

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 3

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-0751J		6. SHIP TO:	
3. ORDER NO. NRC-33-03-344-002		4. REQUISITION/REFERENCE NO. CIO-03-344-002		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission ATTN: Mr. Myon 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	e. ZIP CODE 20555
7. TO:				d. STATE DC	

a. NAME OF CONTRACTOR Solutron, Incorporated			8. TYPE OF ORDER		
b. COMPANY NAME Nita Bhaumik President			<input type="checkbox"/> a. PURCHASE ORDER <input checked="" type="checkbox"/> b. DELIVERY/TASK ORDER		
c. STREET ADDRESS 1395 Piccard Drive, Suite 308			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 Rockville	e. STATE MD	f. ZIP CODE 20850	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.		

9. ACCOUNTING AND APPROPRIATION DATA 310-15-523-340 J1075 252A 31X0200.310		\$158,253.04	10. REQUISITIONING OFFICE OCIO Office of the Chief Information Officer
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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 10/01/03 - 01/31/04
13. PLACE OF		16. DISCOUNT TERMS Net 30 days	
a. INSPECTION	b. ACCEPTANCE	FOR INFORMATION CALL: (No collect calls)	
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 the Portfolio Database 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 its GSA Federal Supply Schedule (FSS) Contract No. GS-35F-0751J.</p> <p>The total estimated ceiling amount of this order is \$158,253.04. The total amount obligated with respect to this order is \$158,253.04.</p> <p>The period of performance of this order is October 1, 2003 through January 31, 2004.</p> <p>The NRC Project Officer assigned to this order is Myron Kemerer. He may be reached on (301)415-8735.</p>					

(See Attachment No. 1)

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		\$158,253.04	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							
	b. STREET ADDRESS (or P.O. Box) Attn: (NRC-33-03-344-002)							
c. CITY Washington		d. STATE DC	e. ZIP CODE 20555				\$158,253.04	17(i). GRAND TOTAL
22. UNITED STATES OF AMERICA BY (Signature) <i>Robert Webster</i>						23. NAME (Typed) Sharon D. Stewart Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER		

TEMPLATE - ADM001

OPTIONAL FORM 347 (6/95)

ADM002

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 1-151 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)

STATEMENT OF WORK
BLANKET PURCHASE AGREEMENT
NO. NRC-33-03-344
ORDER NO. 002
PORTFOLIO DATABASE

Background

The Portfolio Database is an Access Database that captures information on OCIO developed applications concerning security, organizational identity, system owners, tools used and provides a short system description.

Objectives

The objective of this task is to analyze and document the requirements for the Portfolio Database and write the business case for the development and implementation of the Portfolio Database, in accordance with Management Directive 2.2 "Capital Planning and Investment Control."

Scope of Work

This effort must be performed in accordance with NRC's Management Directive 2.5 "Application Systems Development Life-Cycle Management (SDLCM)," which establishes the policies for developing and maintaining application systems. ADAMS Accession Number for the SDLCM Methodology is ML013440472. The SDLCM Methodology Handbook and its companion volume of procedures, standards and forms, implement Directive 2.6 by providing life-cycle structure and guidance for all NRC Projects. Use of the SDLCM Methodology Handbook, Version 2.2, is mandatory. This handbook (1) defines the life cycle of an application system; 2) describes the structure of the methodology and each of the seven components; and (3) describes the processes for developing, enhancing, and maintaining systems. The handbook clearly discusses what activities a project team must perform within each of the seven components and what products a project must produce. The companion volume, SDLCM Methodology Procedures, Standards, and Forms, Version 1.2, contains the procedures that document various activities and the standards and forms that facilitate the preparation of all products. The contractor shall follow a Package-Based Life-Cycle Model, as described in Section 3.4 of the SDLCM Methodology Handbook.

Current Environment

The current NRC operating environment can be found in the technical Reference Model. The current system is documented and the documentation resides at the NRC User's site. The new system shall contain only minimal functionality changes that may be required due to increasing the public's access to timely meeting information.

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 and design documentation for the Portfolio Database System.

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 analyze and document the requirements for developing and implementing the Portfolio Database using Rational Enterprise Suite.

Task 3

The contractor shall write a business case for the Portfolio Database that complies with Management Directive 2.2 "Capital Planning and Investment Control. The Business Case shall include the Requirements Identification and Definition Information. This information will address the Mission Need, Project Objectives, Information Management Problem, Scope, Stakeholders, Benchmarking/Redesign Review, Data, Functional, and Infrastructure Requirements (System Development Life-Cycle Management (SDLCM) Methodology Standard S-3051, Project Definition and Analysis Document), Interfaces with Other Systems, and Potential Solutions. In addition, the Business Case will include a Cost/Benefit/Risk analysis document, a Project Management Plan, a Spending Plan, a Staffing Plan. It shall address Performance goals and Conformance with Standards.

Schedule of Deliverables

Deliverables

Due Date (not later than)

Project Management Plan

30 days after Task startup
And monthly thereafter

Status Report

30 days after Task startup
and monthly thereafter

Project Charter

45 days after Task startup

System Requirements Specification
(Includes Data and Process Models and
Context and Data Flow Diagrams)

60 days after Task startup

System Operations Concept Document

60 days after Task startup

Alternatives Analysis Document

60 days after Task startup

Tactical Integration Plan

60 days after Task startup

Project Definition and Analysis document

60 days after Task startup

Project Action Plan

60 days after Task startup

Development and Maintenance Environment Products

60 days after Task startup

Installation Plan	
Products Installation and Integration Plan	60 days after Task startup
Solution Integration Plan	60 days after Task startup
Other Systems Integration Plan	60 days after Task startup
Security Controls Document	60 days after Task startup
Business Case	60 days after Task startup

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 technical 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 an as-needed basis. It is anticipated that one or two presentations may be necessary during the course of this order.

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

Personnel Qualifications

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

- a. Working experience in and knowledge of Access based systems for the purposes of understanding the current system.
- b. Specialized experience in analysis and design of complex enterprise-wide systems.
- c. Competency in technical, written communications, and analytical skills as demonstrated through prior assignments.
- d. Competency in managing development efforts (e.g., costs, schedules, staff) as demonstrated through prior assignments.
- e. Competency in writing user and technical documentation as demonstrated through prior assignments.

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 will be delivered by Tuesday COB.

- **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 15th 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.

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.

Travel

Travel shall be limited to local travel only.

Period of Performance

The period of performance of this order is four months from the effective date of this BPA order.