

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

BPA NO.

1. CONTRACT ID CODE

PAGE

1

OF

9

2. AMENDMENT/MODIFICATION NO.

M018

3. EFFECTIVE DATE

See block 16C

4. REQUISITION/PURCHASE REQ. NO.

ADM-12-174

5. PROJECT NO. (If applicable)

1-11-12

6. ISSUED BY

CODE

3100

7. ADMINISTERED BY (If other than Item 6)

CODE

3100

U.S. Nuclear Regulatory Commission
Div. of Contracts
Attn: Vanessa Lamb, 301-492-3622
Mail Stop TWB-01-B10M
Washington, DC 20555

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

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

OAO CORPORATION

Attn: Jeffery FUNK

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-DR3307358T014
M018

10B. 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)

Obligate: \$10,000, Job Code: B1459, BOC: 2574
B&R: 2012-40-51-F-156, Appropriation: 31X0200, FAIMIS: 121019
NAICS: 541511, RPPA: ADM 12-174,

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) FAR Clause LIMITATION OF FUNDS (52.232-22) (APR 1984)
X FAR Clause OPTION TO EXTEND SERVICES (52.217-8) (NOV 1999)

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.)

Task Order 14, Administrative Systems

See page 2 for additional details

Total order ceiling: \$2,449,627.75 (changed)

Total obligated amount: \$1,855,258.56 (changed)

Period of Performance: 9/26/2007-3/25/2012 (changed)

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)

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

Dominique C. Malone
Contracting Officer

Warrant Number 172

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

15B. UNITED STATES OF AMERICA

15C. DATE SIGNED

(Signature of person authorized to sign)

BY 
(Signature of Contracting Officer)

1/25/2012

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

STANDARD FORM 80 (REV. 10/83)
Prescribed by GSA - FAR (48 CFR) 53.243

TEMPLATE - ADM001

SUNSI REVIEW COMPLETE

ADM002

The purposes of this modification are the following:

A. To exercise FAR Clause 52.217-8; as a result the contract is revised to reflect the following:

1) Period of Performance

(a) The period of performance is extended by 2 months to March 25, 2012. Therefore, the period of performance is changed to read September 26, 2007 to March 25, 2012.

2) Ceiling Increase

B. To increase the estimated ceiling from \$2,361,684.89 by \$87,942.86 to \$2,449,627.75

(a) This option is being exercised at the labor rates and the ceiling amount in the attached pricing schedule.

C. To provide incremental funding.

(a) This task order is hereby incrementally funded from \$1,845,258.56 by \$10,000 to \$1,855,258.56

ADM Systems	Option 2 Rate	FY2012 Option 2 (1/26/12-3/25/12)	
Direct Labor Categories		Hours	Amount
010 Program Manager	\$		\$
020 Project Manager	\$		\$
030 Quality Assurance Manager	\$	-	\$ -
050 Principal BPR Specialist	\$	-	\$ -
060 Senior BPR Specialist	\$	-	\$ -
070 Principal Systems Analyst	\$	-	\$ -
080 Senior Systems Analyst	\$	-	\$ -
090 Principal Information Engineer	\$	-	\$ -
100 Senior Information Engineer	\$	-	\$ -
105 Senior Information Engineer Onsite	\$	-	\$ -
110 Senior Functional Analyst	\$		\$
130 Systems Analyst 5	\$		\$
140 Systems Analyst 4	\$	-	\$ -
150 Systems Analyst 3	\$	-	\$ -
160 Systems Analyst 2	\$	-	\$ -
170 Systems Analyst 1	\$	-	\$ -
220 Computer Programmer 6	\$	-	\$ -
230 Computer Programmer 5	\$	-	\$ -
260 Support Specialist 6	\$	-	\$ -
265 Support Specialist 6 Onsite	\$	-	\$ -
270 Support Specialist 5	\$	-	\$ -
275 Support Specialist 5 Onsite	\$	-	\$ -
280 Support Specialist 4	\$	-	\$ -
310 Engineer 5	\$	-	\$ -
350 Senior Security Specialist	\$	-	\$ -
360 Computer Security Specialist	\$	-	\$ -
520 Apps Systems Analysis and Program Manager	\$	-	\$ -
525 Apps Systems Analysis and Program Manager Onsite	\$		\$
530 Apps Systems Analysis and Program Sup	\$		\$
535 Apps Systems Analysis and Program Sup Onsite	\$		\$
540 Apps Systems Analyst/Programmer - St Spec	\$		\$
545 Apps Systems Analyst/Programmer - St Spec Onsite	\$	-	\$ -
550 Apps Systems Analyst/Programmer - Lead	\$	-	\$ -
555 Apps Systems Analyst/Programmer - Lead Onsite	\$	-	\$ -
580 Network Ops Specialist	\$	-	\$ -
630 Tele Comm Eng/Analyst	\$	-	\$ -
700 Documentation Specialist	\$	-	\$ -
710 Documentation Coordinator	\$	-	\$ -
715 Documentation Coordinator Onsite	\$	-	\$ -
720 Technical Expert - Level 4	\$	-	\$ -
730 Technical Expert - Level 3	\$	-	\$ -
740 Technical Expert - Level 2	\$	-	\$ -
745 Technical Expert - Level 2 Onsite	\$	-	\$ -
750 Technical Expert - Level 1	\$	-	\$ -
760 Information Services Consultant	\$	-	\$ -
TOTAL LABOR			\$ 87,942.86

Task Order 14

Office of Administration Systems

A. Objective

To maintain application systems used by the Office of Administration (ADM) to ensure the systems process information accurately, reliably, and in a timely manner.

B. Scope

The Contractor shall perform application systems maintenance for systems listed below in the SOW section, subparagraph, "Maintenance." Maintenance shall include actions taken to resolve application system failures, correct defects, and maintain functionality when IT infrastructure is updated, as well as 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.

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.

Maintenance Requests:

Individual application system failures or other reasons or problems that necessitate a maintenance action will be brought to the attention of the Contractor through change requests (CRs) using the NRC-approved software, email direction from the NRC/ADM TOM, or as a call-back request from the HelpDesk to the ADM user who discovered the problem.

The Contractor shall document all email or phone maintenance requests in writing when received, noting the originator of the request, system number, maintenance action description and nature (corrective, perfective, or adaptive) to be entered as a CR.

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 include, in requests for maintenance actions requiring in excess of 3 business days to complete, an assessment of the effort needed to perform the activity. The Contractor shall forward the request to the NRC/ADM TOM by email, within 2 days of receipt. Once the CR or multiple CRs have been

Task Order 14**Office of Administration Systems**

entered, a release record is created by the NRC/ADM TOM with the CRs listed in it. The Contractor then calculates the estimated level of effort to complete the maintenance activity as required by the NRC/ADMTOM and sends an MS Project file to the NRC/ADM TOM.

The NRC/ADM TOM shall review the Contractor's assessment and the MS Project file and update the CR with the authorization to begin work or email the Contractor with any issues that need to be resolved. If the Contractor is authorized to perform the work, the Contractor shall perform the work within 3 workdays of the authorization, unless otherwise approved by the NRC/ADM TOM or representative. The Contractor shall update the CR and send an email to the NRC/ADM TOM when the work is completed and shall document the actual time required to complete the fix on the original maintenance request.

Efforts assessed at less than 3 business days to complete shall be accomplished by the Contractor without prior NRC/ADM TOM approval. The Contractor shall document the original maintenance request by entering a CR and inputting the completion date when the small CR has been completed.

An email with each completed maintenance request CR number and title shall be sent to the NRC/ADM TOM.

a. **Systems To Be Serviced**

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

System Name	System Number	System Acronym	Software	Platform
Contract Tracking System (CTS, INVCTS, PO, and CTSRPT)	H0042	CTS	Delphi 3 w/ Access 97 database (no Java)	PC/LAN (no Web)
Dosimeter	H0052	DOS	Delphi 3 w/ Access 97 database (no Java)	PC/LAN (no Web)
FIXIT/CLEANIT	H0021	FIXIT	Delphi 3 w/ Access 97 database & Java	PC/LAN & Web
Furniture Repair	H0060	FURNREP	Delphi 3 w/ Access 97 database & Java	PC/LAN & Web

Task Order 14

Office of Administration Systems

Guard Tracking System (GTS)	9766	GTS	Delphi 3 w/ Access 97 database (no Java)	PC/LAN (no Web)
Keys	H0051	KEYS	Delphi 3 w/ Access 97 database (no Java)	PC/LAN (no Web)
Locksmith	H0048	LOCKS	Delphi 3 w/ Access 97 database & Java	PC/LAN & Web
Mail Services	H0057	MAIL	Delphi 3 w/ Access 97 database & Java	PC/LAN & Web
Main User Interface	H0054	MAIN	Delphi 3 w/ Access 97 database & Java	PC/LAN & Web
Metrochek	H0045	METROCHEK	Delphi 3 w/ Access 97 database (no Java)	PC/LAN (no Web)
Parking Management System	H0037	PMIS	Delphi 3 w/ Access 97 database (no Java)	PC/LAN (no Web)
Project Tracking System	3590	PTS	Delphi 3 w/ Access 97 database (No Java)	PC/LAN (No Web)
Ticket Tracking System	Z1011	TTS	Delphi 3 w/ Access 97 database (no Java)	PC/LAN (no Web)
UDriveIt	H0053	UDRIVEIT	Delphi 3 w/ Access 97 database & Java	PC/LAN & Web

Task Order 14**Office of Administration Systems**

Visitor Information Profile	H0041	VIP	Delphi 3 w/ Access 97 database & Java	PC/LAN & Web
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b. Independent Action

The Contractor shall have authority to take necessary actions for up to 3 business days per incident to evaluate an application system problem, correct and appropriately document the problem and actions taken, test corrections, and prepare the corrected/new component for deployment. The Contractor shall notify the NRC/ADM TOM and appropriate ADM user when the corrected system is ready for deployment (i.e., testing completed, ready for deployment) and shall follow the email directions of the NRC/ADM TOM or the ADM user for deployment.

c. Work Actions Requiring Preapproval

The Contractor shall develop and deliver, via email or CR, to the NRC/ADM TOM, work estimates and plans for any efforts requiring more than 3 business days of effort to complete. The NRC/ADM TOM will review the Contractor's assessment (estimate and MS Project plan) and will provide an email authorization within 2 work days of receipt. The Contractor shall not commence code or data changes for efforts covered by a work estimate and plan (level of effort exceeds 3 business days for code, test, and document creation/changes) without an authorization within the task CR from the NRC/ADM TOM.

The Contractor shall not engage in any work that would be classified as perfective maintenance (i.e., an enhancement or modification that is not the result of a code or data error) without a CR or email to the NRC/ADM TOM. The NRC/ADM TOM will need to approve the CR or email via email before work will commence. If a CR needs to be created at this point, the NRC/ADM TOM will create it and set the status to authorized.

The Contractor shall not update user guides without a CR or email authorization from the NRC/ADM TOM.

Authorized actions shall be performed by the Contractor within 3 workdays of authorization, unless a longer time is approved by the NRC/ADM TOM.

d. Additional requirements include the following:

- A desktop icon is made available to all users of the application.
- An electronic copy is functional and workable at first installation.

Task Order 14

Office of Administration Systems

- The latest production version of the application is checked out through the CM Library and used for modifications.
- An 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 the NRC/ADM TOM.
- New products introduced to the application system are consistent with the authorized list of vendor products (i.e., the toolkit) approved by the NRC Environmental Change Control Board.
- The NRC/ADM TOM approval is obtained, in writing, for all efforts estimated to take more than 3 business days.
- Biweekly status reports accurately reflect work performed and are a true reflection of task status, including expenditure of funds.
- Biweekly status reports reflect each CR and how many hours were spent on each CR with the Contractor's name that worked on it listed with the hours spent.
- Monthly timesheet status report accurately reflects work performed with each contractor and type of position showing how many hours, broken down by CR, were spent on each system.
- The NRC/ADM TOM is notified when less than 24 hours remain available for ADM 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 staff is trained in new technologies and frequently offers advice for new technologies to be used on ADM systems.
- Contractor personnel interact professionally with Government personnel.
- Assistance is provided in a courteous, professional manner.

D. 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 staff, as required, during business hours.

E. Schedule of Deliverables

<u>Deliverable Name</u>	<u>Responsibility</u>	<u>Delivery Schedule</u>
Maintenance Work Plan and Estimate to NRC/ADM's Task Order Manager	Contractor	Whenever work effort will exceed 3 business days

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<u>Deliverable Name</u>	<u>Responsibility</u>	<u>Delivery Schedule</u>
Work Plan and Estimate Approval Email or CR	NRC Work Effort 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 Email	Contractor	When 24 or fewer hours are available
Status Reports	Contractor	Biweekly
Voucher Summary Spreadsheet Detailing Funding Status	Contractor	Monthly

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 with Windows XP workstations. The majority of the systems are written with a Delphi 3.0 front end and Microsoft Access 97 databases (SRS). The Intranet pieces of the applications (ISRS) will be running on a Windows NT (Windows 2003 in late 2005) server with iPlanet and IDS. The Service Request System (both SRS and ISRS) use the same Microsoft Access 97 databases. The IPSS will be written in a software application that is in the NRC agency wide toolkit.

G. Task Order Manager

The manager for this task order is Mary Denney, (301) 415-6598.

H. Level of Effort

The Government's estimated level of effort for this task order should allow for 146 hours per system, but the work can be moved from one system to another if the NRC/ADM TOM approves the request. An email notification to the NRC/ADM TOM shall be made by the Contractor when less than 24 hours remain available for maintenance of ADM application systems.