

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

BPA NO.

1. CONTRACT ID CODE

PAGE

1

OF

10

2. AMENDMENT/MODIFICATION NO.

M017

3. EFFECTIVE DATE

See block 16c.

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. (If applicable)

6. ISSUED BY

CODE

3100

7. ADMINISTERED BY (If other than Item 6)

CODE

3100

U.S. Nuclear Regulatory Commission
Div. of Contracts, CMB3
Attn: Adelis M Rodriguez, 301-492-3623
Mail Stop TWB-01-B10M
Washington, DC 20555

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)

(X)

QAO CORPORATION

Attn: Patricia Gagliemo-Prior

5290 Shawnee Road

Alexandria VA 22312

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.
GS35F4524G NRC-DR3307358T00410B. DATED (SEE ITEM 13)
09-26-2007

CODE 074830209

FACILITY CODE

X

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) N/A

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).

X C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 43.103(a)

D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 _____ copies to the issuing office.

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

The purpose of this modification is to revise the statement of work and to increase the level of effort by \$500,976.51 from \$5,252,617.35 to \$5,753,593.86 to meet the demand for additional support and enhancements to agency-wide applications for evolving NRC business requirements. See additional pages for more details.

Total Ceiling: \$5,753,593.86 (changed)

Total Obligated Amount: \$5,233,704.79 (unchanged)

Period of Performance: 9/26/2007-9/25/2010 (unchanged)

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 NEGOTIATOR

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

Joseph Widdup
Contracting Officer

15B. CONTRACTOR/OFFEROR

Patricia Gagliemo-Prior
(Signature of person authorized to sign)

15C. DATE SIGNED

8/2/10

16B. UNITED STATES OF AMERICA

BY *Joseph Widdup*
(Signature of Contracting Officer)

16C. DATE SIGNED

8/4/10

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

SUNSI REVIEW COMPLETE

AUG 04 2010

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA - FAR (48 CFR) 63.243

TEMPLATE - ADM001

ADM002

A. Background

The EIE system supports the NRC's mission by providing an 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 Regulations (CFR), Part 2, Subpart C; Part 26.71; Part 40; Part 50.4; Part 70; and Part 100. 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 designated 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.

Maintenance Requests:

The NRC TOM/client shall notify the Contractor of system maintenance requestes 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.

Task Order 4 Electronic Information Exchange System

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
- 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 test 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.
- J. Develop the PDF rendering feature for Adjudicatory workflow.
- K. Incorporate the required enhancement in the new release of EIE.
- L. Convert General Forms to IBM Lotus Form.
- M. Convert Fitness for Duty to IBM Lotus Form.

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
3. SMART Requirements for each approved CR
4. Test scripts for each developed requirement
5. Documented unit test results for each CR
6. Documented regression test results for each CR
7. Documented user acceptance test for each CR
8. Documented system and security changes

2. Hardware and Software Procurements – Other Direct Costs (ODC)

Where required, the Contractor shall procure hardware or software on the government's behalf to support requirements of EIE including but not limited to: (1) hardware devices such as servers, hard drives, memory and related peripherals; (2) software required to support the processing of EIE or any components thereof. For all equipment obtained over \$3,000 the contractor shall obtain contracting officer prior approval by providing at least three quotes to the contracting officer prior to purchase. When purchasing hardware and software products the contractor shall always select the lowest priced technically acceptable quote.

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, Webshere/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 Karen Derringer, (301) 415-7077.

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

- 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.