

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 23

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

1. DATE OF ORDER 07/24/2015		2. CONTRACT NO. (If any) NRC-HQ-10-15-A-0002		6. SHIP TO: a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission-	
3. ORDER NO. NRC-HQ-40-15-O-0001		4. REQUISITION/REFERENCE NO. ADM-15-0157		b. STREET ADDRESS Mail Processing Center 4930 Boiling Brook Parkway	
5. ISSUING OFFICE (Address correspondence to) U.S. NRC - HQ Acquisition Management Division Mail Stop: TWFN-5E03 Washington DC 20555-0001		c. CITY Rockville		d. STATE MD	e. ZIP CODE 20852
7. TO: a. NAME OF CONTRACTOR NORTHAMP LLC		f. SHIP VIA		8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
b. COMPANY NAME		c. STREET ADDRESS 1818 LIBRARY STREET SUITE 500		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.	
d. CITY RESTON		e. STATE VA	f. ZIP CODE 20190-6274	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.	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule		10. REQUISITIONING OFFICE Office of Information Services		12. F.O.B. POINT	
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input checked="" type="checkbox"/> c. DISADVANTAGED <input checked="" 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					

13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination	14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	16. DISCOUNT TERMS
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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)
	GSA Contract #: GS35F496BA Accounting Info: 2015-X0200-FEEBASED-40-40D007-51-P-156-B1457-252A Period of Performance: 07/24/2015 to 05/27/2016					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME U.S. Nuclear Regulatory Commission						\$0.00
	b. STREET ADDRESS (or P.O. Box) One White Flint North 11555 Rockville Pike Mailstop 03-E17A NRCPayments@nrc.gov						
c. CITY Rockville		d. STATE MD	e. ZIP CODE 20852-2738		\$1,335,296.98		17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature)

Adelis M. Rodriguez

23. NAME (Typed)
ADELIS M. RODRIGUEZ
TITLE: CONTRACTING/ORDERING OFFICER

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SUNSI REVIEW COMPLETE

AUG 04 2015

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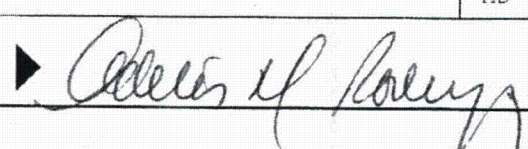
TEMPLATE - ADM001

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BPA No. NRC-HQ-10-15-A-0002
Task No. NRC-HQ-40-15-O-0001

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ADDITIONAL TERMS AND CONDITIONS

1. CONTRACTOR ACCEPTANCE OF TASK ORDER

Acceptance of this task order should be made by having an official, authorized to bind your organization, please sign one copy of this document in the space provided and return it via email to the Contracting Officer.

Accepted Task Order:

Shilpa Arora, Managing Director
Printed Name & Title


Signature

July 24, 2015
Date

2. NRCB010 BRIEF PROJECT TITLE AND WORK DESCRIPTION

(a) The title of this project is: Acquisition Reporting and Strategic Acquisition System (STAQS) Change Management and Change Control Board"

(b) Summary work description: The activities outlined in this PWS provide contractor support for the development of custom acquisition reports to use in 1) providing complete transparency of NRC acquisitions to NRC staff; including CORs and senior management for the entire life of the project, from advanced procurement planning to closeout; 2) providing detailed summaries of acquisition-related metrics for contracting officers and specialists; and 3) helping determine necessary training for STAQS users through identification of data inconsistencies identified in the reports.

3. NRCB050 CONSIDERATION AND OBLIGATION-TASK ORDERS

(a) The ceiling of this order for services is \$219,456.97.

(b) This order is subject to the minimum and maximum ordering requirements set forth in the contract.

(c) The amount presently obligated with respect to this order is \$26,147.90. The obligated amount shall, at no time, exceed the order ceiling as specified in paragraph (a) above. 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 order, in accordance with FAR Part 43 - Modifications. Any work undertaken by the Contractor in excess of the obligated amount specified above is done so at the Contractor's sole risk and may not be reimbursed by the Government.

(d) The Contractor shall comply with the provisions of FAR 52.232-22 - Limitation of Funds, for incrementally-funded delivery orders or task orders.

4. NRCF030B PERIOD OF PERFORMANCE ALTERNATE

This contract shall commence on award date and will expire on May 27, 2016. The term of this contract may be extended at the option of the Government for an additional four optional periods, from May 27, 2016 to May 27, 2020.

Base Period: Award date to May 27, 2016

Option Period(s):

Option Period 1: May 28, 2016 to May 27, 2017

Option Period 2: May 28, 2017 to May 27, 2018

Option Period 3: May 28, 2018 to May 27, 2019

Option Period 4: May 28, 2019 to May 27, 2020

5. NRCF010 PLACE OF DELIVERY-REPORTS

The items to be furnished hereunder shall be delivered, electronically via email to:

- a. The Contracting Officer Representative (COR) (1 electronic copy)
- b. The Contracting Officer (CO)

6. 2052.215-70 KEY PERSONNEL. (JAN 1993)

- (a) The following individuals are considered to be essential to the successful performance of the work hereunder:

Kenneth Nehring – Sr. Enterprise Architect
Shilpa Arora - IT project manager
Taryn Velardi – IT project manager

*The contractor agrees that personnel may not be removed from the contract work or replaced without compliance with paragraphs (b) and (c) of this section.

(b) If one or more of the key personnel, for whatever reason, becomes, or is expected to become, unavailable for work under this contract for a continuous period exceeding 30 work days, or is expected to devote substantially less effort to the work than indicated in the proposal or initially anticipated, the contractor shall immediately notify the contracting officer and shall, subject to the concurrence of the contracting officer, promptly replace the personnel with personnel of at least substantially equal ability and qualifications.

(c) Each request for approval of substitutions must be in writing and contain a detailed explanation of the circumstances necessitating the proposed substitutions. The request must also contain a complete resume for the proposed substitute and other information requested or needed by the contracting officer to evaluate the proposed substitution. The contracting officer and the project officer shall evaluate the contractor's request and the contracting officer shall promptly notify the contractor of his or her decision in writing.

(d) If the contracting officer determines that suitable and timely replacement of key personnel who have been reassigned, terminated, or have otherwise become unavailable for the contract work is not reasonably forthcoming, or that the resultant reduction of productive effort would be so substantial as to impair the successful completion of the contract or the service order, the contract may be terminated by the contracting officer for default or for the convenience of the Government, as appropriate.

If the contracting officer finds the contractor at fault for the condition, the contract price or fixed fee may be equitably adjusted downward to compensate the Government for any resultant delay, loss, or damage.

7. 2052.215-71 PROJECT OFFICER AUTHORITY. (OCT 1999)

(a) The contracting officer's authorized representative hereinafter referred to as the project officer for this contract is:

Name: Margaret O. Gold
Address: US NRC, Mail Stop: T3 D18, Washington DC 20555
Email: Meg.Gold@nrc.gov
Telephone Number: 301-415-0222

(b) Performance of the work under this contract is subject to the technical direction of the NRC project officer. The term technical direction is defined to include the following:

(1) Technical direction to the contractor which shifts work emphasis between areas of work or tasks, authorizes travel which was unanticipated in the Schedule (i.e., travel not contemplated in the Statement of Work or changes to specific travel identified in the Statement of Work), fills in details, or otherwise serves to accomplish the contractual statement of work.

(2) Provide advice and guidance to the contractor in the preparation of drawings, specifications, or technical portions of the work description.

(3) Review and, where required by the contract, approve technical reports, drawings, specifications, and technical information to be delivered by the contractor to the Government under the contract.

(c) Technical direction must be within the general statement of work stated in the contract. The project officer does not have the authority to and may not issue any technical direction which:

(1) Constitutes an assignment of work outside the general scope of the contract.

(2) Constitutes a change as defined in the "Changes" clause of this contract.

(3) In any way causes an increase or decrease in the total estimated contract cost, the fixed fee, if any, or the time required for contract performance.

(4) Changes any of the expressed terms, conditions, or specifications of the contract.

(5) Terminates the contract, settles any claim or dispute arising under the contract, or issues any unilateral directive whatever.

(d) All technical directions must be issued in writing by the project officer or must be confirmed by the project officer in writing within ten (10) working days after verbal issuance. A copy of the written direction must be furnished to the contracting officer. A copy of NRC Form 445, Request for Approval of Official Foreign Travel, which has received final approval from the NRC must be furnished to the contracting officer.

(e) The contractor shall proceed promptly with the performance of technical directions duly issued by the project officer in the manner prescribed by this clause and within the project officer's authority under the provisions of this clause.

(f) If, in the opinion of the contractor, any instruction or direction issued by the project officer is within one of the categories defined in paragraph (c) of this section, the contractor may not proceed but shall notify the contracting officer in writing within five (5) working days after the receipt of any instruction or direction and shall request that contracting officer to modify the contract accordingly. Upon receiving the notification from the contractor, the contracting officer shall issue an appropriate contract modification or advise the contractor in writing that, in the contracting officer's opinion, the technical direction is within the scope of this article and does not constitute a change under the "Changes" clause.

(g) Any unauthorized commitment or direction issued by the project officer may result in an unnecessary delay in the contractor's performance and may even result in the contractor expending funds for unallowable costs under the contract.

(h) A failure of the parties to agree upon the nature of the instruction or direction or upon the contract action to be taken with respect to the instruction or direction is subject to 52.233-1 - Disputes.

(i) In addition to providing technical direction as defined in paragraph (b) of the section, the project officer shall:

(1) Monitor the contractor's technical progress, including surveillance and assessment of performance, and recommend to the contracting officer changes in requirements.

(2) Assist the contractor in the resolution of technical problems encountered during performance.

(3) Review all costs requested for reimbursement by the contractor and submit to the contracting officer recommendations for approval, disapproval, or suspension of payment for supplies and services required under this contract.

8. NRCH490 AWARD NOTIFICATION AND COMMITMENT OF PUBLIC FUNDS

(a) All offerors will receive preaward and postaward notices in accordance with FAR 15.503.

(b) It is also brought to your attention that the contracting officer is the only individual who can legally obligate funds or commit the NRC to the expenditure of public funds in connection with this procurement. This means that unless provided in a contract document or specifically authorized by the contracting officer, NRC technical personnel may not issue contract modifications, give formal contractual commitments, or otherwise bind, commit, or obligate the NRC contractually. Informal unauthorized commitments, which do not obligate the NRC and do not entitle the contractor to payment, may include:

(1) Encouraging a potential contractor to incur costs prior to receiving a contract;

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- (2) Requesting or requiring a contractor to make changes under a contract without formal contract modifications;
- (3) Encouraging a contractor to incur costs under a cost-reimbursable contract in excess of those costs contractually allowable; and
- (4) Committing the Government to a course of action with regard to a potential contract, contract change, claim, or dispute.

ATTACHMENT NO. 001 - TASK ORDER PERFORMANCE WORK STATEMENT

Project Title: Acquisition Reporting and Strategic Acquisition System (STAQS)
Change Management and Change Control Board

Job Code or Funding Template: B1457

Fee Recoverable: N/A

TAC Code: N/A

Type of Contract/Order: Labor Hour Task Order

1. PROJECT TITLE

Acquisition Reporting and Strategic Acquisition System (STAQS) Change Management and Change Control Board

2. BACKGROUND / INTRODUCTION

The U.S. Nuclear Regulatory Commission's (NRC) Acquisition Management Division (AMD) is responsible for directing, coordinating, and performing acquisition functions related to contracts, interagency agreements, purchase orders, grants, and financial assistance awards for the NRC, including contractor/agency/grantee selection, negotiation, administration, and closeout. In order to ensure that this responsibility is successfully carried out, AMD provides automated tools, processes, and data needed for the ongoing support of the NRC's acquisition program, including reports to support informed and timely executive and management decision making.

NRC decision makers are increasingly reliant on accurate, informative reports to help them efficiently manage operations. Contractor services are required to provide acquisition reports that fulfill this critical goal. The activities outlined in this PWS provide contractor support for the development of custom acquisition reports to use in 1) providing complete transparency of NRC acquisitions to NRC staff, including CORs and senior management for the entire life of the project, from advanced procurement planning to closeout; 2) providing detailed summaries of acquisition-related metrics for contracting officers and specialists; and 3) helping determine necessary training for STAQS users through identification of data inconsistencies identified in the reports. The reports are used, on an iterative basis, to formulate, evaluate and identify internal control issues that require COR and management attention. Reports are also used to assist in meeting requirements internal to the NRC such as achievement of strategic sourcing goals, and requirements external to the NRC including data calls from the Office of Management and Budget (OMB) and the Small Business Administration (SBA), among others. Development of detailed sophisticated reports requires trained, experienced subject matter experts with advanced technical and programming skills as well as business knowledge of NRC's acquisition processes. The Contractor will be responsible for documenting all report requirements in a Rational Jazz Repository, and for continual testing of the report functionality to ensure the highest levels of data quality.

The Contractor shall support NRC's acquisition program by developing acquisition reports in response to customer requirements and mandatory external data calls for NRC executives, management and staff. Many of the reports shall be made available to NRC federal staff through the NRC Enterprise Acquisition Toolset (NEAT) portal. NEAT is the front end for the CRISP data warehouse, which is the primary source of data for the agency's acquisition reports. In addition, NEAT is the NRC's portal for accessing information related to all phases of the acquisition lifecycle, in support of NRC's processes for acquiring goods and services.

Contractor services may also be required, if funding permits, for support of the STAQS change management process and to the Change Control Board (CCB). Change management is defined as the process for managing all of the change requests (CR) that are under consideration for implementation in STAQS. In support of this function, the Contractor shall develop schedules, identify levels of effort (LOE), identify risks, track requirements, and package changes in designated releases based on LOE, priority, and CCB oversight. Each potential STAQS-related CR must be presented to the CCB, the governing body of the change management process, for review, analysis, and determination of a path forward. The CCB ensures the efficient functioning of STAQS and its enhancements, many of which are the result of new releases and upgrades of the system.

3. SCOPE

The primary objective of this Task Order is to acquire contractor services to provide agency acquisition reporting. This reporting is critical as a means to provide the NRC and its offices with the ability to make informed and timely decisions. Specifically, the Contractor shall be responsible for providing up-to-date and accurate acquisition reports based on data extracted daily from NRC's CRISP data warehouse, the source of data for the Agency's primary acquisition reports.

In order to develop accurate and comprehensive reports, the Contractor shall effectively and efficiently collect and analyze detailed business requirements and then create reports that meet customer needs. This includes requests from AMD's Operations staff who are involved in managing acquisitions, to CORs responsible for tracking requisitions within the Program Offices, to senior management responsible for analyzing data in the reports in order to make decisions affecting the Agency. Many of the reports shall be posted to the NEAT portal and made available to all federal NRC stakeholders.

To accomplish this acquisition reporting task, the Contractor shall provide qualified and professional resources to support the development and maintenance of reporting requirements, and of the reports. The Contractor will be required to use the IBM Rational Enterprise Suite (RES) for all report documentation. The Contractor must have strong knowledge of and in-depth experience in Software Development Lifecycle (SDLC) and Agile Methodologies, Data Analytics, Data Modeling and Financial Reporting. The Contractor must also have advanced knowledge of the following tools: Microsoft Office Suite (SharePoint, Access, PowerPoint, Word, Excel, etc.), Microsoft Visual Studio, Microsoft SQL Server Management Studio, Microsoft SQL Server BI Development Studio, Microsoft SQL Server Reporting Services (SSRS), Microsoft SQL Server Integration Services (SSIS), Visio, Rational Jazz Team Server and other Jazz tools, and Microsoft Project Pro. The Contractor will spend the majority of their time on accomplishing the reporting-related tasks identified in this PWS.

If funding permits, the second objective of this Task Order is to acquire contractor services to assist in support of the STAQS change management process and Change Control Board (CCB). The CCB is the governing body of the change management process and is chaired by the business sponsor of STAQS. The CCB has the authority and responsibility for managing system change request items, baselines, and releases related to the operations and upgrades of STAQS. The STAQS CCB includes the following individuals:

- CCB Chairperson
- CCB Deputy Chairperson
- CCB Administrator
- Project Managers
- Information Systems Security Officer (ISSO)
- Program Offices Members

In summary, the CCB is responsible for the following activities:

- Overall governance of the STAQS change management process;
- Prioritization and approval of issues/change requests for implementation;
- Helping guide the strategic direction of STAQS and its place within NRC's acquisition program; and
- Communications on behalf of STAQS and STAQS-related initiatives.

To ensure that both of the above objectives are met, the Contractor shall complete bi-weekly status summaries of activities. These summaries should include a brief description of requests received and actions completed in support of report development, requirements analysis, testing and data analysis concerning the reports, as well as of change requests and CCB support.

4. PERFORMANCE REQUIREMENTS

4.1 Required Tasks

Task #1: Project Management of Task Order

The Contractor shall provide business and IT project management support to meet the stated requirements of this PWS. The Contractor shall provide a Project Manager (PM) to oversee and manage all aspects of the TO. The PM shall be responsible for managing resources, overseeing tasks, monitoring progress, submitting status reports, and resolving issues.

The Contractor shall be responsible for completing bi-weekly status summaries of completed activities. These summaries should include a description of accomplishments related to the activities identified in the tasks within this PWS.

Task # 2: Acquisition Reporting Support

The Contractor shall develop, update and maintain reports for NRC senior management and staff. Reports shall be created with input from all Program Offices and Regions and

used to support management decision making and to help meet mandates from external organizations.

The Contractor shall provide support to the NRC in the development and maintenance of custom acquisition reports for use in promoting transparency of the acquisition process; providing detailed summaries of acquisition-related metrics for Contracting Officers and Contract Specialists; and in assessing training requirements necessary for STAQS users through identification of data inconsistencies identified in the reports. Report criteria and requirements shall be collected from STAQS users in the Program Offices and Regions and fully documented and maintained in a designated data repository. All documentation shall be kept up to date and made available to NRC staff upon request. The reports will be used, on an iterative basis, to formulate, evaluate, and identify issues that may require senior management attention and also used to ensure that internal controls are followed and designated metrics are consistently met. Reports may also be used to meet requirements dictated from sources external to the NRC, such as mandates from SBA, Office of Federal Procurement Policy (OFPP) and other external organizations, and for compliance with external requirements such as the Data Quality Act.

Specific activities supporting the Acquisition Reporting task include the following:

- Coordinate, facilitate, gather and document reporting requirements through communications with AMD (Policy and Operations), the Program Offices and Regions. This includes requirements for updating and maintaining existing reports as well as requirements for creating new reports;
- Develop and code custom acquisition reports using advanced knowledge of designated tools and software;
- Determine the appropriate data elements and data fields in STAQS associated with the report requirements, using knowledge of NRC's acquisition processes and STAQS functionality;
- Perform continual testing of the reports to ensure 100% accuracy with STAQS and FAIMIS;
- If and when a data issue arises, provide analysis so that the COR can work with the affected parties to mitigate the error as soon as possible;
- Provide written and verbal communications, including information guides ("cheat sheets") to ensure that all internal and external stakeholders are aware of and understand the reports;
- Prepare briefing slides and guidance material to ensure that all stakeholders are aware of and understand the reports;
- Prepare agendas and follow up notes from weekly Acquisition Reports Working Group (WG) meetings;
- Document tracking and resolution of follow up items identified in WG meetings concerning updating existing reports and creating new reports; and
- Respond to questions related to reports from customers, internal and external to AMD.

4.2 Optional Task

Optional Task # 1: STAQS Change Management (CM) and Change Control Board (CCB) Support

If funding permits, and at the Government's discretion, this Optional Task may be exercised.

Specific activities supporting the STAQS CM and CCB will pertain to the analysis of potential impacts from potential change requests as well as coordination and facilitation of the STAQS CCB. The Contractor shall be responsible for the following activities:

- Design and conduct CM process, including in-depth analysis of all issues, with respect to the unique needs of STAQS and available resources:
 - Work with contractors on providing LOEs;
 - Conduct analysis and present results to the CCB for change request prioritization;
 - Follow up with staff and contractor(s) on agreed upon schedules; and
 - Coordinate all testing activities with staff and contractors.
- Ensure that STAQS CM processes, as well as staff and contractors, adhere to guidelines and NRC Management Directives;
- Provide written and verbal communications ensuring that internal and external stakeholders are aware of and understand planned releases, proposed changes, and potential impacts on their system and processes;
- Coordinate and manage the Rational Jazz repository for STAQS-related non-COTS deliverables;
- Maintain a comprehensive list of all the STAQS issues (on an internal SharePoint site) to include all issues requiring management's attention;
- Identify and maintain a list of, and communication with, STAQS CCB participants; and
- Set up CCB meetings, including management of logistics and notifications; prepare meeting material and meeting notes, and conduct all necessary follow up.

5. PERFORMANCE STANDARDS

Performance standards establish the performance levels required by the Government. All of these standards shall be captured and clearly displayed in a Quality Assurance Surveillance Plan (QASP).

6. DELIVERABLES AND DELIVERY SCHEDULE

Task	Service/Deliverable	Due Date
Task # 1: Kick Off Meeting Bi-Weekly Status Reporting	Kick Off- Meeting Bi-Weekly Status Reporting	Within two weeks of TO Award. Status reports are due on a bi-weekly basis.

Task	Service/Deliverable	Due Date
<p>Task # 2: A) Maintain and Update Existing Acquisition Reports</p>	<p>Maintain and update existing reports (this includes 15 reports on the NEAT Portal as well as additional ad-hoc reports that have been developed for customers per the COR's direction) to include documentation of requirements, and testing of reports after changes are implemented: Current reports include, but are not limited to, the following:</p> <ul style="list-style-type: none"> a) Ten reports designed specifically for CORs (reports designed to meet requirements in APP, Requisition and Post-Award phases). b) Three reports designed to meet requirements from Contracting Officers/Specialists. c) One report to meet needs of AMD senior management. d) One report designed with requirements from Strategic Sourcing team. <p>Updated reports to be shared bi-weekly with the ACQ Working Group and on and ad hoc basis with AMD customers.</p>	<p>Ongoing as directed by the COR and as changes to existing reports are required.</p> <p>Maintenance of existing reports is on-going; the due date for updates to existing reports depends on the complexity of the data, the type of report, and the changes requested. The majority of updates can be done in one to four weeks.</p>
<p>Task # 2: B) Develop New Acquisition Reports</p>	<p>Develop approximately 15-25 reports that will either be posted on the NEAT Portal or delivered to the customer per the COR's direction. The data source is the CRISP Data Warehouse (a sample report is attached to this PWS).</p>	<p>On-going as directed by the COR and as new report requirements arise.</p> <p>The typical due date for new reports is one to six weeks from the date the COR provides technical direction to create the report. The due date will depend on the complexity of the data and the report requirements.</p>
<p>Optional Task #1: STAQS Change Management and CCB Support</p>	<p>Prepare for and facilitate STAQS CCB meetings, and conduct follow up as directed by the COR.</p>	<p>On-going as directed by the COR and as new change requests and requirements are</p>

Task	Service/Deliverable	Due Date
		introduced and/or need to be updated. CCB meetings are generally held 1-2 times per month.

7. GOVERNMENT-FURNISHED PROPERTY

The NRC will provide the Contractor with the following Government Furnished Property (GFP).

Services: The Government will provide network and email access.

Facilities: The Government will provide one workstation space for the Contractor's resources at NRC Headquarters. This shared workstation will be equipped with a telephone, computer, desk, and chair. The Contractor will have access to a network printer as well. The Government will provide additional workstations if they are needed when they become available.

Equipment: The Government will provide access to a printer, copy machine, and fax machine.

Computer Access: The Government will provide access to a standard NRC desktop computer that has the standard NRC tools installed (i.e. Microsoft Office). The Government will also provide access to STAQS, Rational Jazz, and other NRC applications as necessary to perform the functions and as determined by the COR.

However, if space limitations exist which prevent the contractor from working on-site, the TO COR may authorize the Contractor to work at the contractor's facility. Telework capabilities will be also be available and authorized at the discretion of the TO COR.

8. QUALITY CONTROL

The Contractor shall develop and maintain a complete Quality Control Plan (QCP) to ensure that the requirements of the task order are performed in accordance with this PWS. The QCP shall describe the methods for identifying, preventing, and ensuring any defective services are corrected before the level of performance becomes unacceptable. The Contractor's QCP shall address the tasks in the section 4, Performance Requirements, of this PWS.

One copy of the Contractor's QCP shall be provided to the CO at the time its proposal is submitted. After acceptance of the QCP the Contractor shall receive the CO acceptance in writing of any proposed changes to its plan. An updated copy of the QCP must be provided to the CO as changes occur during the performance of the

contract.

9. PLACE OF PERFORMANCE

The work will be performed on-site at NRC Headquarters, 11555 Rockville Pike, Rockville, Maryland.

10. SECURITY

The work is not classified.

11. SPECIAL QUALIFICATIONS / KEY PERSONNEL REQUIREMENTS

In terms of acquisition reporting, the Contractor shall be responsible for providing personnel with the appropriate skill sets and expertise necessary to support the work and accomplish the tasks outlined in this PWS. These skills include:

- Full Software Development Lifecycle and Agile methodologies
- Requirements Gathering and Solicitation
- Testing
- Business Intelligence and Data Analytics
- Data Modeling
- Financial Reporting
- In-depth knowledge of STAQS software and STAQS data fields

Additionally, the Contractor personnel must have advanced knowledge of the following tools:

- Microsoft Office tools (SharePoint, Access, PowerPoint, Excel, Word, etc.)
- Microsoft Visual Studio
- Microsoft SQL Server Management Studio
- Microsoft SQL Server BI Development Studio
- Microsoft SQL Server Reporting Services (SSRS)
- Microsoft SQL Server Integration Services (SSIS)
- Microsoft Visio
- Rational Jazz Team Server and other Jazz tools
- Microsoft Project Pro

For support of the STAQS change management process and to the CCB, the Contractor shall be responsible for providing personnel with the appropriate skill sets and expertise necessary to support the work and accomplish the tasks outlined in this Task Order. These skills include:

- Full Software Development Lifecycle and Agile Methodologies
- Requirements Gathering and Solicitation
- Testing
- Data Modeling
- Financial Reporting

Additionally, the Contractor personnel must have advanced knowledge of the following tools:

- Microsoft Office tools (SharePoint, Access, PowerPoint, Excel, etc.)
- Visio
- Rational Jazz Team Server and other Jazz tools
- Microsoft Project Pro

12. SECTION 508 – ELECTRONIC AND INFORMATION TECHNOLOGY STANDARDS

In December 2000, the Architectural and Transportation Barriers Compliance Board (Access Board), pursuant to Section 508(2)(A) of the Rehabilitation Act Amendments of 1998, established information technology accessibility standards for the federal government. Section 508(a)(1) requires that when federal departments or agencies develop, procure, maintain, or use Electronic and Information Technology (EIT), they shall ensure that the EIT allows federal employees with disabilities to have access to and use of information and data that is comparable to the access to and use of information and data by other Federal employees. The Section 508 requirement also applies to members of the public seeking information or services from a federal department or agency. Section 508 text is available at

<http://www.opm.gov/HTML/508-textOfLaw.htm> or

<http://www.section508.gov/>

All Electronic and Information Technology (EIT), as defined at FAR 2.101, supplied under this contract/order must conform to the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology Accessibility Standards (36 CFR Part 1194). The applicable standards are available at: <http://www.access-board.gov/sec508/guide/index.htm>

The following standards are applicable to this contract/order:

- Software Applications and Operating Systems (1194.21)
- Web-based Intranet and Internet Information and Applications (1194.22)
- Telecommunications Products (1194.23)
- Video and Multimedia Products (1194.24)
- Self-Contained, Closed Products (1194.25)
- Desktop and Portable Computers (1194.26)

TASK ORDER QUALITY ASSURANCE SURVEILLANCE PLAN (QASP)

This performance-based Quality Assurance Surveillance Plan (QASP) is intended to set forth the process that the U.S. Nuclear Regulatory Commission (NRC) will use in evaluating the technical performance of the Contractor in accordance with the terms and conditions of the ITS-IPPS Blanket Purchase Agreements.

This QASP will be used as a Government document to assist in monitoring contractor activities and during inspection and acceptance of contract deliverables. The Government reserves the right to make changes to the QASP during the life of the task order. Performance information generated from surveillance activities will directly feed into status and performance discussions with the Contractor.

Required Services	Performance Measure	Acceptable Quality Level (AQL)	QASP Monitoring Method
Attend and participate in Task Order kickoff	The kickoff meeting must be convened within two weeks of Task Order Award.	No deviation.	100% Inspection.
Submit bi-weekly status reports	<p>Status reports are due on a bi-weekly basis.</p> <p>Status reports shall include all activities related to the Task Order including schedules, costs, risks, challenges, requirements, and accomplishments.</p> <p>Status reports shall track new requirements and user training for acquisition reports, and change requests and issues for STAQS CCB.</p>	No deviation.	100% Inspection. Self-reports by Contractor. Customer input.
Maintain existing acquisition reports	15 existing reports currently on the NEAT Portal and additional ad-hoc reports that have been developed for customers per the COR's direction shall be maintained on an	No deviation.	100% Inspection. Customer Input.

Required Services	Performance Measure	Acceptable Quality Level (AQL)	QASP Monitoring Method
	<p>ongoing basis for the life of the TO.</p> <p>Maintenance of existing reports to include documentation of requirements, and testing of reports after changes are implemented. Also add requirements and code to Rational Jazz repository or other designated site, as directed by COR. Ensure that designated NRC staff have access to the repository.</p> <p>Current reports include, but are not limited to the following:</p> <p>A) Ten reports designed specifically for CORs (reports designed to meet requirements in Advanced Procurements Plans (APP), Requisition and Post-Award phases).</p> <p>B) Three reports designed to meet requirements from Contracting Officers/Specialists.</p> <p>C) One report to meet needs of AMD senior management.</p> <p>D) One report designed with requirements from Strategic Sourcing team.</p> <p>Updated reports to be shared bi-weekly with the ACQ Working Group and on and ad hoc</p>		

Required Services	Performance Measure	Acceptable Quality Level (AQL)	QASP Monitoring Method
	basis with AMD customers.		
Update existing acquisition reports	<p>15 existing reports on the NEAT Portal and additional ad-hoc reports that have been developed for customers per the COR's direction shall be updated on an ongoing basis for the life of the TO.</p> <p>The due date for updates to existing reports will depend on the complexity of the data, the type of report, and the changes requested. The majority of updates can be done in one to four weeks. Due date will be provided in the TD provided by the COR.</p>	Deviation is not more than 3 business days.	100% Inspection. Customer Input.
Develop new acquisition reports	<p>Approximately 15-25 reports shall be developed per year that will either be posted on the NEAT Portal or delivered to the customer per the COR's direction.</p> <p>The data source is the CRISP Data Warehouse (a sample report is attached to this PWS).</p> <p>The steps involved in developing custom reports include the following:</p> <ol style="list-style-type: none"> 1. Analyze and document requirements; 2. Build custom draft report; 	Deviation is not more than 5 business days.	100% Inspection. Customer Input.

Required Services	Performance Measure	Acceptable Quality Level (AQL)	QASP Monitoring Method
	<p>3. Finalize Report after receiving feedback from COR;</p> <p>4. Run Report;</p> <p>5. Test Report;</p> <p>6. Maintain Report;</p> <p>7. Modify report as required and requested by user group;</p> <p>8. Develop instructional guides ("cheat sheets") on report usage;</p> <p>9. Update requirements documentation on an ongoing basis; and</p> <p>10. Maintain requirements in designated Rational JAZZ repository.</p> <p>The typical due date for new reports is one to six weeks from the date the COR provides technical direction to create the report. The due date will depend on the complexity of the data and the report requirements.</p>		
Support STAQS Change Management and Change Control Board (CCB)	Prepare for and facilitate STAQS CCB meetings as directed by the COR.	All preparation for CCB meetings must be completed 1 business	100% Inspection. Customer Input.

Required Services	Performance Measure	Acceptable Quality Level (AQL)	QASP Monitoring Method
	<p>Conduct all follow up as directed and required by COR.</p> <p>The steps include the following:</p> <p>Analyze all issues and clarify as required for CCB members. Make recommendations when requested to do so.</p> <p>Ensure that STAQS CM process adheres to NRC policies and Management Directives.</p> <p>Ensure that stakeholders are aware of and understand potential impact(s) of potential changes.</p> <p>Coordinate and manage Rational Jazz repository for STAQS related non-COTS deliverables.</p> <p>Maintain a comprehensive list of ongoing STAQS Issues.</p> <p>Determine LOEs and their effect on system operations.</p> <p>Coordinate testing (often resulting from new releases and/or system upgrades).</p> <p>Identify and maintain a list of CM/CCB participants; and</p>	<p>day prior to scheduled meeting, or earlier as directed by the COR.</p> <p>Deviation is not more than 1 business day.</p>	

Required Services	Performance Measure	Acceptable Quality Level (AQL)	QASP Monitoring Method
	<p>Set up and facilitate CCB meetings as directed by the COR.</p> <p>CCB meetings are generally held 1-2 times per month.</p>		

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