travel shall be limited to local travel only.

**XI. Period of Performance**

The period of performance for this effort is six months from the effective date of this BPA order (Tasks 1-5 only). The period of performance may be extended an additional 6 months at the option of the Government (Optional Tasks 6 & 7).