

ORDER FOR SUPPLIES OR SERVICES

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

BPA NO. NRC-DR-33-10-324

| | | | | | |
|---|--|--|--|---|----------------|
| 1. DATE OF ORDER 9/28/12 | | 2. CONTRACT NO. (if any) GS35F01255 | | 6. SHIP TO: | |
| 3. ORDER NO. NRC-HQ-12-P-10-0256 | | 4. REQUISITION/REFERENCE NO. ADM-12-523 | | a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission | |
| 5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div. of Contracts Attn: William Adams Mail Stop: TWB-01-B10M Washington, DC 20555 | | | | b. STREET ADDRESS | |
| 7. TO: | | | | c. CITY Washington | d. STATE DC |
| a. NAME OF CONTRACTOR AEGIS.NET INC | | | | f. SHIP VIA | |
| b. COMPANY NAME | | | | 8. TYPE OF ORDER | |
| c. STREET ADDRESS 42 READS WAY | | | | <input type="checkbox"/> a. PURCHASE <input type="checkbox"/> b. DELIVERY | |
| d. CITY NEW CASTLE | | | | REFERENCE YOUR Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated. | |
| e. STATE DE | | | | Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract. | |
| f. ZIP CODE 197201649 | | | | | |
| 9. ACCOUNTING AND APPROPRIATION DATA FAIMIS Commitment No.: 123543; B&R No.: 2012-40-51-F-0156 Job Code: B1459; BOC: 252A; Appropriation No.: 31X0200 NAICS: 541519; DUNS: 152858358; APP: APP-12-9244 | | | | 10. REQUISITIONING OFFICE OIS | |
| 11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB | | | | 12. F.O.B. POINT N/A | |
| 13. PLACE OF a. INSPECTION DESTINATION | | b. ACCEPTANCE DESTINATION | | 15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) See SOW | |
| | | | | 16. DISCOUNT TERMS Net 30 | |

17. SCHEDULE (See reverse for Rejections)

| ITEM NO. (a) | SUPPLIES OR SERVICES (b) | QUANTITY ORDERED (c) | UNIT (d) | UNIT PRICE (e) | AMOUNT (f) | QUANTITY ACCEPTED (g) |
|---|---|-------------------------|-------------|-------------------|---------------|--|
| 0001 | <p>This is a labor-hour task order. The Contractor exceeds the ceiling price noted in block 17(h) at its own risk.</p> <p>Contractor performance of Statement of Work (SOW) Requirements</p> <p>Authorized labor categories and fixed hourly rates:</p> <p>IV&V Process Manager: \$192.52 IV&V Technical Specialist: \$154.03 Senior Functional Analyst: \$137.52</p> <p>Period of Performance: October 15, 2012 through no later than March 15, 2013</p> <p>NRC Contracting Officer's Representative: Arthur Davis at 301-415-5780 or arthur.davis@nrc.gov.</p> <p>Contractor Representative: Thomas Lourenco at 703-893-6020 x312 or tom.lourenco@aegis.net.</p> <p>Accepted by: <i>Thomas Lourenco</i> Vice President, AEGIS.NET Signature: <i>[Signature]</i> 9/28/12</p> | | LOT | | | |
| 18. SHIPPING POINT 19. GROSS SHIPPING WEIGHT 20. INVOICE NO. 21. MAIL INVOICE TO a. NAME Department of Interior / NBC NRCPayments_NBCDenver@NBC.gov b. STREET ADDRESS (or P.O. Box) Attn: Fiscal Services Branch - D2770 7301 W. Mansfield Avenue c. CITY Denver d. STATE CO e. ZIP CODE 80235-2230 PHONE: FAX: f. CITY g. STATE h. ZIP CODE 99,427.00 | | | | | | |
| 22. UNITED STATES OF AMERICA BY (Signature) <i>[Signature]</i> | | | | | | 17(h) TOTAL (Cont. pages) 17(i) GRAND TOTAL |

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OPTIONAL FORM 347 (REV. 2/2012)
PRESCRIBED BY GSA/FAR 48 CFR 53.213(f)

TEMPLATE - ADM001

SUNSI REVIEW COMPLETE

APR 08 2014

ADM002

SECTION B - GENERAL TERMS

B.1 FSS-BPA TERMS AND CONDITIONS

This order is subject to the terms referenced in BPA NRC-DR-33-10-324 and the General Services Administration (GSA) Federal Supply Schedule Contract # GS35F0125S.

B.2 NRC Acquisition Clauses - (NRCAR) 48 CFR Ch. 20

B.3 WHISTLEBLOWER PROTECTION FOR NRC CONTRACTOR AND SUBCONTRACTOR EMPLOYEES (AUG 2011)

(a) The U.S. Nuclear Regulatory Commission (NRC) contractor and its subcontractor are subject to the Whistleblower Employee Protection public law provisions as codified at 42 U.S.C. 5851. NRC contractor(s) and subcontractor(s) shall comply with the requirements of this Whistleblower Employee Protection law, and the implementing regulations of the NRC and the Department of Labor (DOL). See, for example, DOL Procedures on Handling Complaints at 29 C.F.R. Part 24 concerning the employer obligations, prohibited acts, DOL procedures and the requirement for prominent posting of notice of Employee Rights at Appendix A to Part 24 entitled: "Your Rights Under the Energy Reorganization Act".

(b) Under this Whistleblower Employee Protection law, as implemented by regulations, NRC contractor and subcontractor employees are protected from discharge, reprisal, threats, intimidation, coercion, blacklisting or other employment discrimination practices with respect to compensation, terms, conditions or privileges of their employment because the contractor or subcontractor employee(s) has provided notice to the employer, refused to engage in unlawful practices, assisted in proceedings or testified on activities concerning alleged violations of the Atomic Energy Act of 1954 (as amended) and the Energy Reorganization Act of 1974 (as amended).

(c) The contractor shall insert this or the substance of this clause in any subcontracts involving work performed under this contract.

B.4 AUTHORITY TO USE GOVERNMENT PROVIDED SPACE AT NRC HEADQUARTERS (AUG 2011)

Prior to occupying any government provided space at NRC HQs in Rockville Maryland, the Contractor shall obtain written authorization to occupy specifically designated government space, via the NRC Contracting Officer's Representative (COR), from the Chief, Space Design Branch, ADSPC. Failure to obtain this prior authorization can result in one, or a combination, of the following remedies as deemed appropriate by the Contracting Officer.

- (1) Rental charge for the space occupied will be deducted from the invoice amount due the Contractor
- (2) Removal from the space occupied
- (3) Contract Termination

B.5 GREEN PURCHASING (JUN 2011)

(a) In furtherance of the sustainable acquisition goals of Executive Order 13514, "Federal Leadership in Environmental, Energy, and Economic Performance" products and services provided under this contract/order shall be energy- efficient (Energy Star or Federal Energy Management Program (FEMP) designated), water-efficient, biobased, environmentally preferable (e.g., Electronic Product Environmental Assessment Tool (EPEAT) certified), non-ozone depleting, contain recycled content, or are non-toxic or less toxic alternatives, where such products and services meet agency performance requirements. <http://www.fedcenter.gov/programs/eo13514/>

(b) The contractor shall flow down this clause into all subcontracts and other agreements that relate to performance of this contract/order.

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1. Background

The Nuclear Regulatory Commission (NRC) Office of Administration (ADM), Division of Administrative Services (DAS), Multimedia Communications Branch (MCB), is interested in developing a plan for the migration of Agency video assets (e.g., live streaming media, video teleconferencing, commercially-acquired broadcast television, video-on-demand, digital signage, Webstreaming to both internal and external customers, etc.) onto the existing NRC information technology (IT) network, currently maintained and administered by the NRC Office of Information Services (OIS). At a minimum, this entails the migration of the existing Integrated Service Digital Network (ISDN) VTC distribution capability, to an Internet Protocol (IP)-based model. This IP based model, hereafter referred to as Video-Over-IP, will provide the foundation for the Agency's next generation Video capability. The VTC migration is required due to the plans for de-supporting of the ISDN capability by the vendor for the hardware currently providing the VTC functionality at NRC. Additional Video-Over-IP functionality will be evaluated to capitalize on the infrastructure investment required to support this migration.

This IP based model will provide the flexibility to access video content at workstations in support of business requirements, including collaborative working opportunities and access to a broad range of educational opportunities and industry meetings. Additionally, the Agency hopes to realize cost savings by hosting its video for internal and external customers, thus eliminating the requirement for a separate Webstreaming contract.

Critical to the implementation of video-over-IP is a comprehensive and thorough assessment of the existing NRC IT network, to include a detailed assessment of (but not limited to):

1. The as-built architecture of the network in its present state
2. The network's present ability to incorporate Video-Over-IP
3. Future network requirements (hardware and bandwidth) to support Video-Over-IP
4. Network security considerations and recommendations
5. Requirements for FISMA certification.

(ADM is aware of a parallel effort in OIS to pilot a Media Streaming infrastructure. The analysis resulting from this solicitation shall consider this effort.)

The NRC intends to procure professional services to conduct a thorough study of the current NRC IT network infrastructure capabilities evaluating the capability to support immediate and long-term Video-Over-IP requirements including (IP-based) Video Teleconferencing, web streaming, Video on Demand, Digital Signage and broadcast television. This analysis shall include a high level roadmap for migrating to a full Video-Over-IP environment, along with Order of Magnitude costs. This Video-Over-IP environment is intended to support both internal video communications (to the White Flint campus as well as the regions, the Technical Training Center (TTC) and the Resident Inspector (RISE) sites) and external video communications (adjudicatory hearings, public meetings, conferences, etc.) The overarching objective is to provide these services without degrading existing network services and performance levels, while maintaining compliance with computer security mandates.

2. Objectives

The NRC intends to migrate from NRC's current ISDN-based Video Teleconferencing capability to a more robust IP based configuration, and evaluate other IP based video technologies. This is planned to address risks related to de-support of existing hardware configurations and

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address gaps in existing functionality. Video-Over-IP is viewed as adding flexibility, timeliness, accessibility and value to the Agency's video assets, as well as providing staff a wide range of collaborative and work efficiency tools to better manage work and productivity, while concurrently saving the Agency time and money.

The analysis shall incorporate input from stakeholders to include representatives from the Office of Administration (ADM), the Office of Information Services (OIS), the Office of the Advisory Committee on Reactor Safeguards (ACRS), the Atomic Safety Licensing Board Panel (ASLBP), the Office of New Reactors (NRO) and the Office of Nuclear Reactor Regulation (NRR), and the Office of Nuclear Material Safety and Safeguards (NMSS) to ensure anticipated network traffic demands are identified.

The to-be solution must adhere to NRC Computer Security Office (CSO) security requirements in order to obtain an Authority to Operate (ATO). The high-level requirements to obtain the ATO shall be addressed in the analysis documents.

3. Scope of Work

The Contractor shall develop a high-level Vision Document for the migration from the current ISDN based VTC services to a more comprehensive Video-Over-IP infrastructure as described above. This document shall follow the NRC Project Management Methodology (PMM) (Management Directive 2.8) format for the Project Vision document.

The Contractor shall perform and document an analysis to support the goals of migrating to Video-Over-IP (including IP-based Video Conferencing, web streaming, Video on Demand, Digital Signage and broadcast television) which includes, at a minimum:

- A clear, thorough and detailed study of the existing Video and IT network infrastructures to include the present capabilities and capacities for Video-Over-IP;
- An assessment of the security considerations for an implementation of Video-Over-IP, including the possible introduction of new VoIP hardware and software onto the NRC network. These security considerations shall include identification of broad requirements to receive FISMA certification;
- A roadmap for a phased implementation of Video-Over-IP, encompassing high level requirements and Order of Magnitude costs for:
 - Migrating VTC from an ISDN to IP platform (incorporating requirements to migrate to IPV6)
 - Bandwidth requirements for the proposed solution showing both moderate and heavy load bandwidth requirements
 - Implementation of Webstreaming on the NRC infrastructure
 - Implementation of VOD on the NRC infrastructure
 - Implementation of Digital signage on the NRC infrastructure
 - Implementation of Broadcast television on the NRC infrastructure
- A summary presentation of the analysis findings, suitable for presentation to senior management to secure program support.
- Detailed drawings supporting each technology in its present configurations and recommended upgrades/configuration.

This analysis shall incorporate input from stakeholders to include representatives from the Office of Administration (ADM), the Office of Information Services (OIS), the Computer Security

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Office (CSO), the Office of the Advisory Committee on Reactor Safeguards (ACRS), the Atomic Safety Licensing Board Panel (ASLBP), the Office of New Reactors (NRO) and the Office of Nuclear Reactor Regulation (NRR), and the Office of Nuclear Material Safety and Safeguards (NMSS) to ensure anticipated business requirements and network traffic demands are identified.

The Contractor shall provide all personnel, materials, hardware, software, labor, supplies, equipment, travel, and other direct costs necessary to accomplish the performance of the tasks described in this Statement of Work.

4. Specific Task Requirements

The reports, summaries, data and related documents will be considered draft until approved by the NRC COR. The Contractor shall follow the NRC Project Management Methodology (PMM) (Management Directive 2.8) in developing the initial Vision document.

4.1 Project Management Plan

The Contractor shall develop an IV&V Project Plan to include at minimum the following topics: requirements gathering approach, quality assurance approach, roles and responsibilities, list of assumptions, scope and staffing requirements.

4.2 Project Schedule

The Contractor shall develop an IV&V Project Plan Schedule to include a proposed work schedule showing milestones, critical activities and dependencies for the completion of work.

4.3 Program Vision Document

The Contractor shall develop a program Vision document, following the appropriate NRC PMM format, to encompass program goals, business drivers, business opportunities and potential alternatives. This Vision document shall incorporate estimated costs, assumptions and dependencies, and program risks.

4.4 Survey of Existing Capacity to Support Video-Over-IP

The Contractor shall work with stakeholders in ADM and OIS to determine existing video and network capacities and capabilities to leverage in the transition to Video-Over-IP. The Contractor shall also consider planned capacities when making recommendations. The information gathered in this task shall be documented in the summary analysis document.

4.5 Assessment of Security Considerations for Video-Over-IP

The Contractor shall work with stakeholders in ADM and OIS and, where appropriate, the Computer Security Office to identify the security considerations for implementation of Video-Over-IP. This shall encompass any new hardware or software anticipated, as well as both internal (Headquarters and Regional) and external video communications. The information gathered in this task shall be documented in the summary analysis document.

4.6 Roadmap for Phased Implementation of Video-Over-IP

The Contractor, with input from stakeholders, shall develop a high level roadmap for the phased implementation of Video-Over-IP with potential timelines and milestones, to support planning activities and further discussions with stakeholders and management. The information gathered in this task shall be documented in the summary analysis document.

4.7 Summary Analysis Document

The Contractor shall develop a Summary Analysis Document, incorporating requirements identified by stakeholders, as well as findings from tasks 4.4 (Survey of Existing Capacity to Support Video-Over-IP), 4.5 (Assessment of Security Considerations for Video-Over-IP), and 4.6 (Roadmap for Phased Implementation of Video-Over-IP). The information contained in this document should be consistent with, and support the Summary Presentation of Findings, articulated in task 4.8.

4.8 Summary Presentation of Findings

The Contractor shall develop a summary presentation of findings from the analyses and assessments, suitable for presentation to senior management. This presentation shall be in MS PowerPoint format, and will be accompanied by documentation necessary to support and clarify presentation materials. The Contractor shall present findings to primary stakeholders at end of the period of performance.

5. Overall Performance Standards

The Contractor shall deliver the following items, with the milestone dates adhering to the schedule described below. Changes to this schedule must be mutually agreed upon by bilateral modification to the task order.

| Activity | Schedule |
|---|---|
| Kickoff Meeting | No later than 10 business days after task order award |
| Project Management Plan | No later than 5 business days after Kickoff Meeting |
| Project Schedule | No later than 5 business days after Kickoff Meeting |
| Program Vision Document | No later than 65 business days after Kickoff Meeting |
| Survey of Existing Capacity to Support Video-Over-IP | No later than 80 business days after Kickoff Meeting |
| Assessment of Security Considerations for Video-Over-IP | No later than 80 business days after Kickoff Meeting |
| Roadmap for Phased Implementation of Video-Over-IP | No later than 80 business days after Kickoff Meeting |
| Summary Analysis Document | No later than 80 business days after Kickoff Meeting |

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| Activity | Schedule |
|----------------------------------|--|
| Summary Presentation of Findings | No later than 80 business days after Kickoff Meeting |
| Status Reports | Weekly upon task order award, potentially, changing to bi-weekly upon mutual written agreement of Contractor and COR |

6. Acceptance Criteria

The deliverables shall provide sufficient detail to ensure completeness, consistency, correctness, and accuracy of the work performed. All deliverable products shall be grammatically correct according to industry standard rules and contain correct spelling. All technical and financial terms shall be clearly defined to be understood by all readers. All final deliverable products shall be delivered in Microsoft Word, Microsoft PowerPoint or Microsoft Visio compatible format and will be reviewed by the COR. The COR will provide an indication of approval or disapproval with five (5) business days.

7. Kick-off Meeting

The Contractor shall participate in a kick-off meeting no later than five (5) business days after award to introduce the COR and their designees. The purpose of the meeting is to review and discuss goals for the project and to establish Contractor/NRC communications report framework for the project. Further, discussion shall include the objectives and deliverables. Internal NRC documents will be coordinated during this meeting.

8. Status Meetings

Weekly status meetings will be conducted between the Key Personnel and the COR immediately after the award of the task order. The frequency and location of the status meetings may be modified to bi-weekly after an agreement has been reached between the COR and the Contractor. The Contractor shall provide a project status report every two weeks reflecting percentage of completion per task with the corresponding hours worked and the residual hours available.

9. Travel Requirements

The primary place of performance shall be at the NRC headquarters in Rockville, Maryland. Local travel expenses will not be reimbursed by the NRC. Onsite parking is not available. Travel to Contractor locations, Contractor hosting sites, and system stakeholder sites may be required and will not be reimbursed if within the greater Washington, D.C. Metro area.

10. Contractor Staff Availability and Hours of Work

The Contractor shall ensure that all key personnel are available, either on-site at NRC headquarters in Rockville Maryland, or off-site during the hours of 8:00 a.m. to 5:00 p.m. Eastern Time (ET), except when the government facility is closed due to federal holidays, local or national emergencies, administrative closings, or similar government directed facility closings. In instances when work requirements necessitate a change to these hours, the COR will notify the Contractor, and the schedule shall be modified accordingly. However, the Contractor shall have access to NRC headquarters 5 days per week, Monday through Friday from 6:00 a.m. to

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6:00 p.m. ET, except when the government facility is closed due to federal holidays, local or national emergencies, administrative closings, or similar government-directed facility closings. Due to office space limitations at NRC headquarters, the Contractor should not expect that office space will be available on-site. Specific work locations will be defined when this task order is awarded.