

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

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

BPA NO.

1. DATE OF ORDER MAY 27 2005		2. CONTRACT NO. (If any) GS35F0139N		3. SHIP TO:	
3. ORDER NO. DR-38-05-377		4. REQUISITION/REFERENCE NO.		5. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission ATTN: James E Morris	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div. of Contracts Attn: Sharlene McCubbin Mail Stop T-7-I-2 Washington, DC 20555				6. STREET ADDRESS Mail Stop T-3A2 301-415-8738	
				7. CITY Washington	
				8. STATE DC	
				9. ZIP CODE 20555	

7. TO:

a. NAME OF CONTRACTOR TOMOYE CORPORATION		b. TYPE OF ORDER	
b. COMPANY NAME		<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 86 FROM DU PORTAGE		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 HULL QC J8X 2K1		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.	
e. STATE		f. ZIP CODE	

9. ACCOUNTING AND APPROPRIATION DATA 31X0200 B&R:584155C1116 BOC: 3142 JCN: T8436 OBLIGATE: \$69,625.00		10. REQUISITIONING OFFICE HR Office of Human Resources	
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11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT Destination	
<input type="checkbox"/> a. SMALL	<input checked="" type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> d. SERVICE-DISABLED VETERAN-OWNED		
<input type="checkbox"/> d. WOMEN-OWNED	<input type="checkbox"/> e. HUBZone	<input type="checkbox"/> f. EMERGING SMALL BUSINESS			

13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) See SOW		16. DISCOUNT TERMS N/A	
a. INSPECTION	b. ACCEPTANCE						

17. SCHEDULE (See reverse for Rejections)

See CONTINUATION Page

ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
1	In accordance with the attached Statement of Work the contractor shall provide the following: Tomoye Simplify Community of Practice Perpetual Software License, version 4.X, Item Code [Simplify 4.X US PS]				\$50,000.00	
2	Tomoye Simplify Maintenance and Support, Version 4.X per seat, Item Code [MS4.XPS]				\$7,500.00	
3	Tomoye Simplify Installation and Configuration Services, Item Code [IC]				\$1,994.00	
4	Tomoye Simplify Chief Editor Training Workshop, Item Code [CET-W]				\$4,738.00	
5	Tomoye Simplify Editor Training Workshop, Item Code [ET-W]				\$2,843.00	
6	Travel 1-day trip from Ottawa to Rockville, MD (estimated) To be reimbursed for actual expenses				\$1,550.00	
7	Travel 2-day trip from Ottawa to Rockville, MD (estimated) To be reimbursed for actual expenses				\$1,000.00	
	The period of performance for items above is 05-27-2005 through 05-26-2006					
	See Continuation page for Option years					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		\$69,625.00	17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:							
	a. NAME U.S. Nuclear Regulatory Commission Payment Team, Mail Stop T-9-H-4						69,625.00	17(i) GRAND TOTAL
	b. STREET ADDRESS (or P.O. Box) Attn: (DR-38-05-377)							
c. CITY Washington				d. STATE DC	e. ZIP CODE 20555	69,625.00		

22. UNITED STATES OF AMERICA BY (Signature) 		23. NAME (Typed) Mary H. Mace Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER	
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PREVIOUS EDITION NOT USABLE

TEMPLATE - ADM001

SISP REVIEW COMPLETE

OPTIONAL FORM 347 (REV. 3/2005)
PRESCRIBED BY GSA/FAR 48 CFR 53.213(e)

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

CONTRACT NO.

GS35F0139N

ORDER NO.

DR-38-05-377

ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	OPTION YEAR 1 (05-27-2006 through 05-26-2007)					
1	Tomoye Simplify Maintenance and Support, Version 4.X per seat				\$7,500.00	
	OPTION YEAR 2 (05-27-2007 through 05-26-2008)					
1	Tomoye Simplify Maintenance and Support, Version 4.X per seat				\$7,500.00	
	OPTION YEAR 3 (05-27-2008 through 05-26-2009)					
1	Tomoye Simplify Maintenance and Support, Version 4.X per seat				\$7,500.00	
	OPTION YEAR 4 (05-27-2009 through 05-26-2010)					
1	Tomoye Simplify Maintenance and Support, Version 4.X per seat				\$7,500.00	
	The project officer is James E. Morris (301) 415-8738.					

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

DELIVERY 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.

TOMOYE SIMPLIFY VERSION 4.X COMMUNITY OF PRACTICE SOFTWARE

STATEMENT OF WORK

BACKGROUND

The Nuclear Regulatory Commission (NRC) is a small, independent regulatory agency of the Federal Government. The NRC's mission is assuring that the commercial uses of nuclear facilities and materials in the U.S. are carried out with proper regard for protection of the public health and safety, common defense and security, and the environment. The NRC licenses, regulates, and inspects possession and use of nuclear power plants and nuclear materials, including the safeguarding of nuclear materials and facilities from theft and sabotage, and the disposal of nuclear wastes. The NRC accomplishes its mission through licensing, rulemaking, inspection, and enforcement. The processes followed and the decisions made are complex, involving numerous people inside and outside the NRC, and requiring adherence to diverse legal requirements.

Much of the knowledge critical for NRC to accomplish its mission is tacit knowledge possessed by experienced staff members with long tenures at NRC. Many of those staff members create, capture, and share knowledge within informal communities of practice. The term "community of practice" describes a network of people with a common goal and purpose, centered on critical business practices, who come together face-to-face and/or virtually to share and learn from others' experiences, insights, and best practices. Currently the experienced staff members at the NRC typically share their knowledge face-to-face.

The NRC recognizes that as those experienced staff members approach the end of their federal careers that there is increased risk of the agency losing their critical knowledge. To mitigate this risk, the agency is implementing approaches to capture their knowledge in the present to allow it to be shared in the future. While face-to-face knowledge transfer within physical communities does not support this strategy, knowledge sharing within virtual sharing allows knowledge capture and facilitates easy reuse and sharing at any time.

The NRC is seeking a commercial off-the-shelf software solution that is user-friendly, reliable, and enables NRC's existing communities of practice to move from face-to-face to virtual knowledge sharing. The Vendor must also support NRC in the initial installation and configuration of the software and provide the initial training to a limited number of "starter" community editors and chief editors. The Vendor must further support the application in the future and provide troubleshooting and periodic updates to the software.

PURPOSE

1. To obtain the following commercial off-the-shelf community of practice software application delivered to NRC Headquarters in Rockville, MD.

2000 Seats for *Tomoye Simplify version 4.X* community of practice perpetual license
GSA Contractor [GS-35F-0139N], Item Code [Simplify 4.X US PS]

2. To purchase 1 year of *Tomoye Simplify version 4.X* periodic maintenance and support delivered to NRC Headquarters in Rockville, MD.

2000 Tomoye Simplify Maintenance and Support 4.X PS
GSA Contractor [GS-35F-0139N], Item Code [MS 4.XPS]

3. To purchase the services of the Vendor to provide installation and configuration services to install the *Tomoye Simplify version 4.X* on 2 NRC servers located at NRC Headquarters in Rockville, MD.

2 Tomoye Simplify version 4.X installation and configuration services
GSA Contractor [GS-35F-0139N], Item Code [IC]

4. To purchase the services of the Vendor to provide a one 1-day editor training workshop for 10 NRC employees at NRC Headquarters in Rockville, MD.

1 Tomoye Simplify version 4.X Editor Training Workshop
GSA Contractor [GS-35F-0139N], Item Code [ET-W]

5. To purchase the services of the Vendor to provide a one 2-day chief editor training workshop for 5 NRC employees at NRC Headquarters in Rockville, MD.

1 Tomoye Simplify version 4.X Chief Editor Training Workshop
GSA Contractor [GS-35F-0139N], Item Code [CET-W]

Contract Objectives

By making access to virtual community of practice software agencywide together with training and an administrative structure, the NRC seeks to provide its employees with an important to create, capture, and share both tacit and explicit knowledge. The *Tomoye Simplify* software is a proven community of practice tool that is widely used in both the Federal Government and in the private sector.

SCOPE OF WORK

A. Training courses

- (1) The Vendor shall provide qualified instructors to teach the one-day course *Tomoye Simplify Editor Training Workshop* at the NRC's Rockville, Maryland training facility. Participants may include NRC personnel of all levels but will primarily be NRC professional personnel. Instructors shall be knowledgeable in the key elements of the Tomoye tool and prepare the editors for roles as technical users and leaders. Instructors shall also be qualified to conduct the workshops for classes of 10 adult professional students.
- (2) The Vendor shall provide qualified instructors to teach the two-day course *Tomoye Simplify Chief Editor Training Workshop* at the NRC's Rockville, Maryland training facility. Participants may include NRC personnel of all levels but will primarily be NRC professional personnel. Instructors shall be knowledgeable in the key elements of the Tomoye tool, its systems administration and configuration functions, and in techniques for building self-sustaining practice centers. Additionally instructors shall also be qualified to conduct the workshops for classes of 5 adult professional students.
- (3) The Vendor shall provide their standard course materials for each participant and one review copy as described in Section H, Vendor-Furnished Materials.
- (4) The NRC may include non-NRC participants in courses.
- (5) Course Session Administration

The instructor shall arrive on the date of each course in sufficient time to set up the training facility, arrange furniture as necessary, lay out student materials, and prepare equipment and instructor aids. Immediately following each session, the Vendor shall leave the training facility neat with trash discarded in the trash cans and any extra student materials boxed and placed on a storage shelf or counter in the room or delivered to a nearby NRC office. The Project Manager shall determine the location for storage or delivery of excess student materials prior to completion of each session.

B. Deliverables, Times, and Places

4. The Vendor shall deliver the *Tomoye Simplify version 4.X* software to NRC Headquarters for compatibility testing prior to providing any other training or services.
5. The NRC anticipates that the Contractor shall install and configure the *Tomoye Simplify version 4.X* software on two NRC servers located in NRC facilities in Rockville, Maryland.

- (3) The Vendor shall conduct two training courses at the times and places that the NRC Project Manager designates either in writing or by telephone. The NRC Project Manager will give notice of the times and places for the courses at the earliest possible time but not later than 21 calendar days prior to the beginning of each course. To the extent practicable, the NRC Project Manager will consider and accommodate the Vendor's other commitments at the time of scheduling.
- (4) The Vendor shall deliver *Tomoye Simplify version 4.X* software periodic maintenance and support materials to NRC Headquarters at least quarterly.
- (5) The Vendor shall provide NRC with telephone contact information for software support and maintain software support personnel available during normal business hours.

C. Vendor-Furnished Materials

- (1) The Vendor shall provide their standard Participant's Handbooks for both training courses. The NRC Project Manager will review the Vendor-furnished materials for each course session for quality and accuracy. If there are any errors or omissions in the materials or problems of collation, legibility, and packaging, that the Vendor has caused, the NRC Project Manager will reject the material. The Vendor shall correct all errors prior to the beginning of each course session, at no additional cost to the government. The Vendor shall deliver one review copy of these materials to the NRC Project Manager for review, 15 calendar days prior to the first day of each course session.
- (2) The Vendor shall provide the *Tomoye Simplify 4.X* software and all subsequent maintenance and support releases in media acceptable to the NRC.

The Vendor shall deliver all materials to:

Delivery Address: U.S. Nuclear Regulatory Commission
 Office of Human Resources
 T-3 A2
 11545 Rockville Pike
 Rockville, MD 20852

Mailing Address: U.S. Nuclear Regulatory Commission
 Office of Human Resources
 T-3 A2
 Washington, DC 20555-0001

D. Travel

The Vendor is required to travel from Ottawa, On to NRC Headquarters in Rockville, MD on three occasions: One individual to travel to NRC for 1 day to install and configure the *Tomoye Simplify* software, one individual to travel to NRC for 1 day to present the *Tomoye Editor Training Workshop*, and one individual to travel to NRC for 2 days to present the *Tomoye Chief Editor Training Workshop*.

E. Government-Furnished Equipment

The NRC will furnish the training room, VCR, screens, projector, computer, monitor, participant tent cards, and pen/markers for classroom use at NRC Headquarters.

F. Quality Control

(1) The Vendor shall assure that the quality of instruction and course materials employed fully satisfies the requirements of the Statement of Work. In performance of this contract the Vendor shall control the learning time so that the presentation of information remains organized, course objectives are met, breaks are provided within the overall course schedule, and discussions are relevant. Additionally the Vendor shall involve the students in sufficient practice with the subject matter to reinforce their understanding and ability to use the software tool.

G. Period of Performance

The period of performance of this award is to be May 27, 2005 through May 26, 2006 with four one-year options.

H. Project Officer

The NRC Project Officer is James E. Morris, (301) 415-8738, jem2@nrc.gov, mail stop T3A2.