

## AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

BPA NO.

1. CONTRACT ID CODE

PAGE

1

OF PAGE

3

2. AMENDMENT/MODIFICATION NO.

M012

3. EFFECTIVE DATE

September 21, 2009

4. REQUISITION/PURCHASE REQ. NO.

33-07-358T004M012

5. PROJECT NO. (If applicable)

6. ISSUED BY

CODE

3100

U.S. Nuclear Regulatory Commission  
Div. of Contracts, CMB3  
Attn: Manon Butt, 301-492-3629  
Mail Stop TWB-01-B10M  
Washington, DC 20555

7. ADMINISTERED BY (If other than Item 6)

CODE

3100

U.S. Nuclear Regulatory Commission  
Div. of Contracts  
Mail Stop TWB-01-B10M  
Washington, DC 20555

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

OAO CORPORATION

Attn: Patricia Gagliemo-Prior

5290 Shawnee Road

Alexandria VA 22312

(X)

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.  
GS35F4524G NRC-DR3307358T004

10B. DATED (SEE ITEM 13)

CODE 074830209

FACILITY CODE

X

09-26-2007

## 11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See following page

Obligate \$332,528.00

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS,  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(X) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER (Specify type of modification and authority) Bilateral Modification

X

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return <sup>2</sup> copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

Reference Task Order 4 under Delivery Order DR-33-07-358.

The purpose of this modification is to extend the period of performance, increase the ceiling, revise the price schedule, add incremental funding, and revise the Statement of Work, as described on the following pages.

NRC Project Officer: Jeffrey Bartlett, 301-415-0243, email Jeffrey.Bartlett@nrc.gov

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

PATRICIA GAGLIEMO-PRIOR  
SR. CONTRACTS MANAGER

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

Eleni Jernell

Contracting Officer

15B. CONTRACTING OFFICER

(Signature of person authorized to sign)

15C. DATE SIGNED

9/24/09

16B. UNITED STATES OF AMERICA

BY

(Signature of Contracting Officer)

16C. DATE SIGNED

9/25/09

NSN 7540-01-152-8070  
PREVIOUS EDITION NOT USABLE

STANDARD FORM 30 (REV. 10-83)  
Prescribed by GSA - FAR 48.201-3.243

TEMPLATE - ADM001

SUNSI REVIEW COMPLETE

OCT 02 2009

ADM002



Reference Task Order 4, Electronic Information Exchange (EIE), under Delivery Order DR-33-07-358.

The purpose of this modification is to (1) extend the period of performance of this task order, (2) increase the task order ceiling, (3) revise the price schedule, (4) add incremental funding, and (5) revise the Statement of Work, as follows:

1. The period of performance end date of this task order is extended from September 25, 2009, to September 25, 2010, an extension of one year, in order to continue the effort under this task order during option year two of Delivery Order DR-33-07-358. The revised period of performance is from September 26, 2007, through September 25, 2010.
2. Increase the ceiling of this task order by \$1,309,989.56, from \$3,942,627.79 to \$5,252,617.35. The estimated cost for labor is \$5,133,961.95 and for ODC/Material/Travel is \$118,655.40.
3. Replace the existing price schedule with the attached revised price schedule, dated September 15, 2009, listing labor categories, hourly rates, and estimated labor hours, for a total estimated ceiling amount of \$5,252,617.35.
4. Add incremental funding in the amount of \$332,528.00, thereby increasing the obligated amount from \$3,942,627.79 to \$4,275,155.79.
5. Replace the existing Statement of Work with the attached revised Statement of Work.

Accounting and Appropriation Data - DR-33-07-358-4

B&R: 910-15-5F1-342 JCN: J1280 BOC: 252A APP: 31X0200.910  
FFS Commitment No. 10970896 **Obligate \$332,528.00**

The following is a summary of obligations from the date of award through the date of this action:

Award FY07 Obligation	\$1,294,067.98
Mod 1 FY08 Obligation	\$440,000.00
Mod 2 FY08 Obligation	\$220,000.00
Mod 3 transfer from base	\$99,993.15 (transfer from base)
Mod 4 FY08 Obligation	\$200,000.00
Mod 4 transfer from base	\$100,000.00 (transfer from base)
Mod 5 transfer from base	\$188,237.19 (transfer from base)
Mod 6 FY08 Obligation	\$420,660.09
Mod 7 transfer from base	\$200,000.00 (transfer from base)
Mod 8 FY09 Obligation	\$550,000.00
Mod 10 FY09 Obligation	\$29,669.38
Mod 11 FY09 Obligation	\$200,000.00
Mod 12 FY09 Obligation	\$332,528.00
Total NRC Obligations	\$4,275,155.79



This modification obligates FY 2009 funds in the amount of \$332,528.00.

Summary - Total Obligations by Job Code Number:

J1226	\$560,000.00
J1284	\$339,000.00
J1286	\$350,000.00
J1280	\$1,807,925.45
D1879	\$280,000.00
J1017	\$388,230.34 (transferred from base)
J1273	\$200,000.00
J1272	\$200,000.00 (transferred from base)
R1135	\$150,000.00
Total	\$4,275,155.79

All other terms and conditions of the subject task order remain unchanged.



## **Task Order 4      Electronic Information Exchange System**

### **A.      Background**

The EIE system supports the NRC's mission by providing a secure method to electronically transmit digitally-signed documents pertaining to licensing actions, associated hearings, and other regulatory matters as required by Title 10, Code of Federal Regulation (CFR), Part 2, Subpart C; Part 26.71; Part 40; Part 50.4; Part 70; and Part 110. The EIE system is a Major Application (MA) and is owned by the Office of Information Services (OIS), Business Process Improvement and Applications Division (BPIAD).

The EIE is currently under adaptive maintenance to integrate new features and capabilities into the system. The EIE system is designed to support the following types of electronic submissions for General, Adjudicatory, Fitness for Duty (FFD), Record Classification Action (RCA), and Criminal History (CH) workflows. EIE is being implemented in stages to address the system's capability to support these types of submissions. The existing stage is focused on maintenance of the system to support General, Adjudicatory, FFD, RCA and CH submissions. A future stage will address a level 4 security implementation to accommodate MPKI submissions and migration of the existing CH workflow.

Due to the nature of the system's functions, particularly, the Criminal History data, it processes, temporarily stores, and transmits, EIE has an overall High sensitivity level. The system's High sensitivity level is a critical consideration in the design of the EIE's current architecture to ensure that appropriate security controls are implemented throughout the entire system.

### **B.      Scope**

The overall scope is to provide: provide the maintenance and operational support of the EIE System which includes (1) security and system documentation, (2) project management support, (3) change control and management, (4) enhancements to EIE.

### **C.      Statement of Work**

1.      Maintenance and Operational Support  
The Contractor shall be responsible for making necessary changes to ensure that identified problems and/or upgrades with a system/module are corrected, checked for quality, and the system is returned to production in the shortest amount of time possible.

## **Task Order 4**



### **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.

### **Performance Requirements**

#### **Task 1: Maintenance - Provide change control and change management assistance and support using the PMM and RES tools**

The Contractor shall:

- A. Receive Change Requests from stakeholders and end-users.
- B. Enter Change Requests into the EIE Rational ClearQuest tool.
- C. Adhere to the EIE Configuration Control Board CCB Charter (see Appendix B).
- D. Act as the EIE CCB Coordinator, with responsibilities as defined by the CCB Charter.
- E. Act as the EIE Test Manager as defined by the Rational Unified Process. The NRC Task Manager will approve all test cases prior to development of Change Requests.

The Contractor shall complete and submit the following list of deliverables, while accomplishing this task:

- 1. Updated ClearQuest repository containing all EIE Change Requests
- 2. Updated RequisitePro repository containing all EIE vetted requirements
- 3. Updated ClearCase repository containing all EIE project documents
- 4. Test scripts and test management plans for each EIE enhancement
- 5. Transition and deployment plans for each EIE quarterly release

### **Task Order 4**



6. Release notes and updated system documentation associated with each EIE quarterly release

## **Task 2: Enhancement of the EIE System**

The Contractor shall:

- A. Analyze and document each submitted EIE Change Request (CR).
- B. Provide schedule, impact and cost analysis report to NRC EIE Project Manager.
- C. Develop and document SMART requirements for each EIE CCB-approved CR.
- D. Develop and document test scripts for each requirement.
- E. Develop new, enhanced, or change existing code to resolve each EIE CCB-approved CR.
- F. Perform and document a unit test for each EIE CCB-approved CR.
- G. Perform and document regression tests for each EIE CCB-approved CR in the NRC Consolidated Test Facility.
- H. Place the new, enhanced, or changed code in the appropriate build for the next scheduled EIE quarterly release.
- I. Provide updated system and security documentation to incorporate changes resulting from each quarterly release.

The Contractor shall complete and submit the following list of resulting deliverables while accomplishing this task:

1. CR impact and cost analysis report
2. Resource loaded Microsoft Project Schedule
2. SMART Requirements for each approved CR
3. Test scripts for each developed requirement
4. Documented new/enhanced/changed code
5. Documented unit test results for each CR

## **Task Order 4**



6. Documented regression test results for each CR
7. Documented user acceptance test for each CR
8. Documented system and security changes

**D. Place of Performance**

Work for this task order shall be performed at the contractor's site. The contractor shall schedule work hours of all on-site personnel in a manner that will provide maximum responsiveness to the Government's requirements. All regression testing and user acceptance testing shall occur on the Government's site in the NRC Consolidated Test Facility housed in 11545 Rockville Pike, Rockville, MD 20852.

**E. Schedule of Deliverables**

Each EIE CCB-approved Change Request will be scheduled as part of a quarterly release or interim patch. Costs, deliverables and expectations will be defined and scheduled within each release.

**F. Expertise/Skills**

The Contractor shall list and discuss relevant qualifications and related experience of the proposed personnel, to include any subcontractor personnel, to perform the work described in this effort. Specifically, the Contractor shall address the proposed personnel's knowledge and qualifications regarding change management and configuration management experience using the Rational Unified Process and Rational tools specifically ClearQuest, ClearCase, and RequisitePro for computer applications. In addition, the Contractor shall address the proposed personnel's knowledge and qualifications regarding the revision, change, and/or modification of existing Web portal applications for e-Government related programs, using the PureEdge/IBM Lotus Forms and ADOBE viewer, cgi scripts, API's, ADOBE PDF Generator, SQL database management and administration, JAVA, JBOSS, Websphere/Lotus Forms, Red Hat Linux and C++. Resumes for all proposed personnel, to include any subcontractor personnel, shall be submitted with the Contractor's proposal. In addition, the Contractor shall list and discuss the availability of the personnel, to include subcontractor personnel capable of performing the required work. It is preferred, but not mandatory that the proposed Project Manager be a Project Manager Professional currently certified by the Project Management Institute.

**G. Task Order Manager**

The manager for this task order is Patricia Hall, (301) 415-7353.



# **Nuclear Regulatory Commission**

Electronic Information Exchange (EIE)  
Configuration Control Board (CCB) Charter

Version 1.0



## **CCB Charter**

### **1. Mission**

The mission of the Electronic Information Exchange (EIE) Configuration Control Board (CCB) is to ensure the complete evaluation of all Change Requests (CR) and Problem Reports (PR) submitted to the EIE project. The EIE CCB is charged to implement and administer standard processes for review and disposition of all CRs and PRs submitted for consideration to the EIE project.

#### **1.1 Purpose**

The purpose of this charter is to authorize and approve the establishment of the EIE CCB. Additionally, this charter institutes the membership and conduct of the EIE CCB.

#### **1.2 Scope**

The EIE CCB executes approval, disapproval, deferral or transfer of all CRs. CCB members shall review each submitted CR to ensure that the CR is sound and complete from a technical and a functional perspective. Once the CCB approves a CR, The CCB Coordinator will update Configuration Management (CM) databases and distribute meeting results to all parties.

#### **1.3 References**

- Project Management Plan Electronic Information Exchange (EIE) System (Draft)
- Project Management Plan Electronic Information Exchange (EIE) High-Level Waste (HLW) (Draft)
- OCIO Application Change Request System Guide (Version 2.02 – 11.08.2004)
- NRC Requirements Management Plan (Version 0.1 – 8.12.2004)
- NRC Configuration Management Plan (Version 1.1 – 1.26.2005)

### **2. Membership**

Membership for the EIE CCB is delineated below. Voting members are identified by an asterisk; those not identified by an asterisk serve as advisory members.

- EIE CCB Chairman\*
- EIE CCB Coordinator
- EIE Development Engineer

Members:

- IT Project Management\*
- NRC Computer Operations
- Web Development
- Document Processing Center



- ASLBP
- SECY
- HLW Meta Systems
- Consolidated Test Facility
- IT Security
- ADM Personnel Security
- Enterprise Architecture

Other group or application representatives will be invited to the EIE CCB as submissions for changes to those general forms or applications that warrant their inclusion are received.

### **3. Roles and Responsibilities**

#### **3.1 CCB Chairman**

- Provide the guidance to ensure that the strategic goals of the NRC remain on course.
- Administer the proceedings of the EIE CCB.
- Facilitate meetings.
- Develop processes and procedures related to execution of the CCB operations.
- Ensure that all requirements, initiatives and/or objectives and constraints are considered before the process goes forward.

#### **3.2 CCB Coordinator**

- Ensure the CR is written in functional terms, and that all information required by the EIE CR form is populated, accurate and complete.
- Communicate EIE CCB Activities.
- Arranges logistics of CCB meetings.
- Prepare and distribute CCB Agenda.
- Documents and tracks disposition on all CCB actions.
- Distributes CCB outputs to all members of the CCB.
- Coordinates the inclusion of CCB work products into the CM Repository.

#### **3.3 CCB Members**

- Review and evaluate each CR.
- Make recommendations for approval or disapproval.
- Establish a priority.
- Assign to CR to a specific Release or patch.

#### **3.4 Development Engineer**

### **Task Order 4**



- Obtain clarification from the users, as required.
- Recommend a target release.
- Evaluate technical feasibility, including problem definition.
- Develop the high-level employment strategy.

#### **4. Standards and Guidelines**

- Work products (processes, procedures, documents, etc.) shall adhere to the NRC Configuration Management Plan (CMP) guidelines
- Decisions are made by agreement.
- Any member may designate a qualified substitute to attend a meeting in his/her place, as appropriate.
- Minutes and agenda will be documented, published, reviewed and approved. Minutes are recorded after each meeting and distributed to all members of the CCB and checked into the CM ClearCase repository.
- Agenda topics will at a minimum include:
  - Location
  - Time
  - Date
  - Meeting Topics
  - Approximate length of meeting
- Meetings are conducted as required. The chairperson reserves the right to convene an electronic vote (cast by email) for matters of urgency.

#### **5. Processes**

##### **5.1 Submission of a CR or PR to the CCB**

- CRs may be submitted to the CCB by completing and forwarding the CR form to the CCB Coordinator. Forms are located online at: <http://www.internal.nrc.gov/OCIO/bpiad/eiechangerequest.html>.
- Although anyone can submit a CR, EIE project personnel recommend that users have their IT coordinator submit all CRs for their department. All CRs require approval from the Originator's supervisor before the CR will be presented to the CCB.
- CR forms received by COB Monday will be processed for the CCB that week. CR forms received after COB Monday will be held until the following week.
- Upon receipt of the CR form, the CCB Coordinator will review current open CRs to ensure the CR is not a duplicate. The Coordinator will assign a control number and input all data directly into Rational ClearQuest. The Coordinator then will forward a copy of the form with the assigned control number to the CCB Chair for review.



- Requestors will be notified of receipt the CR by COB Tuesday.
- The CCB Chair shall decide which requests can be handled electronically. Electronic request decisions will be sent to board members by 12:00 noon each Wednesday.
- The CCB will meet each Thursday based on need. If a meeting is not required, a notice will be sent out canceling the meeting for that week. Priorities will be assigned and evaluated at the meeting.
- The CCB Coordinator will update ClearQuest and distribute meeting results to all parties by COB Friday.

## **5.2 CR or PR Release Management**

- EIE will operate on a quarterly release schedule
- A CCB-approved CR received on or before the forty-fifth day of a quarter (e.g., August 15) will be included in the next quarter (October 1) release, or as scheduled by the CCB board members.
- A CCB-approved CR that requires immediate release will be treated as a patch. The patch will be implemented after the prescribed test cycle.
- The EIE requirements, design, code, and architecture will be examined and re-baselined as appropriate after every release.