



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

OCT 15 2007

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

SUBJECT: TASK ORDER NO.25 ENTITLED "OCFO COMEDO", 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 25. This effort shall be performed in accordance with the enclosed Statement of Work and OAQ 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 Sharratt 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. 25 shall be in effect from September 26, 2007, through September 25, 2008, with a total cost ceiling of \$14,545.01.

This Task Order No. 25 obligates funds in the amount of \$10,000.00. 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  
Mary Matheson - 301-415-8748

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/24

\*ACCOUNTING AND APPROPRIATION DATA Task Order No. 25 is as follows:


B&R: 710-15-5H1-365 JC: N7154 BOC: 2574 APPN: 31X0200 COM: RQ700700041 \$10,000.00

\*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,

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

ACCEPTED:



Joyle L. Lambert  
NAME

CONTRACTS  
TITLE

10/23/07  
DATE

| Task Order 25 |  | OCFO COME | BASE<br>YEAR<br>RATE | BASE<br>YEAR<br>HOURS | BASE YEAR<br>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                        |           |                      |                       |                     |
| 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)                | \$14,545.01         |

**Task Order 25****Office of the Chief Financial Officer Systems (COMEDO)****A. Objective**

To provide maintenance and operational support for an Office of the Chief Financial Officer (OCFO) application system as detailed in the SOW section listed below.

**B. Scope**

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

The Contractor shall perform operational support tasks for systems listed below in the SOW section 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, as described in the SOW below.

The Contractor shall also produce necessary documentation of work performed (see section 25.E below).

**C. Statement of Work****1. Maintenance**

The Contractor shall be responsible for making necessary changes to ensure that identified problems with a system/module 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 new report from the system may also be requested to be generated on an as-needed basis.

**a. System To Be Serviced**

| System Name | System Number | System Acronym | Software | Platform | Allotted Level of Effort |
|-------------|---------------|----------------|----------|----------|--------------------------|
|-------------|---------------|----------------|----------|----------|--------------------------|

|  |      |        |   |        |         |
|--|------|--------|---|--------|---------|
| OCFO<br>Commission/<br>EDO Budget<br>Tracking System | 3545 | COMEDO | Clipper,<br>Blinker,,<br>DbaseIII+,<br>UI | PC/LAN | 200 h/y |
|--|------|--------|---|--------|---------|

Note: The existing COMEDO system is in the process of being replatformed to a 32-bit platform using the graphical user interface (GUI) Microsoft Visual Basic front-end and SQL Access database products. This replatforming is expected to be completed before the start of this performance period.

Authorized actions shall be performed by the Contractor within 2 workdays for COMEDO general maintenance and 10 workdays for COMEDO annual database set up, unless a longer time is approved by the NRC TOM.

COMEDO Fiscal Year Maintenance: COMEDO is used to track and report commitments, obligations, and expenses by program support, travel, and change of station. COMEDO allows the user to add, edit, and report by using menu options. COMEDO housekeeping duties include set up of a database that corresponds to the agency's budget and reporting (B&R) structure. The final B&R structure is issued annually before September 30 (generally in the June–August timeframe). Upon issuance, the annual B&R structure will be provided to the Contractor by the NRC TOM. For the annual housekeeping functions, the Contractor shall undertake the following:

- set up the menu to enter and accept all new fiscal year data
- create the new database files using the new fiscal year setup processing written procedures in the COMEDO Users Guide
- modify the COMEDO reports to include the changes in the B&R structure
- meet with the NRC TOM, as needed, to complete caution and installation of the system for the new fiscal year and installation of the backup/restore procedures
- update the comprehensive change control log for this application

The COMEDO fiscal year maintenance described above must be completed (including testing/acceptance by the NRC) and operational no later than September 25 of each year.

**D. Place of Performance**

Most efforts under this delivery order shall be performed at the Contractor site. Access to the NRC facilities shall be provided by the NRC staff, as required.

**E. Schedule of Deliverables**

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

**F. 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.

**G. Task Order Manager**

The manager for this task order is Mary Matheson, (301) 415-8748.