

## ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 10


IMPORTANT: Mark all packing and prepare with contract and/or order number.

EPANO. DR-33-05-397

1. DATE OF ORDER <b>9/30/2005</b>		2. CONTRACT NO. (if any) GS35F0306J		G. CHIP TO:	
3. ORDER NO. DR-33-05-397-002		MODIFICATION NO.		4. REQUISITION/REFERENCE NO. 33-05-397 dtd8/2/05	
5. ISSUING OFFICE (address correspondence to) U.S. Nuclear Regulatory Commission Div. of Contracts Attn: Mail Stop T-7-I-2 Washington, DC 20555-0001				6. STREET ADDRESS ATTN.: Karen Kay Mail Stop (T-6-C-30)	
				c. CITY Washington	d. STATE DC
				e. ZIP CODE 20555-0001	
7. TO:				f. SHIP VIA	
a. NAME OF CONTRACTOR BOOZ ALLEN HAMILTON INC.				b. TYPE OF ORDER	
c. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 6223 GREENSBORO DRIVE				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 MCLEAN				Except for billing instructions on the reverse, this delivery/truck order is subject to instructions contained on this side only of this form and is based subject to the terms and conditions of the above-numbered contract.	
e. STATE VA				f. ZIP CODE 221023838	
8. ACCOUNTING AND APPROPRIATION DATA See CONTINUATION Page B&R NO.: 510-15-5F1-325, JOB CODE: J1254, BOC: 252A APPN. NO.: 31X0200.510				9. TO. REQUISITIONING OFFICE CIO Karen Kaye. (301) 415-5768	

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"/> e. WOMEN-OWNED	<input type="checkbox"/> f. HUBZone	<input type="checkbox"/> g. EMERGING SMALL BUSINESS			
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 9/30/2005-9/29/2006	
a. INSPECTION Destination	b. ACCEPTANCE Per Sow			16. DISCOUNT TERMS N/A	

## 17. SCHEDULE (See reverse for Rejection)

ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	See the attached continuation pages.					
	 Booz Allen Hamilton, Inc Representative Signature 9/30/05 Date			See CONTINUATION Page	05 SEP 30 PM 3:10	

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME U.S. Nuclear Regulatory Commission Mail Stop T-7-I-4						
	b. STREET ADDRESS (or P.O. Box) Attn: Division of Contracts						
	c. CITY Washington	d. STATE DC	e. ZIP CODE 20555-0001		539,384.39		17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA  
BY (Signature)

Donald A. King

22. NAME (Typed)  
Donald A. King  
Contracting Officer  
TITLE: CONTRACTING/ORDERING OFFICER

TEMPLATE - ADM001

SISP REVIEW COMPLETE

ADM002

## SCHEDULE

The Contractor shall provide Expert Enterprise Architecture (EA) IT-Business Collaboration support services to NRC in accordance with the "DESCRIPTION/SPECIFICATIONS/WORK STATEMENT" for the deliver order period of performance at the rates as set forth below.

## TASK ORDER NO. 0002 - OIS

Labor Category	Labor Rate	Estimated Hours	Estimated amount
Subject Matter Expert Level 1 (Contractor)			\$16,132.83
Computer Systems Analyst (Contractor)			\$15,295.14
Subject Matter Expert, Level 1 (Government)			\$5,477.76
Subtotal			\$36,905.73
Type	Unit Cost	units	
Fed Ex packages (Open market) Cell Phone usage (Open market)			\$130.80
Travel (Cost Reimbursable) The government will pay up to the rates specified in the Government Federal Travel Regulations (FTR) for travel destination. Hotel reservations will be made by the contractor and will be reimbursed for actual costs only, with back up documentation/ receipts attached to the invoice. NO PAYMENT WILL BE MADE WITHOUT BACK UP DOCUMENTATION/ RECEIPTS.			\$2,317.34
Total			\$39,384.39

**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 2052.215-70 KEY PERSONNEL (JAN 1993)**

(a) The following individuals are considered to be essential to the successful performance of the work hereunder:

Contractor to provide  
names at post award  
meeting.

The contractor agrees that personnel may not be removed from the contract work or replaced without compliance with paragraphs (b) and (c) of this section.

(b) If one or more of the key personnel, for whatever reason, becomes, or is expected to become, unavailable for work under this contract for a continuous period exceeding 30 work days, or is expected to devote substantially less effort to the work than indicated in the proposal or initially anticipated, the contractor shall immediately notify the contracting officer and shall, subject to the concurrence of the contracting officer, promptly replace the personnel with personnel of at least substantially equal ability and qualifications.

(c) Each request for approval of substitutions must be in writing and contain a detailed explanation of the circumstances necessitating the proposed substitutions. The request must also contain a complete resume for

the proposed substitute and other information requested or needed by the contracting officer to evaluate the proposed substitution. The contracting officer and the project officer shall evaluate the contractor's request and the contracting officer shall promptly notify the contractor of his or her decision in writing.

(d) If the contracting officer determines that suitable and timely replacement of key personnel who have been reassigned, terminated, or have otherwise become unavailable for the contract work is not reasonably forthcoming, or that the resultant reduction of productive effort would be so substantial as to impair the successful completion of the contract or the service order, the contract may be terminated by the contracting officer for default or for the convenience of the Government, as appropriate. If the contracting officer finds the contractor at fault for the condition, the contract price or fixed fee may be equitably adjusted downward to compensate the Government for any resultant delay, loss, or damage.

#### **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.

This SOW is Task Order No. 2 under the IDIQ contract, "Expert Support for NRC Enterprise Architecture (EA) IT-Business Collaboration" RFP Number CIO-05-397

**PROJECT ID No. J1254**

**US Nuclear Regulatory Commission  
TASK ORDER 2 -OIS  
STATEMENT OF WORK  
(SOW)**

**DATE: September 30, 2005**

**1.0 General. Expert Support for NRC Enterprise Architecture IT-Business Collaboration Strategic Planning**

The Office of Information Services (OIS) is replacing the Systems Development Life Cycle Management Methodology (SDLCM) with a streamlined and easy to implement Project Management Methodology (PMM). The PMM integrates the older Enterprise Architecture (EA), Capital Planning and Investment Control (CPIC), and SDLCM processes into a unified methodology that provides integrated policies and procedures for IT system development covering the full life cycle and meeting legislative and NRC requirements.

The PMM is still being refined but is intended to provide a policy and process framework for moving the NRC forward in its EA, CPIC, and SDLCM processes. The NRC's policies and processes have been reviewed by the General Accounting Office in support of the GAO report on Information Technology Information Management (ITIM). NRC continues to respond to the areas where the GAO felt improvements were necessary. In conjunction with its FY 06 Passback from OMB, the NRC received an EA completion and use plan score and comments on areas where improvement should be made. In response NRC submitted its EA Completion and Use Plan. NRC also met with OMB representatives to discuss its EA Program and its plans for improvement. NRC is also working to appropriately address participation in E-gov initiatives and LOBs. NRC representatives have worked closely with the now defunct Federal Enterprise Architecture Framework (FEAF) update working group and continue to participate in the CIO Council Architecture and Infrastructure Committee (AIC) with its heavy Federal Enterprise Architecture (FEA) emphasis, as well as E-gov groups and LOB groups. An EA readiness assessment was conducted for NRC in 2004 in part to inform EA strategic planning. The results from this assessment included several high-level steps to take to mature the NRC EA program.

NRC's EA program is now focusing on moving to a Service Component-Based Architecture (SCBA). Although the framework provided by the existing PMM policy and process will help this migration, there are many issues within the Agency that require expert strategic planning assistance to ensure that they are successfully addressed. The Contractor should conduct an analysis of NRC's environment including technology and IT support so as to identify any issues related to NRC's ability to migrate to a SCBA. The current NRC EA was developed for unclassified systems. It includes web enabled systems and protections for public access to

some agency data. The NRC Offices have systems for safeguards and classified information many of which have not been included to date in the NRC EA planning activities. The NRC CIO staff recently renamed to the Office of Information Services (OIS) is working closely with the Nuclear Security Incident Response (NSIR) staff initiating the EA planning for such data and systems. The EA planning to be covered by NSIR through a separate task will include developing a Safeguards and Classified EA vision, defining the lines of business, and developing the technical architecture and security controls that would be required to protect systems and data in this environment.

To support collaboration with NRC groups such as NSIR who will focus on their own line of business needs, NRC wants to put into place a formal collaboration framework to effectively govern these efforts and ensure that all work fits into the overall NRC EA program vision and goals. This collaboration framework is being started now with creation of the Agency Indefinite Delivery-Indefinite Quantity contract that will serve all of NRC and which includes this OIS-initiated task as well as an NSIR initiated task.

NRC IT senior management recognizes the need for Agency-wide leadership to help shape the development of NRC's IT strategies. To date, one senior management group, called the IT Advisory Council, has received a presentation on the need for their involvement and support. The Contractor must identify the policy and process changes needed to better support Agency-wide IT collaborative efforts and an NRC SCBA approach. To do this, the strategic steps to take to gain buy-in and effectively broaden Agency-wide participation in early IT decision-making must be laid out.

To support the NRC IT-Business strategic planning effort, NRC staff will be requesting information from IT Advisory Council members during August-September 2005. All information gathered will be made available to the Contractor. Business planning outreach interviews may also take place during this timeframe, and all information will be made available to the Contractor.

**1.1 Scope.** The overall scope of this Expert Support for NRC Enterprise Architecture IT-Business Collaboration Strategic Planning task should include, but not be limited to, all activities necessary for the Contractor to make comprehensive NRC IT-Business Strategic Planning recommendations to NRC. These recommendations must be presented for review and approval by the NRC, along with associated policy and procedural guidance, a summary of procedural changes that should be made, and all related materials. The contractor shall also provide a list of guiding principles and a business vision as defined in the PMM. The recommendations should be based in part on an analysis of NRC's technology and IT support so as to identify any issues related to NRC's organizational and technological readiness to support a SCBA. The contractor shall perform all tasks necessary to fully identify all steps to take at NRC to institutionalize the NRC Enterprise Architecture and PMM policy and processes. The Contractor shall ensure that the steps they recommend will move the NRC policies and EA practice forward to meet or exceed all requirements imposed by Federal legislation and guidance and address all areas flagged by OMB or GAO as needing improvement. For example, last year Federal Agencies were asked to provide an addendum to their IT Strategic Plan identifying how agencies were implementing portfolio management. The Contractor shall provide all necessary personnel, management, materials,

administrative and technical services required as requested for the tasks outlined in the contract.

## **1.2 Objectives.**

The work shall include, but is not limited to, the following tasks:

**1.2.1** The Contractor shall complete NRC site access security forms as provided by NRC upon contract award.

**1.2.2** The Contractor shall review all applicable NRC policy, best practices, draft or other NRC documents and associated NRC intranet web sites as requested by NRC to recommend the steps they will take themselves to meet the objectives of this SOW. The Contractor shall present the recommended steps they will take themselves to support this SOW in an annotated Work Breakdown Station (WBS) format to NRC for review and acceptance. Once accepted, the Contractor shall follow the WBS to meet all milestones and provide the NRC with all deliverables.

**1.2.3** The Contractor shall conduct a high level analysis of NRC's organization, technology systems and current IT support so as to identify any major issues related to NRC's organizational and technological capability to support a SCBA and present the results in a brief issues summary paper (10 pages or less preferred).

**1.2.4** Contractor shall develop a written draft set of IT decision-making principles and a PMM vision document using information already gathered by NRC insofar as possible.

**1.2.5** The Contractor shall develop a written prioritized list of recommendations of strategic steps that NRC should take to develop an effective strategic planning framework that broadens participation in IT decision-making, moves the NRC forward in EA maturity, establishes an IT-Business collaboration framework, institutionalizes the PMM, and guides the Agency toward a SCBA. The list should be specific to NRC's environment, should have each step explained at an appropriate level of detail, and should take into account any issues discovered during the SCBA analysis (1.2.3). All documentation and data related to this SOW is the property of the NRC.

**1.2.6** The Contractor shall attend meetings as necessary upon request to coordinate efforts with the NSIR EA planning Contractor and the CFO EA Contractor and other contract support and/or Agency representatives as requested.

**1.2.7** The Contractor shall take the steps necessary to acquire input from NRC IT-Business Strategy and PMM stakeholders as necessary upon request to acquire any needed information not already available.

**1.2.8** The Contractor shall, upon request, provide documentation and visual aids to increase understanding of the strategic steps they are recommending for the NRC to

OIS management, other NRC managers and other stakeholders.

**1.2.9** The Contractor shall, upon request, prepare and present a summary of their strategic recommendations, progress of work, aids to understanding, and results of their analysis efforts to NRC staff and management. The Contractor shall attend and participate in regularly scheduled staff, planning and task control meetings as requested.

**1.2.10** The Contractor shall provide additional related routine and specific services upon request within the scope of this SOW.

**1.3 Contract Type.** This will be a Time and Materials task order placed against Contract GS-35F-0306J. The cost proposal for this task must break out the costs by task and skills mix.

**1.4 Quality Control.** The Contractor shall provide a description of their Quality Control plan to the client. Unsatisfactory work - Performance by the Contractor to correct defects found by the Government as a result of quality assurance surveillance and by the Contractor as a result of quality control, shall be at its' own expense and without additional reimbursement by the Government.

**1.5 Place of Performance/Hours of Operation.** The NRC will provide on-site space for one contractor. This is the same single on-site space provided for contractors supporting PROJECT RFPA number CIO-05-097 entitled, "Expert Support for NRC Enterprise Architecture IT-Business Collaboration through which this additional work is being requested. It is understood that when on-site office space is required, contractor personnel for this task shall share this common work area. The Contractor shall be available during the core hours of 9 a.m. – 3:30 p.m., EST. A normal work week will consist of 40 hours which may be spread across several skill mixes. Office location follows:

U. S. Nuclear Regulatory Commission  
Headquarters  
11545 and 11555 Rockville Pike  
Rockville, MD 20852

**1.6 Period of Performance.** This initial contract shall commence on the effective date of the delivery order and the period of performance is for one (1) base year.

**1.7 Continuity of Services.** The Contractor recognizes that the services under this task order or contract are considered vital to the Government and must be continued without interruption and that, upon contract expiration, a successor, either the Government or another contractor, may continue them. The Contractor agrees to (1) furnish phase-in training and (2) exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor.



## **1.8 Points of Contact.**

**Client / Contracting Officer's Representative (COR)** (Responsibilities and limitations specified in paragraph A.17 of the BPA terms and conditions)

### **Project Officer**

The contracting officer's authorized representative hereinafter referred to as Project Officer for this task order is:

Name: Karen Kaye  
Address: U.S. Nuclear Regulatory commission  
11545 Rockville Pike  
M/S T-6C30  
Rockville, MD 20852  
Phone: 301 415-5768

Alternative project officer:

Name: Susan Daniel  
Address: U.S. Nuclear Regulatory commission  
11545 Rockville Pike  
  
Rockville, MD 20852  
Phone: 301-415-6151

### **NRC's Security Officer**

Patricia Smith  
United States Nuclear Regulatory Commission  
Division of Facilities and Security  
Washington, D. C. 20555  
Phone: 301-415-7739  
Email: [pas5@nrc.gov](mailto:pas5@nrc.gov)

## **1.09 Reports.**

In addition to the applicable requirements, the Contractor shall provide the following deliverables and reports.

Draft and Final dates for deliverables are expressed in calendar days measured from day of contract award. In addition to the applicable requirements, the Contractor shall provide the following deliverables and reports. Note that all data and results achieved are subject to NRC approval and are owned by the NRC.

<b>WS Para.</b>	<b>Deliverable</b>	<b>DRAFT REPORT (Calendar Days from Contract Award)</b>	<b>FINAL REPORT (Calendar Days from Contract Award)</b>
1.2.1	Completion of NRC Site Access Security Forms	3	3
1.2.2	Annotated Work Breakdown Structure	7	14
1.2.3	SCBA Issues Summary	35	45
1.2.4	Draft Principles and Business Vision	60	70
1.2.5	Prioritized List of Recommendations	80	90
1.2.6	Meetings	Upon request	Upon request
1.2.7	Information Gathering	Upon request	Upon request
1.2.8	Documentation and Visual Aids	Upon request	Upon request
1.2.9	Presentations	Upon request	Upon request
1.2.10	Related Routine and Specific Services	Upon Request	Upon Request

- The Contractor shall notify the COR and NRC Division of Contracts when 75% of the amount of the task has been expended (for Time and Materials task orders).
- Delivery Instructions: All deliverables shall be delivered to the client no later than the date specified in the SOW. Deliverables are to be transmitted with a cover letter, on the prime contractor's letterhead, describing the contents. Concurrently, a copy of the cover letter shall be submitted to the NRC Contracting Officer.

**1.11 Inspection and Acceptance.** In the absence of other agreements negotiated with respect to time provided for government review, final deliverables will be inspected and the contractor notified of the COR's and ITR/AM's findings within 5 work days of normally scheduled review. If the deliverables are not acceptable, the COR will notify the ITR/AM immediately.

See IDIQ Contract "Expert Support for NRC Enterprise Architecture IT-Business Collaboration" for special terms and conditions and other information that applies to this task order under that contract.