



UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D.C. 20555-0001

OCT 15 2007

OA Corporation
2277 Research Boulevard
Mailstop 4G ATTN: Joyce L. Lambert
Rockville, MD 20850

SUBJECT: TASK ORDER NO.15 ENTITLED "SECY Tracking and Reporting Sys (STARS)",
UNDER DELIVERY ORDER NO. DR-33-07-358

Dear Ms. Lambert:

In accordance with Section C.27 entitled "Task Order Procedures," of the subject delivery order, this letter hereby definitizes Task Order 15. This effort shall be performed in accordance with the enclosed Statement of Work and OA Corporation's cost estimate dated, September 18, 2007, which is made a part hereof of this order.

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

Derek Sharp Project Manager

The Contractor agrees that such personnel shall not be removed from the effort under the task order without compliance with the Key Personnel Clause (2052.215-70) of the delivery order.

Task Order No. 15 shall be in effect from September 26, 2007, through September 25, 2008, with a total cost ceiling of \$71,685.22.

This Task Order No. 15 obligates funds in the amount of \$35,000.00. The obligated amount shall, at no time, exceed the task order cost ceiling. When and if the amount(s) paid and payable to the Contractor hereunder shall equal the obligated amount, the Contractor shall not be obligated to continue performance of the work unless and until the Contracting Officer shall increase the amount obligated with respect to this task order. Any work undertaken by the Contractor in excess of the obligated amount specified above is done so at the Contractor's risk.

Your contacts during the course of this task order are:

Technical Matters: Harry Kromer - (301) 415-6817
Andy Bates - 301-415-1963

Contractual Matters: Richard Bright - (301) 415-8086

Information in this record was deleted
in accordance with the Freedom of Information
Act, exemptions 4
FOIA- 2009-0017

C/15

*ACCOUNTING AND APPROPRIATION DATA Task Order No. 15 is as follows:


B&R: 77L-15-516-160 JC: J7034 BOC: 2574 APPN: 31X0200.77L COM: RQ700700042
\$35,000.00

*ADMINISTRATIVELY TRANSFERRED FUNDS FROM BASE CONTRACT

The issuance of this task order does not amend any terms or conditions of the subject delivery order.

Please indicate your acceptance of this task order by having an official who is authorized to bind your organization, execute three copies of this document in the spaces provided below and return two copies to the Contract Specialist. You should retain the third copy for your records. If you have any questions regarding the subject task order, please contact Richard Bright, Contract Specialist on (301) 415-8086.

Sincerely,


Eleni Jernell, Contracting Officer
Contract Management Branch No. 3
Division of Contracts
Office of Administration

ACCEPTED:

Joyce L. Lambert
NAME

CONTRACTS
TITLE

10/23/07
DATE

Task Order 15 SECY Tracking and Reporting Sys (STARS)		BASE YEAR RATE	BASE YEAR HOURS	BASE YEAR AMOUNT
OFF-SITE				
010	010 Program Manager			
020	020 Project Manager			
030	030 Quality Assurance Manager			
050	050 Principal BPR Specialist			
060	060 Senior BPR Specialist			
070	070 Principal Systems Architect			
080	080 Senior Systems Architect			
090	090 Principal Information Engineer			
100	100 Senior Information Engineer			
110	110 Senior Functional Analyst			
130	130 Systems Analyst 5			
140	140 Systems Analyst 4			
150	150 Systems Analyst 3			
160	160 Systems Analyst 2			
170	170 Systems Analyst 1			
210	210 Computer Programmer 7			
220	220 Computer Programmer 6			
230	230 Computer Programmer 5			
240	240 Computer Programmer 4			
250	250 Computer Programmer 3			
251	251 Computer Programmer 2			
260	260 Support Specialist 6			
270	270 Support Specialist 5			
280	280 Support Specialist 4			
290	290 Support Specialist 3			
310	310 Engineer 5			
320	320 Engineer 4			
350	350 Sr Computer Security Specialist			
360	360 Computer Security Specialist			
370	370 Operations Manager			
430	430 Communications Network Engineer			
520	520 Apps Systems Analysis and Program Manager			
530	530 Apps Systems Analysis and Program Sup			
540	540 Apps Systems Analyst/Programmer - St Spec			
550	550 Apps Systems Analyst/Programmer - Lead			
560	560 Telecommunications/Internetworking Designer			
570	570 Network Planner			
580	580 Network Operations Specialist			
590	590 Telecommunications Engineer - Senior			
600	600 Telecommunications Engineer - Inter			
610	610 Telecommunications Systems Analyst			
620	620 Network Controller			
630	630 Telecommunications Engineer/Analyst			
640	640 Network Control Technician			
650	650 Telecommunications Analyst/Tech-Senior			
700	700 Documentation Specialist			
710	710 Documentation Coordinator			

(b)(4)

720	720 Technical Expert - Level 4
730	730 Technical Expert - Level 3
740	740 Technical Expert - Level 2
750	750 Technical Expert - Level 1
760	760 Information Services Consultant
ON-SITE	
105	105 Senior Information Engineer Onsite
265	265 Support Specialist 6 Onsite
275	275 Support Specialist 5 Onsite
285	285 Support Specialist 4 Onsite
525	525 Apps Systems Analysis and Program Manager Onsite
535	535 Apps Systems Analysis and Program Sup Onsite
545	545 Apps Systems Analyst/Programmer - St Spec Onsite
555	555 Apps Systems Analyst/Programmer - Lead Onsite
715	715 Documentation Coordinator Onsite
745	745 Technical Expert - Level 2 Onsite
TOTAL	
(b)(4)	
\$71,685.22	

A. Scope

The Contractor shall perform application systems maintenance for systems listed below in the statement of work (SOW) section, subparagraph, "Maintenance," following guidance provided in the PMM, NRC's CM rules, and utilizing the CM Library as the source for obtaining a current copy of production application systems which require maintenance.

The Contractor shall perform operation support tasks for systems listed below in the SOW section, subparagraph, "Operational Support," following guidance provided by the NRC TOM. Individual efforts required of the Contractor shall be to provide operational support for agency applications in the form of data support, report generation, and production support.

The Contractor shall also produce necessary documentation of work performed as defined in the SOW, subparagraph, "Operational Support Work Effort Reporting," below.

B. Statement of Work**1. Maintenance**

The Contractor shall be responsible for making necessary changes to ensure that identified problems with an application system are corrected and the system is returned to production in the shortest amount of time possible.

Maintenance Requests:

The NRC TOM/client shall notify the Contractor of system maintenance requests using the Rational ClearQuest change request system, in accordance with the Delivery Order, Statement Of Work, Section C.3, Subsections 3.1 "Maintenance" and 3.2 "Maintenance Change Request Process." The Contractor shall follow the procedures contained in the "OIS Application Change Request System Guide using Rational ClearQuest" to document all maintenance work performed and completed. The Contractor shall attend, as required, occasional meetings with the NRC TOM at the NRC office to discuss significant maintenance issues.

a. System To Be Serviced

System Name	System Number	System Acronym	Software	Platform	Allotted Level of Effort
SECY Tracking and Reporting System	9509	STARS	Delphi, PC-Docs, Sybase	Client Server	750 h/y

2. Operational Support

a. System To Be Covered under Operational Support

System Name	System Number	System Acronym	Software	Platform	Allotted Level of Effort
SECY Tracking and Reporting System	9509	STARS	Delphi, PC-Docs, Sybase	Client Server	50h/y

b. Definition

Operational support may take various forms, including the following:

1. data support
 - a. data interpretation
 - b. data correction
 - c. verification,
 - d. entry
2. Report generation

Producing reports in outputs, including hard copy and electronic (MS Access), from agency systems either on a scheduled or ad hoc basis of (1) standard reports or (2) quick query or new reports using newly defined criteria
3. Production support
 - a. initiating program sequences on a prescribed schedule
 - b. system monitoring, troubleshooting, and applying immediate corrective measures to agency production application systems (in some cases, on a 24-hour on-call basis).
 - c. upon request, installing STARS software on end-user desktops and going to previously installed desktops to perform software trouble shooting activities

c. Work of Contractor and NRC Technical Direction

The Contractor shall provide operational support in the form of data support, including data interpretation and correction, verification and entry; ad Hoc report generation, including development of new standard reports when needed; and production support for System Number 9509, STARS.

The Contractor shall provide data entry support on an occasional basis when requested. This is expected to occur less than 12 times during the year and could consist of approximately 100 new entries to the system which will be provided to the Contractor by the NRC Work Element Manager. The Contractor shall also be responsible for making approximately 25 field corrections to records within the application system which are caused by changes to the NRC organization structure throughout the year. The Contractor shall complete all data entry items within 24 hour of receipt.

The Contractor shall provide ad hoc report generation support to satisfy the Office of the Secretary's need to create approximately 25 reports per year. Most of these reports shall be generated in MS Access. Specific output formats will be provided at the time of the request to the Contractor which shall be delivered by the NRC TOM. Reports shall be created, run, and outputs delivered in 2 workdays from the date of the request, unless otherwise requested by the NRC TOM.

d. Operational Support Work Effort Reporting

An activity report is required biweekly describing the support services provided during the period.

C. Place of Performance

Most efforts under this task order can be performed at the Contractor site. Access to the NRC facilities shall be provided by the NRC, as required during normal business hours for on-call response.

D. Schedule of Deliverables

Maintenance requests shall be performed within the time negotiated with the NRC TOM for each system release.

Deliverable Name

Responsibility

Delivery Schedule

<u>Ad Hoc Report Outputs (2.c)</u>	<u>Contractor</u>	<u>2 workdays from receipt of request, unless otherwise specified</u>
<u>Special Reports of Work and Status—Operational Support</u>	<u>Contractor</u>	<u>At frequency directed</u>

E. Expertise/Skills

Demonstrated experience in application systems software and platforms defined for systems identified in relevant sections of this task order as requiring maintenance support. Competency in technical, written communication and analytical skills, as demonstrated through prior assignments in the technical support area, and experience with applications running on a NOVELL LAN platform.

F. Task Order Manager

The manager for this task order is Andrew Bates, (301) 415-1963.