

ORDER FOR SUPPLIES OR SERVICES

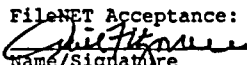
PAGE OF PAGES
1 9

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

BPA NO.

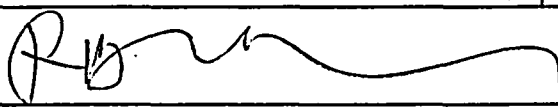
1. DATE OF ORDER SEP 16 2004		2. CONTRACT NO. (If any) NRC-33-04-319		6. SHIP TO:	
3. ORDER NO. TASK ORDER 4		4. REQUISITION/REFERENCE NO.		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div of Contracts Two White Flint North - MS T-7-I-2 Attn: Jeffrey R. Mitchell Washington, DC 20555				b. STREET ADDRESS Attn: Wil Madison Mail Stop: T6-C30	
				c. CITY Washington	d. STATE DC
				e. ZIP CODE 20555	
7. TO:				f. SHIP VIA	
a. NAME OF CONTRACTOR FILENET CORPORATION				8. TYPE OF ORDER	
b. COMPANY NAME Attn: Susan Champi Professional Services District Manager				<input type="checkbox"/> a. PURCHASE ORDER <input checked="" type="checkbox"/> b. DELIVERY/TASK ORDER	
c. STREET ADDRESS 2200 Wilson Boulevard, Suite 307				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. 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.	
d. CITY Arlington		e. STATE VA		f. ZIP CODE 22201	
9. ACCOUNTING AND APPROPRIATION DATA Job Code: J1068 BOC: 252A Contractors DUNS: 074958679				10. REQUISITIONING OFFICE CIO CIO	
11. BUSINESS CLASSIFICATION (Check appropriate box(es))					
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED					
12. F.O.B. POINT N/A		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE As Stated Below	
				16. DISCOUNT TERMS Net 30	
13. PLACE OF		FOR INFORMATION CALL: (No collect calls)			
a. INSPECTION		b. ACCEPTANCE		Jeffrey R. Mitchell 301-415-6465	

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 deliver the following to the U.S. Nuclear Regulatory Commission (NRC): TASK ORDER NO. 4 UNDER CONTRACT NO. NRC-33-04-319 ENTITLED "PILOT, ELECTRONIC DOCUMENT AND TICKET TRACKING SYSTEM"</p> <p>In accordance with Section C.7 entitled "Task Order Procedures" of the subject contract, this order definitizes Task Order No. 4. This effort shall be performed in accordance with the enclosed Statement of Work.</p> <p>The NRC accepts FileNET's Task Order #4 proposal dated August 30, 2004, which is hereby incorporated by reference.</p> <p>Period of Performance: Day of Award through January 14, 2005 Task Order No. 4 Ceiling amount \$27,200 (Reimbursable Labor)</p> <p>FileNET Acceptance:  Name/Signature Contracts Mgr. Title 10/12/04 Date </p>			See CONTINUATION Page		

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		\$10,000.00	SUBTOTAL
	21. MAIL INVOICE TO:							17(h) TOTAL (Cont. pages)
	a. NAME U.S. Nuclear Regulatory Commission Payment Team, Mail Stop T-7-I-2							
	b. STREET ADDRESS (or P.O. Box) Attn: (NRC-33-04-319 TO 4)							
c. CITY Washington		d. STATE DC	e. ZIP CODE 20555				\$27,000	17(i). GRAND TOTAL

22. UNITED STATES OF AMERICA
BY (Signature)



23. NAME (Typed)
Joyce A. Fields
Contracting Officer
TITLE: CONTRACTING/ORDERING OFFICER

OPTIONAL FORM 347 (6/95)

TEMPLATE - ADM001

ADM002

ORDER FOR SUPPLIES OR SERVICES SCHEDULE - CONTINUATION

PAGE NO.
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DATE OF ORDER	CONTRACT NO. NRC-33-04-319	ORDER NO. TASK ORDER 4
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ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
001/002	<p>Senior System Architect/Project Manager</p> <p>The Total estimated cost to the Government for full performance of work under this TO #4 is \$27,200 (Ceiling Amount). The amount presently obligated by the Government with respect to this TO #4 is \$10,000. Any work under taken by the Contractor in excess of the obligated and or ceiling amount specified above is done at the Contractors sole risk.</p>	160	hours	170.00	\$27,200.00	
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 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.

STATEMENT OF WORK

Pilot **Electronic Document and Ticket Tracking System**

Task Order # 4
Under NRC-33-04-319

1. INTRODUCTION

FileNet will provide an evaluation pilot of e-process software for ADAMS. The vendor will install, deploy and support the pilot software as a follow up to work accomplished under Task Order 11, Contract NRC-33-01-175.

The pilot will focus on the needs of Executive Director's Office (EDO) to replace an existing system to track documents, such as correspondence and work tickets, from the EDO's office to other NRC offices and within the various offices of the EDO. EDO management staff has a need to track performance-based metrics of the documents that are sent from other NRC offices.

2. OBJECTIVE

The objective of this pilot is a technology "proof of concept". The intent will be to use the FileNet P8 and Framework software products to demonstrate technology to the EDO that can meet their requirements for document and ticket tracking and the feasibility of using the software for an agency wide document tracking system as well as the ability of the system to capture performance-based metrics. It is expected that the pilot will demonstrate the potential for additional document processing capabilities involving ADAMS data base technology.

3. SCOPE

The Contractor shall produce and support a pilot that will demonstrate the capability of the system to track documents and tickets from the EDO's office to other NRC offices. FileNet will complete the pilot software including search capabilities and reports; provide documentation and training including training materials; and provide operational services to successfully operate the pilot software. The vendor will also provide a lessons learned report based on the results of the pilot test. For the purpose of the pilot, only two other NRC offices will be in the workflow path, the Office of the Chief Information Office (OCIO) and the Office of Nuclear Security and Incident Response (NSIR). The functional requirements, which the pilot is expected to meet, have been previously documented in a proposal from FileNet dated March 31, 2004.

4. PERFORMANCE REQUIREMENTS

The Contractor shall participate in a kick-off meeting with the Project Manager (PM) and other NRC representatives no later than five business days after the initiation of the contract. The purpose of the kick-off meeting is to discuss the schedule for completing

the pilot, training the users, providing documentation, starting the pilot testing, finishing the pilot testing and reporting the results. For further performance requirements and deadlines, see the table under section 4.2.1.

4.1 DESCRIPTION OF TASKS

The Contractor shall be responsible for performing the following tasks listed below. A task is not considered complete until all applicable open issues have been resolved and the specified deliverables approved by the PM.

Task 1: Establish Project Plan

The Contractor shall submit a project plan covering the completion of the pilot system for NRC review that identifies major milestones and estimated due dates for each task and all deliverables. The project plan shall include estimates of when and to what extent work is expected to be performed at NRC Headquarters site, 11545 Rockville Pike, Rockville, MD, in the Two White Flint North building.

Task 2: Produce a Pilot

The Contractor shall complete work on a pilot system that will demonstrate the system's capability to meet the attached requirements list. It is expected that the pilot will run at the NRC's facilities for 60 calendar days. It is anticipated that all pilot testing will be performed during normal business hours, from Monday through Friday, 7:30 am through 5:30 p.m. After the conclusion of the pilot testing, the contractor shall work with the pilot participants to produce a lessons learned report. The Lessons Learned report should include:

- technical problems or limitations identified
- assessment of the experience of users in learning and using the system
- adjustments to business work processes needed to apply the system
- refinements to the system or requirements identified for future versions of the software
- recommended changes that NRC should make for a successful implementation

4.2 DELIVERABLES

The Contractor shall provide the NRC the following deliverables as explained below. The Contractor shall provide a cost and time estimate for each deliverable. The Contractor's proposed project plan may provide estimated due dates different from those below if the Contractor deems these changes will result in higher quality deliverables and/or better project management, as long as all deliverables are completed prior to the end of the period of performance of this contract.

4.2.1 Deliverables and Schedule

Deliverable	Due Date
Task 1	
Project Plan	Deliver during kick-off meeting
Status Reports	Weekly
Task 2	
Sub Task 2.1	
Complete Pilot	2 weeks from kick-off meeting
Sub Task 2.2	
Document & Train Users	3 weeks from kickoff meeting
Sub Task 2.3	
Operate & Maintain Pilot	3 weeks after kickoff meeting
Sub Task 2.4	
Lessons Learned Report	1 week after completion of pilot

4.2.2 Format of Deliverables

The Contractor shall deliver three (3) printed copies of the project plan. The pilot shall be developed and deployed at the NRC offices located at 11545 Rockville Pike, Rockville, MD 20872.

4.2.3 Review of Deliverables

The Government shall have no less than two (2) workdays to review the project plan. Any questions regarding the project plan or spending plan will be discussed with the contractor within one day after review of the plan.

NRC staff will have 60 calendar days in which to test the pilot system. The NRC will produce a report assessing which requirements were met and which requirements were not met. As mentioned above, the requirements document is attached.

4.3 LEVEL OF EFFORT

The Level of Effort to complete the tasks is anticipated to be approximately 110 hours. This includes efforts to update the project plan, develop, deploy, train users, document, support, maintain and report on the pilot.

5. TERMS, CONDITIONS, AND REQUIREMENTS, SPECIFIC TO THIS TASK #4

5.1 PLACE OF PERFORMANCE

The work for this contract shall be performed at the Contractor's premises and/or on-site at the NRC Headquarters at 11545 Rockville Pike, Rockville, MD in the Two White Flint North building. The Contractor shall schedule work hours of all on-site personnel in a manner that will provide maximum responsiveness to the Government's requirements.

All work conducted on NRC premises shall be accomplished during the normal NRC business week, which is 8:00 a.m. to 5:00 p.m., Monday through Friday, exclusive of Federal holidays. Requests for access to the NRC buildings outside a normal Government workweek shall be coordinated in advance through the Project Manager. The Contractor shall submit requests for such access in writing. Requests shall include names of Contractor personnel, the reason for access, and the dates and hours during which access is desired.

5.2 PERSONNEL

The use of qualified personnel for the key positions on this project is considered essential to its success. At a minimum, key personnel shall include the Contractor's Project Manager/Task Lead, overseeing or performing the actual work, and the Senior Analyst.

Key personnel shall be experienced in the FileNet P8 and Framework software products. Key personnel shall be experienced in mapping complicated business processes throughout an organization.

Key personnel shall also have experience in allocating project personnel in an efficient manner for optimization of time and resources, and shall have excellent oral and written communication skills as well as meetings facilitation skills. Key positions may not be reassigned or changed without prior approval of the NRC PM.

5.3 MEETINGS AND TRAVEL

Meetings will be held at the NRC Headquarters site on an as-needed basis. At these meetings, the contractor(s) shall be prepared to discuss progress, issues, constraints, etc.

NRC will reimburse reasonable expenses for travel and living expenses for FileNet resources brought in from areas outside of the Washington, D.C. metropolitan area.

* TRAVEL: All travel shall be reimbursed in accordance with Federal Travel Regulations. FAR 31.205-46.

Weekly status meetings will be scheduled to discuss report status, including:

(a) Efforts completed and milestones reached or, if missed, an explanation provided;

(b) Any problems or delays encountered or anticipated and recommendations for resolution. If the recommended resolution involves a contract modification, e.g., change in work requirements, level of effort (cost) or schedule delay, the Contractor shall submit a separate letter to the contracting officer identifying the required change and estimated cost impact.

5.4 PERIOD OF PERFORMANCE

From time of award and project start, this contract shall span approximately 16 work weeks. During that period of time, most of the contractor's efforts will be devoted to installing the system and training the users, activities which are expected to occur during the first 2-3 weeks of the contract. After that, the contractor will be involved only to resolve technical problems and, at the completion of the pilot test, to write a report. This Task Order will expire on January 14, 2005.