



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.29 ENTITLED "Integrated Personnel Security System (IPSS)",
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 29. 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:

Jonathan Stecker Project Manager; Henry J. Fordham - Senior Software Engineer

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. 29 shall be in effect from September 26, 2007, through September 25, 2008, with a total cost ceiling of \$119,724.35.

This Task Order No. 29 obligates funds in the amount of \$119,724.35. 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
Karen Cudd - 301-415-6554

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/28

*ACCOUNTING AND APPROPRIATION DATA Task Order No. 29 is as follows:


B1458
B&R: 720-15-111-160 JC: ~~J3224~~ BOC: 252A APPN: 31X0200.740 COM: ADM0760129
\$69,724.35
B&R: 740-15-5B1-160 JC: B1458 BOC: 252A APPN: 31X0200 COM: ADM0760129 \$50,000.00

*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: *Joyce L. Lambert*

Joyce L. Lambert
NAME

CONTRACTS
TITLE

10/23/07
DATE

Task Order 29 Integrated Personnel Security System (IPSS)		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			(b)(4)
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)	\$119,724.35

Task Order 29 Maintenance and Operational Support of the Integrated Personnel Security System (IPSS)

A. Objective

To maintain the Integrated Personnel Security System (IPSS, S0003) used by the Office of Administration (ADM) to ensure the system processes information accurately, reliably, and in a timely manner

B. Scope

The Contractor shall perform application systems maintenance for the system listed below in the statement of work section, subparagraph 1., Maintenance. Maintenance shall include actions taken to resolve application system failures, correct defects, maintain functionality when IT infrastructure is updated and to perform small enhancements such as adding a field or creating a new report. The maintenance that is performed will also include updating the documentation for any systems that have been changed.

The current system is documented and the documentation resides at the NRC User's site.

The Contractor shall furnish the necessary personnel, materials, equipment, facilities, travel and other services needed to meet the requirements described in this statement of work. The NRC will supply equipment, software and facilities for any portion of the effort to be performed on-site.

The contractor shall fulfill the Office of Information Services (OIS) requirements for assistance in completing the maintenance, integration, conversion, testing, training and deployment as defined in the PMM.

C. 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, modifications/updates are performed, and the system is returned to or placed in production in the shortest amount of time possible.

The contractor shall deploy all source code and PMM artifacts to the Rational ClearCase IPSS VOB (Versioned Object Base).

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.

The contractor shall document all maintenance requests in writing when received, noting the originator of the request, system number, maintenance action description and nature (corrective, perfective, or adaptive), and the estimated level of effort to complete the maintenance activity.

The Task Order Manager shall review the contractor assessment and, if acceptable, authorize the contractor to perform work through ClearQuest. If the contractor is authorized to perform the work, the contractor shall perform the work in accordance with the project plan schedule approved by the Task Order Manager.

The Contractor shall notify the Task Order Manager and appropriate ADM user when the corrected system is ready for deployment (i.e., testing completed, ready for deployment) and follow e-mail directions of NRC/ADM's Task Order Manager or the ADM user for deployment.

The Contractor shall update the Project Management Plan and provide a project schedule which describes the tasks associated with the development, integration, testing, training and deployment efforts.

a. System to Be Serviced

NOTE: All web interfaces are only used on the NRC Intranet.

System Name	System Number	System Acronym	Software	Platform
Integrated Personnel Security System (IPSS)	S0003	IPSS	J2EE Compliant Java, WebLogic (web platform), Struts, Sybase	Web

a. System to Be Serviced

NOTE: All web interfaces are only used on the NRC Intranet.

c. Work Actions Requiring Pre-approval

The Contractor shall develop and deliver to the Task Order Manager, via ClearQuest, work estimates and project plans for all change requests. The Task Order Manager will review the Contractor's assessment (estimate and plan) and will authorize work to be performed through ClearQuest.

The Contractor shall not commence code or data changes for efforts covered by a work estimate and plan without authorization from the Task Order Manager. The Contractor shall not update User Guides without an e-mail authorization from NRC/ADM's Task Order Manager.

Authorized actions shall be performed by the Contractor in accordance with the project plan schedule approved by the Task Order Manager.

d. Additional requirements:

- Desktop icon is made available to all users of the application
- Electronic copy is functional and workable at first installation
- Latest production version of the application is checked out through the CM Library and used for modifications
- Updated version of the application is returned to the CM Library
- Changes to source code utilize products defined in the application system baseline, unless authorization is received in writing from NRC/ADM's Task Order Manager
- New products introduced to the application system are consistent with the authorized list of vendor products (aka., toolkit) approved by NRC's Environmental Change Control Board
- Monthly status reports accurately reflect work performed and are a true reflection of task status, including expenditure of funds
- The Contractor shall notify the Task Order Manager when less than 24 hours remain available for application system maintenance
- Status reports are delivered on time
- Expertise of contractor staff is in accordance with that expected of individuals in the specified labor categories
- Contractor personnel interact professionally with Government personnel. Assistance is provided in a courteous, professional manner

D. Oral Briefings and Participation in Meetings

Contractor personnel shall attend and participate in regularly scheduled staff, planning and task control meetings as requested. Upon request, the Contractor shall prepare and present oral briefings on progress of work, unique or interesting technical findings, and results of research and presentation of draft conclusions or reports. It is anticipated that meetings may occur bi-weekly initially and taper to an as-needed basis and that up to ten presentations may be necessary. An initial kick-off meeting to introduce the team members will be held when the task order is awarded.

E. Monitoring of Funds

Work on this SOW is measured in support hours provided and since the effort is constrained by a fixed budget, the contractor shall monitor and report expenditure of staff hours monthly and shall compare actual monthly expenditures with proposed monthly expenditures outlined in the spending plan. The Government reserves the right to redirect effort within the scope of this task to insure that the product is as usable within the limits of the funds provided.

F. Place of Performance

Most efforts under this task order shall be performed at the contractor site. Access to the NRC/ADM facilities shall be provided by the NRC/ADM, as required, during business hours.

G. Schedule of Deliverables

<u>Deliverable Name</u>	<u>Responsibility</u>	<u>Delivery Schedule</u>
Kick-off Meeting at NRC HQ	Contractor/NRC	5 workdays after Task Order startup
Maintenance Work Plan and Estimate to NRC Task Order Manager	Contractor	For every change request and release
Work Plan and Estimate Approval via ClearQuest	NRC Task Order Manager	Upon review and approval of Work Plan and Estimate
Deployed application update, including desktop icon for users	Contractor	When maintenance effort tested and ready for deployment
Work effort approach of Ceiling Notification e-mail	Contractor	When 24 or fewer hours are available
Project Schedule	Contractor	1 week after Kick-Off Mtg.

<u>Deliverable Name</u>	<u>Responsibility</u>	<u>Delivery Schedule</u>
Project Management Plan	Contractor	30 days after Task Order startup and thereafter, as needed.
Status reports	Contractor	Monthly
Users Guide	Contractor	Update, as needed, in conjunction with changes to the application.
Systems Operations Guide	Contractor	Update, as needed, in conjunction with changes to the application.
Voucher summaries detailing funding status	Contractor	Biweekly

H. Expertise/Skills

Work experience in a Windows 32 bit operating environment (Windows 2000 or higher) or a Sun/Solaris environment (version 8 or higher).

Certification in a web application software is desired; primary focus specific to experience in using Java and Struts front ends that integrate with WebLogic web server

Experience using relational databases. Primary focus should be Sybase. This includes creating database tables and indexes and writing complex queries based on the Structured Query Language (SQL).

Experience in writing stored procedures against databases. Primary focus should be Sybase databases.

Knowledge of Rational Rose, ClearCase, RequisitePro and ClearQuest.

Excellent communications and interpersonal skills.

Competency in managing development efforts (e.g., costs, schedules, and staff) as demonstrated through prior assignments.

Competency in writing user and technical documentation as demonstrated through prior assignments.

I. Task Order Manager

The manager for this task order is Karen Cudd (kjc1@nrc.gov), 415-6554.

L. Government Furnished Information

The following software inventory will be furnished to the contractor for work on this system. We plan to upgrade the WebLogic Platform to a newer version during the early phase of this effort.

Software Inventory	Version	Product Key
Sybase Enterprise Application Studio	Windows 3.0.1	N/A
Sybase Enterprise Application Studio	Windows 3.5 Update	N/A
Sybase PC Client	Ver. 12.0	N/A
Crystal Reports 9 Report Application Server	Ver. 9.0	AWM50-G0C000S-M8S00WM
Crystal Reports 9 Developer's Edition	Ver. 9.0	A6S50-01C000G-KG900ZK
BEA WebLogic Platform Service Pack 1	Ver. 7.0	Disc 1
BEA WebLogic Platform Service Pack 1	Ver. 7.0	Disc 2
BEA WebLogic Platform Service Pack 1	Ver. 7.0	Disc 3
BEA WebLogic Platform Service Pack 1	Ver. 7.0	Online Documentation
BEA WebLogic Platform Service Pack 4	Ver. 7.0	Downloaded from website
IPSS Data Disks	4 each	N/A
IPSS Deployment Disk	1 each	Dated 01/13/2004
IPSS Closeout Files	1 each	Dated Feb. 6, 2006
IPSS Source Code and Executables	1 each	Dated Feb. 6, 2006