



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

OCT 15 2007

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

SUBJECT: TASK ORDER NO.16 ENTITLED "Consolidated Publishing to NRC Web Sites",  
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 16. This effort shall be performed in accordance with the enclosed Statement of Work and OAO 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:

Jonathan Stecker<sup>7</sup> 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. 16 shall be in effect from September 26, 2007, through September 25, 2008, with a total cost ceiling of \$130,334.32.

This Task Order No. 16 obligates funds in the amount of \$82,000.00. 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  
Joan Hoffman - 301-415-7194

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/16

\*ACCOUNTING AND APPROPRIATION DATA Task Order No. 16 is as follows:

B&R: 755-15-344-160 JC: F1014 BOC: 2574 APPN: 31X0200.741 COM: AA8550006 \$8,000.00  
B&R: 755-15-344-160 JC: F1043 BOC: 2574 APPN: 31X0200.741 COM: AA8550007 \$8,000.00  
B&R: 77K15-511-160 JC: J7033 BOC: 2574 APPN: 31X0200.720 COM: RQ700700047  
\$10,000.00  
B&R: 711-15-11C-160 JC: R1143 BOC: 252A APPN: 31X0200.711 COM: 11070130 \$15,000.00  
B&R: 77L-15-516-160 JC: J7034 BOC: 2574 APPN: 31X0200.77L COM: RQ700700040  
\$15,000.00  
B&R: 710-15-111-160 JC: N6454 BOC: 253A APPN: 31X0200.760 COM: RES-C07-188  
\$25,000.00  
B&R: 750-15-333-220 JC: J5607 BOC: 252A APPN: 31X0200 COM: AA8500208 \$1,000.00

\*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 Vernell, Contracting Officer  
Contract Management Branch No. 3  
Division of Contracts  
Office of Administration

ACCEPTED: 

NAME

Joyce L. Lambert

TITLE

CONTRACTS

DATE

10/23/07

Task Order 16 Consolidated Billing to NRC Web Sites		BASE YEAR RATE	BASE YEAR HOURS	BASE YEAR AMOUNT
<b>OFF-SITE</b>				
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			
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			
<b>ON-SITE</b>				
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			
<b>TOTAL</b>				<b>\$130,334.32</b>

(b)(4)

(b)(4)

**A. Background**

The U.S. Nuclear Regulatory Commission (NRC) seeks support to maintain information at its public and internal Web sites. The NRC has committed to ensure this information is current and accurate. This task order enables the NRC Office of Information Services (OIS) to coordinate various publishing activities sponsored by several NRC program offices to support these Web sites. The OIS seeks to ensure all these activities result in Web sites that are efficiently maintained and free of duplication and meet NRC standards and management controls for organization and format.

The NRC is also required communicate with the public under the Communication Plan for Crisis and Significant Events. Making NRC response information available on NRC's Public Web is one of the means for communicating with the public.

**B. Scope**

The scope of work under this Task Order consists of enhancing, posting, updating, and maintaining NRC Web content on the NRC external and internal Web sites. All hours billed to this task order shall be only for tasks actually performed under the scope of this SOW and as assigned by the OIS Task Order Manager or designated alternate unless specifically requested otherwise by the OIS Task Order Manager or designated alternate.

For regular update and publication, requests for support will be made as needed by the applicable Office Web Liaison. The Office Web Liaison has the responsibility to request modifications to the NRC external and internal Web sites through the OIS Task Order Manager.

During emergency exercises (normally scheduled in advance at the beginning of each calendar year) and actual emergencies, requests for support will be made by the responsible NRC Office of Nuclear Security and Incident Response (NSIR) Emergency Response Coordinator. The designated NSIR Emergency Response Coordinator is responsible to request support for emergency exercises or actual emergencies to make any required modifications to the NRC Public Web Site.

**C. Statement of Work****1. Format and Layout**

The contractor shall be provided with material for posting, updating, and modifying information on the NRC external and internal web sites. This material may consist of various media types and formats, such as WordPerfect/Word files, video files, floppy disk, optical disk, or an ADAMS accession number. The contractor shall format and layout material provided (e.g., graphics, text, video, headings, pullouts, links, instructions or other applicable navigation or organizational aids) in accordance with NRC standards for the NRC external and internal web sites.

## **Task Order 16**

### **Consolidated Support for Publishing to NRC Web Sites**

#### **2. Loading and Usage**

The contractor shall ensure that Web pages load quickly and consistently regardless of browser (e.g., Internet Explorer or Netscape), the Internet service provider, monitor size or screen resolution, or other features that may be unique to each user. The contractor shall use page features that typically require a site user to download additional software (e.g., Acrobat Reader for viewing PDF documents).

#### **3. Applicable Laws, Standards, and Rules**

The contractor shall comply with NRC Standard Operating Procedures, Web Style Guidance, Management Controls, and any applicable laws, standards, rules, and guidance for the industry (e.g., Section 508 of the Workforce Rehabilitation Act), for all Web content created and updated.

#### **4. Link Checks**

The contractor shall check and ensure that there is no broken link on the updated/modified web pages.

#### **5. Hosting**

The contractor shall ensure that the posted information on the external web site shall reside within the existing NRC domain name, [www.nrc.gov](http://www.nrc.gov), and the information on the internal web site shall reside within the domain name [www.internal.nrc.gov](http://www.internal.nrc.gov).

#### **6. Dates**

The contractor shall ensure that all the updated or modified pages shall include the date when they were last updated, unless otherwise directed in the Web Style Guidance or Management Controls. Dates on documents submitted for posting will NOT be changed when posted.

#### **7. Coordination**

The Contractor shall maintain effective communication with, as appropriate, the OIS Task Order Manager, the applicable Office Web Liaison, or the designated NSIR Emergency Response Coordinator to ensure coordinated and integrated work under this task. The contractor shall notify the OIS Task Order Manager email when modifications are completed. See also Appendix A, paragraph 3.a.

#### **8. Availability**

The contractor shall be available, on an as needed basis, for work on external and internal Web pages consistent with the Schedule of Deliverables and within the hours of 8 am to 5 pm.

## **Task Order 16**

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### **Consolidated Support for Publishing to NRC Web Sites**

The contractor shall be available to meet, as needed, with the NRC OIS Task Order Manager and the applicable Office Web Liaison to discuss progress, deliverables, and issues that may arise.

For support to emergency exercises and actual emergencies, due to the nature of the task, the NSIR Emergency Response Coordinator may request for support during non-regular working hours. In general, the support during emergency exercises will be scheduled in advance, and support during actual emergencies will be made on an as-needed basis.

#### **D. Record-Keeping and Reporting Requirements**

See Appendix A, paragraph 5.

#### **E. Place of Performance**

See Appendix A, paragraph 1. However, to support requests during emergency exercises and actual emergencies, the contractors shall work in the NRC Operations Center in the space provided by NSIR unless negotiated otherwise with NSIR.

#### **F. Schedule of Deliverables**

See Appendix A, paragraph 6.

#### **G. Expertise/Skills**

See Appendix A, paragraph 2.

#### **H. Task Order Manager**

The manager for this Task Order is Joan Hoffman, 301-415-7194

#### **I. Level of Effort**

The specific effort will vary during the year. Some of the time may be during non-regular office hours. NRC expects to have the services of a contractor available, on an as-needed basis, to respond to requests for posting in accordance with the Schedule of Deliverables.

#### **J. Performance Measurement**

For regular update and publication and during emergency exercises, see Appendix A, paragraph 4.

## **Task Order 16**

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**Consolidated Support for Publishing to NRC Web Sites**

During actual emergencies, the NRC reserves the option to seek assistance directly from the personnel assigned under this task order.

**K. Coordination**

See Appendix A, paragraph 3.a.