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.24 ENTITLED "Meta-System Support", 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 24. 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:

Dan Pomykala - 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. 24 shall be in effect from September 26, 2007, through September 25, 2008, with a total cost ceiling of $2,146,111.02.

This Task Order No. 24 obligates funds in the amount of $1,511,652.00. 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
Ray Crouse - 301-415-5276
Ron Deavers

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/23

*ACCOUNTING AND APPROPRIATION DATA Task Order No. 24 is as follows:

B&R: 710-15-5FE-212 JC: J1284 BOC: 2574 APPN: 31X0200.710 COM: 10770920C $142,980.00
B&R: 710-15-171-345 JC: J1291 BOC: 2574 APPN: 31X0200.710 COM: 10770916C $450,000.00
B&R: 710-15-5FE-212 JC: J1284 BOC: 2574 APPN: 31X0200.710 COM: 10770694C $300,000.00
B&R: 710-15-5GE-348 JC: J1290 BOC: 2574 APPN: 31X0200.710 COM: 10770917C $111,562.00
B&R: 77L-15-5I1-160 JC: J7034 BOC: 2574 APPN: 31X0200.77L COM: RQ70070063 $100,000.00
B&R: 710-15-5FE-212 JC: J1284 BOC: 2574 APPN: 31X0200.710 COM: 10770916C $4,110.00
B&R: 710-15-5DE-326 JC: J1286 BOC: 2574 APPN: 31X0200.710 COM: 10770917C $3,000.00
B&R: 710-15-300-329 JC: J1226 BOC: 2574 APPN: 31X0200.710 COM: 10770823C $400,000.00

*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

Joyce L. Lambert
NAME

CONTRACTS
TITLE

10/23/07
DATE

Task Order 24 Meta-System Support		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			(b)(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			
	ON-SITE			
105	105 Senior Information Engineer Onsite			(b)(4)
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)	**$2,146,111.02**

Task Order 24: Meta-System Support

A. BACKGROUND

In accordance with the provisions of Title 10 of the Code of Federal Regulations, the U.S. Nuclear Regulatory Commission (NRC) maintains an electronic docket for the adjudicatory proceedings associated with all hearings. Title 10 provisions also require that all filings submitted and all orders and decisions issued during the course of the proceeding must be transmitted electronically to participants in the proceedings, the presiding officer, and the Office of the Secretary of the Commission (SECY).

An important outcome of the work performed to prepare for the requirements of 10 CFR Part 2, Subpart J was the recognition that no single system could support the Process, Information, Technology, and Organization (PITO) activities. These activities are performed to review and make decisions on requests to license facilities. As a result, a "system of systems" named the High Level Waste (HLW) Meta-system was developed to support the information flow and components that comprise the end-to-end process threads required to license the Yucca Mountain facility.

The HLW Meta-system is comprised of several major applications that support the associated business processes and procedures. The applications include the Agency-wide Document Access and Management System (ADAMS), the Electronic Information Exchange (EIE), the Panagon Web Publisher (PWP), the Electronic Hearing Docket (EHD), and the Digital Document Management Systems. These applications have been implemented according to the NRC Project Management Methodology (PMM) utilizing commercial off-the-shelf (COTS) packages.

The NRC issued the proposed E-Filing Rule (Federal Register, Vol 70, Number 241 dated 16 December 2005. pg 74949-74986) http://www.nrc.gov/reading-rm/doc-collections/news/2005/05-163.html requesting comments from the public regarding its intent to adopt a rule that would "amend its regulations to require the use of electronic submissions in all agency hearings." The filing further stated, "The amendments would require the electronic transmission of electronic documents in submissions made to the NRC's adjudicatory boards, and in serving copies of those submissions on all participants to the proceedings."

Subsequent Joint Analysis and Design (JAD) sessions have been conducted to collect the necessary requirements to support the enactment of the E-Filing Rule in FY08. The primary difference between the E-Filing Rule and HLW Meta-system is related to the business process thread. The HLW Meta-system was developed to support a single hearing with multiple boards, whereas the E-Filing Rule requires the Meta-system to support multiple hearings by multiple boards and New Reactor licensing electronic processing. New Reactor licensing will require electronic document handling capability.

The HLW Meta-system will hereafter be referred to as the NRC Meta-system with the intent that the E-Filing Rule, New Reactor and General Hearing business process work flows will be accommodated through adaptive maintenance including system component enhancements, modifications, upgrades, and system development related to the existing systems which are currently in operations and maintenance. A Strategic Implementation Planning Model has been developed for the Meta-System and will be utilized to support

the Meta-System's work flow development and the adaptive maintenance for each of the major systems that will underpin the associated business processes.

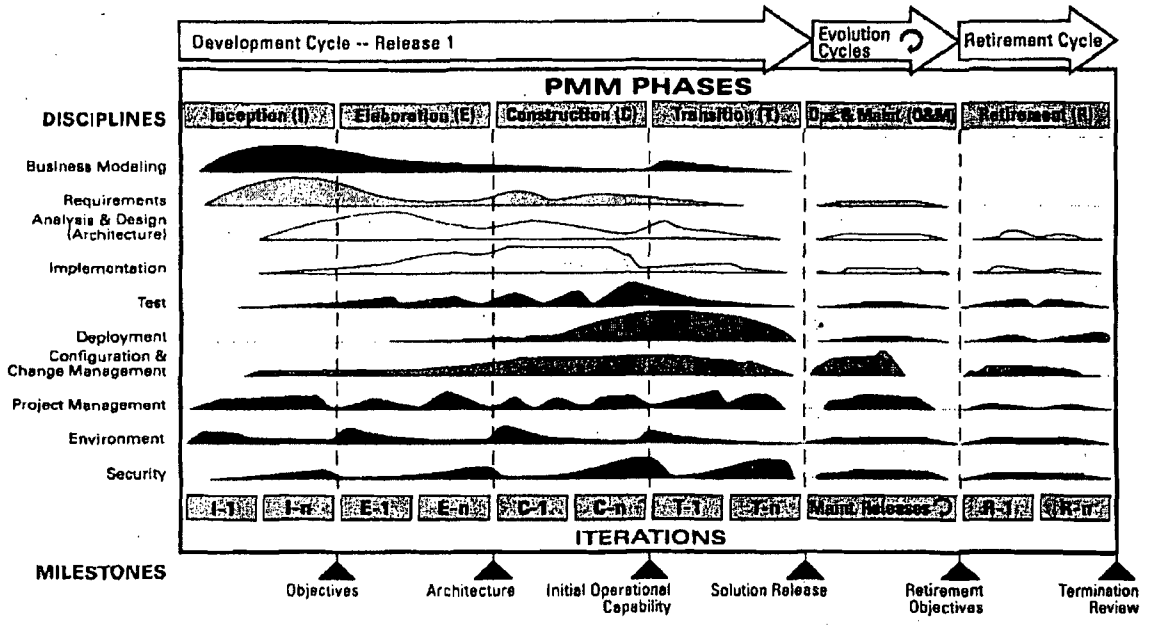
A.1 PROJECT MANAGEMENT METHODOLOGY

A Project Management Methodology has been implemented by the Project Management Team Office (PMTO) to facilitate a formal process to support all aspects of business process improvement and a structured application development and lifecycle. The PMM fosters an iterative approach to application deployment and subsequently reduces risks to the organization. All requirements will be implemented following the Project Management Methodology in a phased approach to support specific milestones in the HLW, Adjudicatory Hearing, and New Reactor licensing processes.

Project Management Methodology incorporates into a single plan the major elements of investment control, system planning, Enterprise Architecture, design, system development, testing, deployment, operations, maintenance, evaluation and retirement into phases and checkpoints that must be followed for any IT project at the agency. The NRC IT PMM provides guidance and assistance to managers of IT projects to ensure compliance with requirements and accepted practices for IT project management in the areas of—

- Business process improvement
- Screening form development
- Business case development
- Schedule and cost control
- Earned value management (EVM) reporting
- Configuration management
- System development life cycle management
- System maintenance and change control
- System performance evaluation
- System security
- Records management requirements
- Privacy impact assessment
- Lessons-learned reviews
- Return on investment evaluations

PMM is organized into a series of phases, each of which is conducted in one or more iterations. During each phase, activities are performed and artifacts produced which align with disciplines, such that each discipline can be viewed as having a workflow of its own across the life cycle. The humps in the diagram below represent how the emphasis in activities varies over time. For example, in early iterations, you spend more time on requirements, whereas in later iterations you spend more time on implementation.



The following table summarizes the key objectives of the PMM phases and the criteria for each phase milestone. Each phase is described in detail in the corresponding Standard Operating Procedures for that phase.

Phase Objectives	Phase Milestones
<u>Inception</u> Define project scope Estimate Cost and Schedule Define risks Develop business case Prepare project environment	Objectives Scope concurrence Initial requirements Plan and risk concurrence Business case concurrence
<u>Elaboration</u> Specify requirements in greater detail Identify architecture Validate architecture Update plans and risks	Architecture Requirements stable Architecture stable Plan and risk concurrence
<u>Construction</u> Design, build, and test system Develop supporting documents	Initial Operational Capability System stable Stakeholders ready Plan and risk concurrence
<u>Transition</u> User testing Security testing System accreditation User training Deploy system	Solution Release Business acceptance Operations acceptance Support acceptance Plan and risk acceptance
<u>Operations & Maintenance</u> Operate system Support system Maintain system Monitor system	Retirement Objectives System identified for removal Stakeholder acceptance

Retirement
Impact Analysis
Rework of dependent systems
Transformation of data
Removal of system

Termination
System removed
Updated documentation
Stakeholder acceptance

B. PURPOSE

This SOW requires the Contractor to accomplish the following major activities:

- To analyze the current Meta-system design, architecture, system and business processes, flows, and procedures in order to provide a phased approach to support the NRC's HLW, General Hearings, and New Reactor Licensing business processing thread across the Meta-Systems components.
- To support and/or develop the associated requirements, detailed designs, business processes, system processes, and procedures for NRC Systems Applications and Technical components to support the HLW, General Hearings and New Reactors license applications.
- To provide adaptive maintenance, improve, integrate and implement all associated business and technology components and provide all documentation, reports and testing results for achieving full Operational Readiness associated with adaptive maintenance of existing components including EIE, DPC Work Folder, ADAMS, EHD, HLWC, PWP, SIP, EIP, GIP. This does not include developing the System Security Accreditation and Certification documentation or System Security Tests, but is to provide related information and details to support that effort.
- To provide full requirements analysis and conversion support in preparation for a major system upgrade related to the selected technology underpinning the ADAMS. This includes all aspects of the PMM and system component adaptive maintenance necessary to support such conversion.

C. SCOPE

This effort will build off the current systems designs, procedures, and processes with an eye toward full operational readiness of the Meta-system supporting the business processes for the NRC's Metasystem including HLW, General Hearings, and New Reactors Licensing Application processes. The business process and requirements will be defined by analyzing the current application, developing requirements to support the new business processes, and determining what can be achieved to support specific programmatic milestones in a timely manner.

The primary focus shall be to develop the identified deliverables based on an "as-is" view of the stated components, with the purpose of adaptive maintenance in developing the Meta-system to support the business processes and electronic document handling for General Hearings, HLW, and New Reactors License Applications.

D. TASKS

Tasks will be assigned following contract award based on the current lifecycle phase the project is supporting. The descriptions below identify major tasks to be completed with deliverables identified there-in.

D.1 OPERATIONAL READINESS REVIEW SUPPORT AND PREPARATION

The Operational Readiness Review (ORR) is a collaborative effort between parties and demonstrates the support relationship between the OIS as the service provider and the Meta-System's Stakeholders as the customer. The objective of the Meta-System's Operational Readiness Review is to present an overview of the system. It determines whether a configuration item (CI) or a collection of CIs composing the Meta-System's Business Processes are ready to be released for operations and maintenance (O&M). This includes reporting the status of the component products that support the programmatic milestones. The ORR will identify whether or not the components have been appropriately tested and sufficiently documented to meet the system specifications as provided.

The Contractor's task will be to write and present the results after conducting the review.

D.2. PROJECT MANAGEMENT PLAN

The purpose of the Project Management Plan (PMP) is to detail the major tasks necessary to develop and operate the Meta-System's business processes. The plan addresses the objectives of the project, provides background information, names project participants, and describes the management processes that will be used to ensure that the project will result in a successful conclusion. (Earned Value Management and Integrated Baseline Review will be emphasized.)

In order to create the Integrated Cost-Schedule Baseline, it is critical that a standard format for planning and organizing a project be followed. Using a standard format enables project cost, scope and schedule information to be represented consistently so project management oversight and performance reporting is uniform and easy to calculate. The most difficult aspect of implementing an earned value methodology is the preparation and planning that is involved. If project planning and baseline preparation is executed properly, then managing and reporting on project performance is both routine and relatively simple.

When initiating project planning or reorganizing a project to create a baseline for review during the Integrated Baseline Review (IBR) Process, the project's cost (budget), scope, and schedule must all be organized using standard units called Control Accounts. A Control Account is the equivalent of a Project Activity, which is comprised of tasks and subtasks called Work Packages. All of the Interim IBR artifacts are organized according to control accounts and work packages and give detailed directions on how to create or translate the project structure into these common units. What is critical about managing and reporting on a project using an earned value methodology is that not only must the project scope be organized by Control Accounts and Work Packages, but the project's budget and schedule must also be organized using the same format.

To accomplish the task, the Contractor will initially establish and validate performance measurement baselines with clear cost, schedule, and performance goals. Once the goals are established, the Contractor will manage and measure the project to within ten percent of baseline goals through use of an EVMS compliant with the guidelines in ANSI/EIA STD-748 or perform operational analyses for steady-state projects.

The Contractor shall produce a Project Management Plan that includes the sections described in D.2.1 – D.2.5.

D.2.1 Project Schedule Maintenance and Support
The Contractor shall create a Traditional Project Schedule and Work Breakdown Structure as defined by the Project Management Body of Knowledge.

D.2.2 Software Development Plan (SDP)
The SDP provides an overview of the development management activities such as software quality assurance, problem resolution, and risk management. The SDP also provides the development strategy that details the development approach, methodology, processes and procedures for actual software development. The selected development strategy should be consistent with the development case documented in the Project Management Plan.

D.2.3 Iterations Plan
The Iterations Plan is documented in the PMP and SDP. The Iteration Plan details what is to be done in a fine-grained way, so there is no question about responsibilities at any time. Each iteration is concluded by an assessment. For this iteration assessment you assess the results of the iteration relative to the evaluation criteria that were established for the Iteration.

D.2.4 Risk/Issues Management
A list of known and open risks to the project sorted in decreasing order of importance and associated with specific mitigation or contingency actions. The Issues List provides the Project Manager with a way to record and track problems, exceptions, anomalies, or other incomplete tasks requiring attention that relate to the management of the project.

D.2.5 Project Measurements
Periodic measurements of the project will use Earned Value Management. OMB M 05-23 describes the objectives that an agency must take for all new major IT projects, ongoing major IT developmental projects, and high risk projects to better ensure improved execution and performance as well as promote more effective oversight. The appropriate outputs for EVM will be factored, adjusted and reported.

The Contractor shall submit a detailed Project Management Plan to cover tasks under each of the above noted tasks. The plan will show tasking and sub-tasking, milestones, labor categories and/or staff assigned and the projected number of hours estimated to complete each task/subtask by staff member. This plan will be maintained in Microsoft Project® format and integrated with NRC's MS Project Server. This plan will be progressed at the above level of detail on a biweekly basis for the duration of the task. The Project Management Plan will also include dollars by labor category/assigned personnel which will support the Contractor's estimate for each task executed under this contract and will provide for Earned Value Management (EVM).

D.3. END-TO-END TESTING SUPPORT

The Purpose of End-to-End Testing is to ensure efficient operation of the Meta-System's Business Processes using the Rational Suite of software including all necessary scripts, test cases, etc.

The Test Plan applies to Meta-System's Business Processes specifically focusing on the verification of the implementation of suggested refinements and closure of change requests identified through Joint Application Design, requirements collection, and the Meta-System Integrated End-to-End Tests conducted prior to the issuance of this task.

When directed, the Contractor will develop a test plan and support the E-2-E testing. The Test Plan shall identify system components and interfaces to be tested during the test period, define the objectives of the test, describe the scope and the test approach to be employed, list deliverables, outline milestones, estimate timeframe, and specify required resources to perform the test.

D.4. CONCEPT OF OPERATIONS (CONOPS)

NRC requires the development of a Concept of Operations. The Concept of Operations defines the flow of documents from end-to-end through all the Meta-System's Business Processes.

Based on the evaluation of the current processes at NRC, program and procedure recommendations will be provided for proposed re-engineered processes as they relate to the Concept of Operations for the Meta System and large document processing. This is to track required procedural changes necessitated by the volume of work on the Metasystem business processes.

The Contractor will develop CONOPs using Meta System Business Processes by recording common identification data regarding the component, purpose for the component, process descriptions, information (associated) flows, handoffs/interfaces/exchanges between system components, schedule, capacity, volumes, timings between system components, critical points for failure, alternative flows, and migration strategies

D.5. SYSTEM OPERATION PROCEDURES (SYSOPS)

It is necessary to develop Systems Operation Procedures and governing Guidelines for the systems components and software applications that support the Meta-System's Business Processes. The associated components include Backup and Recovery, routine maintenance procedures and processes, system operations security, and retaining files for back-up and restoration.

In addition to developing and documenting the procedures, the Contractor will document routine operational procedures for systems, data storage, and applications integration.

D.6. BUSINESS OPERATION PROCEDURES (BUSOPS)

Business Operation Procedures are necessary to create or confirm activity performance measures, analyze and redesign deficient processes, and implement improved processes with appropriate performance measures. The associated components include the transmittal/receipt, authentication, cataloguing, storage, migration, distribution, and retention processes.

For this task, the Contractor will apply Business Procedure Improvement methodology to develop current baseline performance data and document problems, potential disconnects and preliminary requirements for existing processes. It will also be necessary for the Contractor to establish management controls to continuously monitor and improve the redesigned processes.

D.7. IT PROJECT INITIATION INTEGRATION

This task provides management support and oversight to the components of the effort. This includes oversight to the following activities and support for ensuring integration is complete, schedule is updated, and overall project management is on target with deliverables:

Project Initiation & Integration
Organize Project/Complete Kickoff Activities
Develop Operations Procedures
Develop Draft Operations Procedures
Draft Operations Procedures Ready
Develop Final Operations Procedures
Final Operations Procedures Ready
Change Control Process
Develop Change Control Process
Implement Change Control Process
Manage Issues & Requirements
Track Issues & Requirements
Manage Project's Schedule
Maintain Project Plan and Schedule
General Design Criteria Compliance
Audit and Comply with General Design Criteria for IT (iterative)
Systems Configuration Management
Review current procedures for Configuration Management
Perform analysis for CM Best Practices
Assist to Modify Operations Procedures for CM
Audit to ensure implementation of appropriate CM practices
Operational Readiness Testing
Test for overall readiness #1 (iterative)
Test for overall readiness #2 (iterative)
Develop Meta-System's Business Process Data Model
Develop Initial Data Model
Complete Data Model
Develop Meta-System's Business Process Content Model

Develop initial Content Model
Complete Content Model
Develop Operability Contingency Plans
Develop Operability Contingency Plans v1
Develop Operability Contingency Plans v2
Develop Operability Contingency Plans v3

D.8. IT CONTINGENCY PLAN

The Contingency Plan applies to the functions, operations, and resources necessary to restore and resume the system components and the Meta-System's Business Processes and operations as installed at the NRC. The Meta-System's Business Process and Systems Contingency Plan applies to the NRC and all other units associated with the Meta-System's Business Processes. A Metasystem Contingency Test will be conducted to review alternative system component and business processes necessary to maintain continuity of business operations and to establish procedures orchestrated to recover the Meta-System following a disruption of service or a system component failure. The results will be documented and the responses were recorded and will be incorporated into the plan. Follow-on contingency exercises will be conducted to exercise the results of the Table Top exercise. The Plan must contain instruction on how to recover the entire system and it's components and business processes from failure of any kind.

D.9. IT MANAGEMENT CONTROLS

The Meta-System's Business Process Project Controls will be constructed to ensure that the application system modifications and any corresponding business process changes are accomplished according to plan within specified time limits, cost constraints and acceptable risk parameters.

Consistent with the general approach to multi-organizational impact changes, alignment must be achieved around the actual content and scope for each Meta-System's Business Process release and the exact dates for completion of the release implementation. Benefit, overall impact, and budget analyses against the content and scope are inherent to adequate project controls.

An agreed scope, schedule, budget, risk report, and information regarding how the projects will be conducted and integrated will become the overall Meta-System Business Process Implementation Project Controls Plan. The Project Controls Plan will address configuration control board of releases (scope management, schedule management, cost management, risk management), change management, communications management, test management, quality management, human resources management, and organization and support tools.

The Contractor will be responsible for ensuring controls are in place and provide recommendations to improve oversight.

D.10. SERVICE LEVEL MODEL DEVELOPMENT

The service level requirements, which include availability, capacity, reliability, testing, and support, must be defined for the Meta-System. The higher the standard of service required, the greater the needed investment in hardware, software, and Contractor support. Investments in the Meta-System business processes are intended to effectively mitigate the risks of application, hardware, or process failures that could result in application and hearing delays.

Meta-System Availability

System availability can be defined as the desired number of hours in a 24-hour period during which the Meta-System applications and their underlying IT infrastructure are fully functional and accessible. For example, the NRC's regulations and accompanying guidance require that most documents must be filed and serviced electronically via Electronic Information Exchange (EIE). To accomplish this business function, the submitter must have access to both the NRC's public Web site and the EIE application. The submitter must also have access to support staff in the event that questions or technical difficulties arise.

Meta-System Capacity

Volume and timing are key factors in determining the design capacity of the system and processes that support the HLW, General Hearings, and New Reactor Licensing Application Processes and the adjudicatory proceedings. Volume relates to the number and file sizes of documents that parties introduce in pre-application phase and in the courtroom or file before a deadline. Internal stakeholder executives will estimate the projected volume based on agency experience with other proceedings and the planned timing of hearing activities. The exact timing of peak activities, such as when pre-filed exhibits are submitted, will not be known with certainty until several weeks in advance.

Timing relates to how long it will take to complete a business process from beginning to end, factoring in projected volume. The amount of time that a process takes (such as making exhibits available the next day) is impacted by the capacity of the hardware, software, and staff to handle the volume. The investments to meet this business need center around ensuring that the agency specifies, designs, and procures hardware and software that will handle the high volumes in the most expeditious manner.

Meta-System Reliability

System reliability is a measure of unscheduled downtime for the Meta-System components during published hours of operation. Achieving a high level of reliability in the Meta-System is challenging because of the complexity of the architecture that supports the system's business functions. Currently, the Meta-System architecture includes 14 applications, 40 servers, and 43 data flows among applications. A failure of the resources to access the Internet, the network, a server, or an application could result in documents being unavailable for review by NRC staff, use in an adjudicatory hearing, or distribution to the public.

D.11. IT PROJECT ANALYSIS

The Contractor will be highly involved in project control aspects for the coordination of application systems modifications and the implementation for EIE, DPC Work Folder, ADAMS for HLW, EHD, HLWC, PWP, SIP, EIP, GIP (acronyms for the application systems), as well as any internal process changes. Project Analysis includes, but is not limited to, Project Management Plan updates, Project Schedule updates, cost and expense tracking using EVM, issues and requirements management using the Rational Suite, project management issues coordination, and reporting on status and progress.

The Contractor will provide assistance in facilitating and coordinating the various tasks and activities to ensure the successful delivery and development of the large document solutions for the Meta System Project. It is understood that the solution is a system and process integration project, which means that many existing project and departmental resources will need to be engaged and coordinated to meet the end goal. To that end, this task includes the following:

- Assisting the project tasking and tracking of project teams and resources
- Conducting facilitation sessions
- Defining and documenting requirements
- Conducting reviews
- Preparing integration test plans
- Coordinating and monitoring the test plans
- Supporting the preparation of the change management plan
- Coordinating and monitoring the execution of the change management plan
- Working with the project manager to ensure that the repository of project plans, schedule, and cost information is complete, accurate and maintained current
- Suggesting appropriate changes and updating the project management repositories as necessary
- Performing 'ad-hoc' queries on project management repository information in support of the Project Managers or Senior Management
- Developing various reports as directed by the NRC Meta-System New Reactor Thread Project Manager and/or designee

D.12. SUPPLEMENTAL APPLICATION (COTS) Maintenance and Operations

This task covers HW/SW operations, maintenance, adaptive maintenance, and analysis of architecture and components needed to support or supplement the Meta-System's components and interfaces between those components. In addition, when necessary, the Contractor will conduct alternative analyses to recommend a COTS solution to satisfy requirements that can not be resolved with the existing Meta-System architecture and software components. This also includes identification of any additional hardware/software components necessary to host the application. The contractor will subsequently provide installation support and conduct or support any operations and maintenance activities associated with these components.

D.13. JAD REQUIREMENTS COLLECTION AND RATIONAL REPOSITORY SUPPORT

The Contractor will conduct Joint Analysis and Design or Joint Application Design sessions to facilitate requirements collection and refinement. It will also facilitate loading these requirements into the Rational Repository and manage them through their lifecycle utilizing Rational for all aspects from requirements identification through the development, test, and release management process.

D.14. Change Management & Configuration Control

The objective of this task is to procure professional service hours for incorporating the Software and Hardware Configuration Management and Control of the Meta-System's business processes into the Rational Suite through the lifecycle of the components that comprise the Meta-System's ensuring that contents of all controlled items are known, all changes to controlled items are authorized, all changes are accurately implemented and tracked, and current versions are known and maintained.

The Contractor shall provide management, analysis, plans, policy, procedures and documentation associated with the configuration management of the software and hardware architecture of the Meta System utilizing the Rational Suite of Software.

The Contractor shall work collaboratively with NRC's Business Process Improvement and Applications Development Division (BPIAD) and Infrastructure and Computer Operations Division (ICOD) to populate and develop the Rational Suite.

E. PERSONNEL EXPERTISE/SKILLS

Key staff positions are Project Manager, Senior Analysts, Information Technology Specialist, and Information Project Analysts. Knowledge of the business processes to support HLW, New Reactors, existing reactor license renewal, and all reviews and hearings associated with licensing applications is required. Knowledge of technology components associated with supporting the NRC review, adjudicatory processes, and associated business processes for licensing and license renewal is required.

The Contractor agrees to assign to this task order those key persons whose resumes were submitted as required to fill the requirements of this task order. No substitution or addition of personnel will be made except in accordance with Section C.26 Key Personnel in the basic delivery order.

F. DELIVERABLES

The deliverables will follow the NRC Information Technology Project Management Methodology (PMM) as applicable to the lifecycle and current phase of the project.

The Contractor shall submit all deliverables in paper copy and in electronic format in MS Word on CD-ROM.

The Project Management Plan will be due 30 days after contract award. All other deliverables will be due according to schedules set by the PMP or provided by the Contracting Officer's Technical Representative as the need arises.

Deliverables will be reviewed and signed off by the Technical Representative and NRC IT security staff.

G. PLACE OF PERFORMANCE

Place of performance shall be predominantly at the Contractor Site, but may be performed at the NRC site as space is available. On-site performance may be necessary due to a requirement to interact on a daily basis with NRC Management and Staff. The assessments will take place at NRC Headquarters. Access to the development suite housed in the technical center at NRC Headquarters and to the specified system NRC personnel contacts will be provided during the period of performance.

H. TRAVEL

Travel shall be limited to local destinations ONLY.

I. PERIOD OF PERFORMANCE

The task order will have a 1-year base period of performance, and two 1-year option periods.

J. REPORTING REQUIREMENTS

J.1. BIWEEKLY REPORTS

The Contractor shall provide a bi-weekly status report to the NRC Project Officer and the Contracting Officer each month. The report shall contain:

- the period covered by the report;
- EVM summary and details.
- a summary of work performed during the reporting period for each task, including appropriate statistics and plans for the next reporting period;
- a discussion of project plans, hardware problems, current operational problems, the proposed corrective action, and analysis of the impact on other tasks within the scope of the SOW; and
- a status of expenditures under the order for the reporting period, cumulative expenditures to date, funds obligated to date, and balance of funds required to complete the order.

Each biweekly report will contain updates to the Project Management Plan (Work Breakdown Schedule) listing the reasons for changes, proposed adjustments and justification, cost and schedule impacts. The Project Management Plan will include the latest hours and costs and be submitted as part of the biweekly report. If at any time the project deviates from 5% in cost or schedule from the project management plan, the Contractor shall schedule an update with the NRC task manager.

The Contractor shall provide biweekly status reports to the NRC Project Officer and the Contracting Officer. The report must identify the delivery order number and the period covered by the report. Each report shall: (a) describe progress to date for each task order and sub-task order level; (b) include accomplishments during the current reporting

period; (c) accomplishments planned for the next reporting period; and (d) any issues affecting progress or performance capability. The Contractor shall deliver the biweekly status report in both a hard copy and electronic format (Word file posted to a specified NRC file directory). Additionally, the Contractor shall deliver the cost information contained in the biweekly status reports in Excel spreadsheet or database format. The biweekly status reports shall address each of the following areas, as applicable to each reporting occasion:

Costs: Staff hours and funds expended at the task order and sub-task order level (or job code level), as required by the NRC. This information shall be rolled up into biweekly and cumulative totals by system release number. As each system release or sub-task is completed, the status reports should show a crosswalk of the total cumulative costs for each system release to the individual biweekly invoices for verification of performance metrics.

- Schedule information.
- Identification of program personnel and all changes to these personnel.
- Status of each task order.
- Plans and recommendations for future priorities and activation of work items.
- Work initiation traceability.

J.2. WEEKLY MEETINGS

The Contractor shall hold a weekly meeting with the Project Manager each Wednesday morning at a specified time and place at the NRC.

K. TASK ORDER MANAGER

The manager for this task order is Ray Crouse, 301-415-5276, rwc2@nrc.gov.
The alternate task manager is Wil Madison, 301-415-7221, wlm@nrc.gov.