

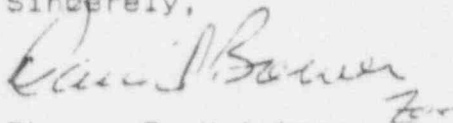
November 15, 1988

United States nuclear Regulatory Commission
7920 Norfolk Avenue
Bethesda, Maryland

Subject: Addendum to the Technical Proposal for
Data Entry Services

Data Computer Corporation of America (DCCA) is pleased to submit the enclosed material as an addendum to the Technical Proposal for Data Entry Services dated November 2, 1988. The proposal dated November 2, 1988, and the attached addendum respond to the requirements for Solicitation Number RS-ARM-89-133 and specifically to the questions presented by NRC to DCCA on November 8, 1988. The proposal dated November 2, 1988, supercedes the Technical Proposal submitted October 20, 1988.

Sincerely,



Thomas E. Hutchens
Executive Vice President

Question 1

Ms. Sandra Walker will be dedicated to this project full time. Her primary place of work will be located at the NRC facilities. Ms. Walker will be required to attend project meetings both at the NRC's locations and DCCA's offices in Columbia, Maryland. Due to task order type of contract, Sandra Walker may be required to train personnel at DCCA location on special task orders if they should be issued (this would be approved by NRC's COTR in advance).

Sandra Walker will be designated as key person on this contract. Ms. Walker will have full supervisory control of all personnel assigned to the contract which includes hiring and dismissal authority.

Question 2

Figure 1 is amended to indicate the verbal commitments received by the incumbent's personnel interested in employment with DCCA. Figure is presented on the following page.

FIGURE 1

NAME

LABOR
CATEGORY

DCCA * VERBAL
PERSONNEL COMMITMENT

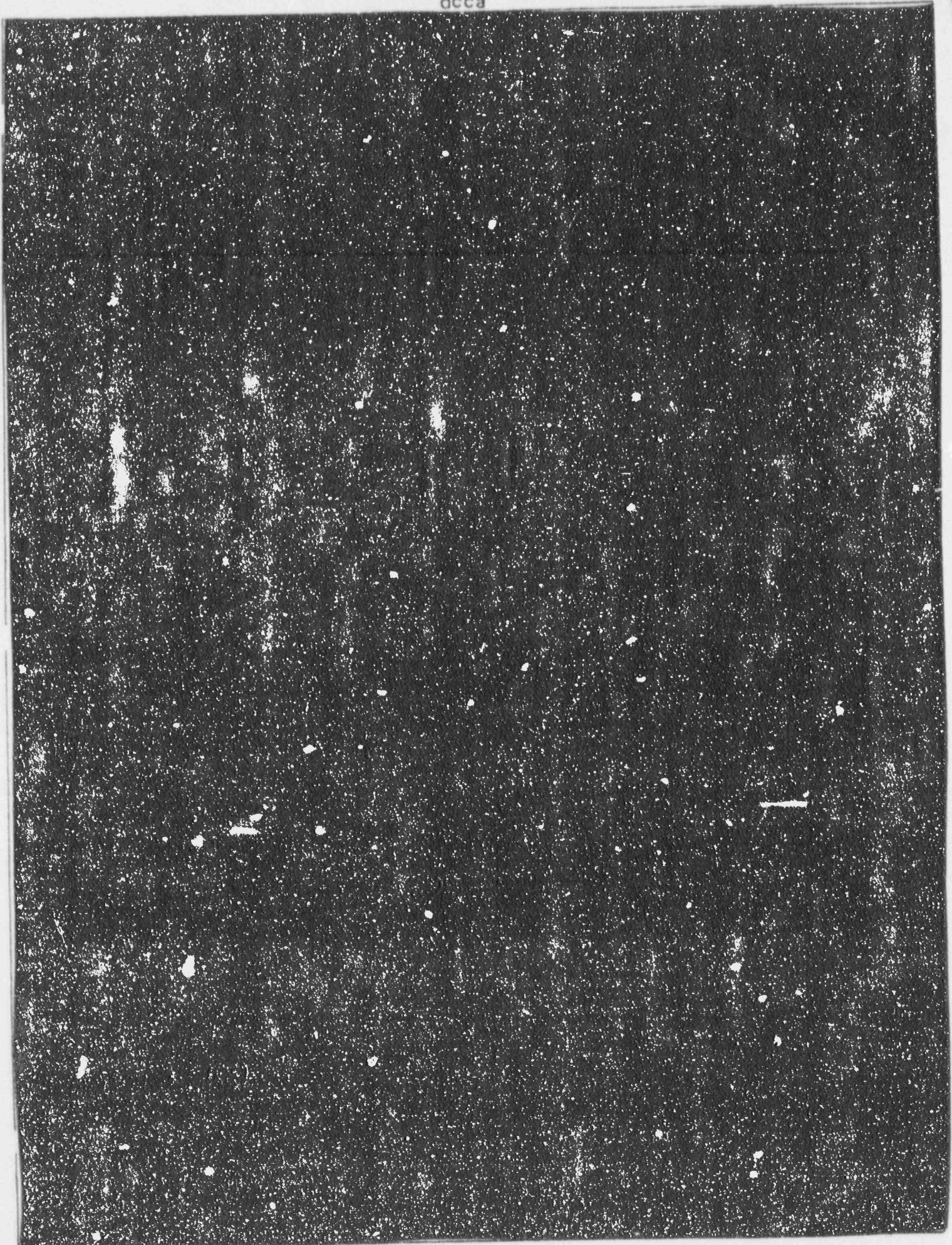
S. Walker

SUP

X

Question 3

The DCCA Organizational Chart is presented on the following page.



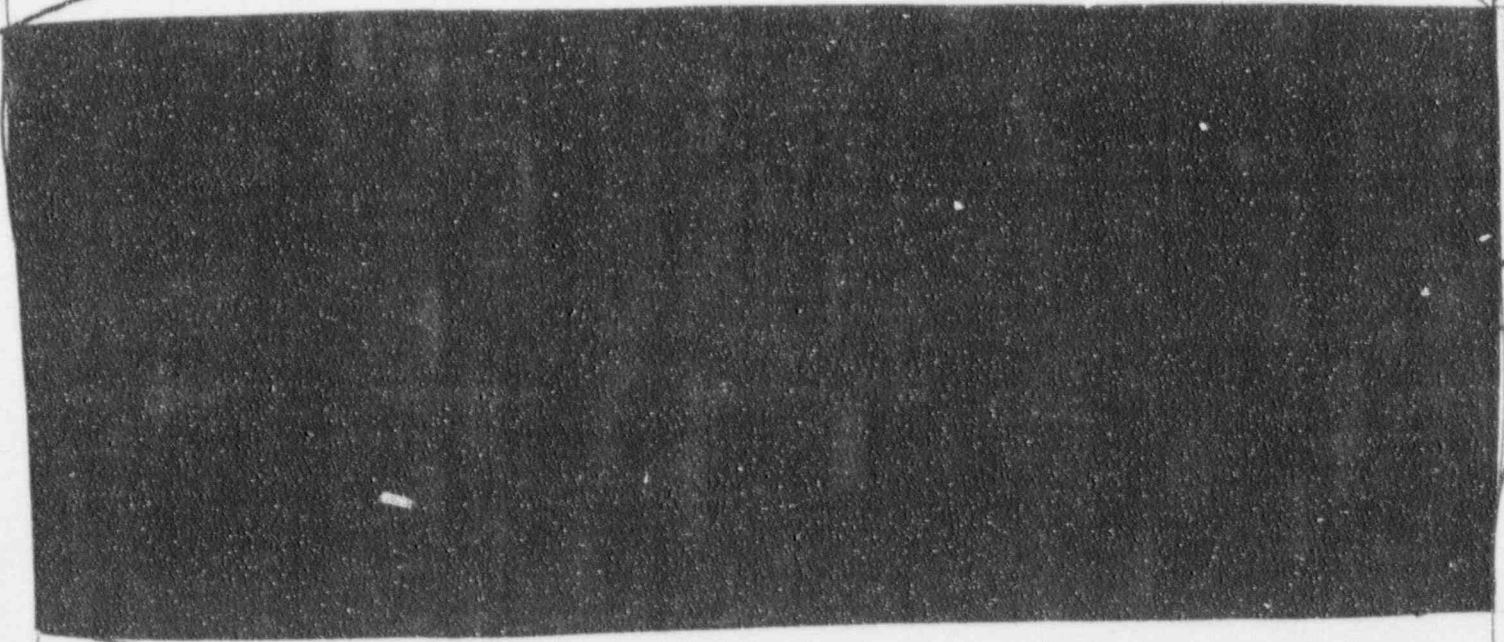
Question 4A WORK DEFINITION AND PLANNING

Task Requirements

Task orders shall be issued by the contracting officer. The task order will include the statement of work along with any special requirements. DCCA will respond to this requirement by submitting a Task Project Plan. This Plan will indicate the following:

- Key Personnel
- Personnel requirements
- Due Date (Target dates)
- Critical path analysis of heavy or peak work load requirement
- Staffing plans
- Reporting requirements

The Task Project Plan will be submitted to the CDTR in draft form for comments. Upon receipt of comments, the Plan will be submitted in final version. The Plan then becomes the guideline for the supervisor to manage the task. The supervisor will then ensure that the Plan is followed. Personnel assigned to the task will be monitored and evaluated by the supervisor. The supervisor will keep control logs of work volumes, error rates and production reports.



Distributing of Reports

The supervisor will maintain a receipt log for each report distributed. This will ensure all reports are distributed to the designated office.

The Task Project Plan will ensure that the Task requirements are met, that adequate controls are established, and that reports and findings are proofed and distributed.

(4)

- (A) Bureau of Alcohol, Tobacco and Firearms
1200 Pennsylvania Avenue, NW
Washington, DC 20226
- (B) Contract Number Tatf-86-1
Type of Contract Task Order Contract Fixed Labor Hour
- (C) 12-1-86 FY86-87-88 Treasury, Washington, DC
- (D) Same as (A).
Contracting Officer - Jackie Barber 202/566-7421
Technical Officer - Tom Singletary 202/566-7918
- (E) 10% Turnover per year.
- (F) \$500,000. per year. [REDACTED] Technicians
- (G) Data Entry - Computer Operators, Camera Operator.
- (H) Similar in magnitude and scope.
- (I) Contract is for renewal May 89 (SBA).

Question 4B

(1) Project Management Plan

The chart on the following page shows the corporate structure for DCCA line of authority in relation to the NRC contract.

- (2) DCCA's ability to provide data entry support to NRC's requirements will consist of a strong management team and qualified data entry and computer technician personnel. DCCA proposes to staff this requirement with a Project Manager, Mr. Thomas Hutchens, to interface with NRC management. Mr. Hutchens' time will be on a 'as needed' basis. Ms. Sandra Walker will be an 'on site', full time supervisor. Ms. Walker will be required to supervise all personnel assigned to the NRC project.

DCCA has a proven track record in responding to clients needs. DCCA maintains a [REDACTED]

[REDACTED] DCCA also maintains a qualified staff of data entry personnel available full time or 'as needed'. Therefore, additional personnel can be assigned to a task during peak work periods.

DCCA believes in maintaining the continuity of a contract. Therefore, [REDACTED]

[REDACTED] This will ensure a complete and smooth transition from one contractor to another.

[REDACTED]

The full time supervisor will monitor day-to-day operations as addressed in the Task Project Plan and the Project Management Plan. The supervisor has full responsibility for personnel performance on the NRC contract.

(3)




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(4)

[Handwritten mark] (A) Project Manager, Mr. Thomas Hutchens, Executive Vice President, has full decision making authority.

(B) The Project Manager has full authority to direct personnel and finances to this project. DCCA facilities will be available as the task order may direct. Government facilities will be assigned under the terms of the contract.



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(E) Project Manager has authority.

[Handwritten signature] *[Handwritten signature]*

Question (5)

In addition to Mr. Hutchen's and Ms. Walker's resumes, Ellen Reiman's resume is attached.

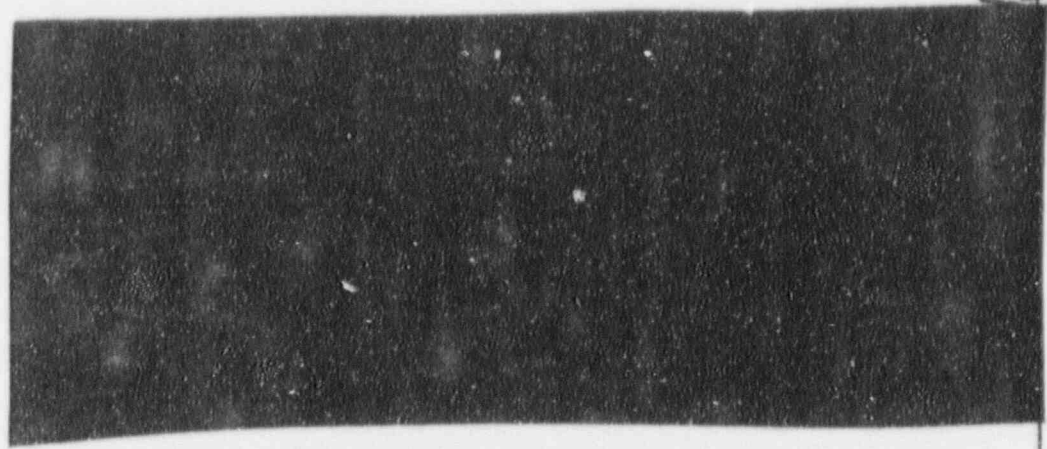
Question (6)

All contract systems are approved by DCAA.

Question (7)

None, at this time.

Question (8)



Question (9)

THOMAS E. HUTCHENS

SENIOR SYSTEMS ANALYST

EDUCATION

M.S., Computer Science, University of Baltimore (1977),
B.S., Quantitative Analysis, University of Baltimore,
(1976), A.A., Computer Science, Howard Community College
(1974)

TECHNICAL SKILLS

Hardware: Datapoint 1100, 1800, 5500, 6000, ARC, TRS-80,
Honeywell 6000, Level 66, IBM 360/370, System 3, 34, PDP
11, Univac 1100, HP-3000

Software: Honeywell GCOS, IBM OS, DOS, VS, JCL, PDP 11
RSTS/E, IDS, System 2000, IDMS, ISAM, VSAM

Languages: COBOL, Fortran, Fortran IV and V, Basic,
Microsoft Basic, Basic II, ALC, PL/1, RPG II, Datashare

EXPERIENCE

This specialist has more than 22 years' experience in the information field as a programmer, system analyst, and consultant with extensive system design and development experience in a wide range of business and scientific applications. He has performed feasibility and hardware studies, and provided trouble-shooting services in the data processing management and technical problem areas.

He has a strong background with on-line interactive system, featuring on-line update as well as batch-oriented systems. Other areas of expertise include: database management, configuration management, resource and requirements planning, technical documentation, and quality control.

For the past five years, he has been responsible for the Northeastern Region Computer Network of a major federal agency. This responsibility entailed a test Beta site for Datapoint equipment and installation of the largest ARC system in the eastern United States. He was responsible for the design and implementation of the entire network throughout the Agency's area locations, covering a 17 state area.

On a previous assignment, he was responsible for the structured design and analysis for the conversion for the front-end check processing system for all checks issued through the Department of the Treasury. This assignment entailed the writing of functional requirements and program specifications, in addition to the overall supervision of professional personnel working on the project.

While performing this assignment, extensive experience was also gained in the training of junior programmers assigned to work on this special project.

While acting in the capacity of a private consultant, this employee gained extensive experience in bank reconciliation, specifically as it relates to fraudulent, stolen, and missing checks, for a major government agency. This project entailed the issuance of checks, their payment and tracking through the Federal Reserve system, and ultimate archival storage, as required by Federal law.

In addition, he participated in the design and implementation of the Federal Composite Check System, which was subsequently incorporated into most major banking institutions throughout the United States.

This specialist has also acted as a qualified instructor in various computer languages, including Basic, COBOL, Fortran. He has also taught courses in Introductory Data Processing for mid and upper-level management in the federal government.

SANDRA WALKER

EXPERIENCE

12/85 - Present

Data Computer Corporation of America
Data Entry Supervisor

As primary representative for DCCA, act as liaison between the US Department of the Treasury personnel and DCCA Data Entry Staff. Directly supervise a total of 28 employees; 26 Data Entry Operators and 6 Microfilm Operators. This staff is spread throughout 7 different Treasury divisions: Firearms and Explosives, National Firearms Act Branch, Imports and Explosives, Communications, Gun Tracing, Out-of-Business Records Tracing, and Industry Compliance.

Have directly worked in most of the divisions, and conduct daily supervision of staff. Oversee work distribution and assignment, conduct progress checks, and closely monitor work production schedules.

Supervise microfilm operators to make sure the hard copy information is properly captured before final disposal. Oversee data entry input that consists of primarily written material and specialized forms. Government provided equipment in use consists of IBM, WANG and VT 100 terminals for data input to disk. Handle all problem reporting to the Treasury regarding equipment problems.

In charge of staff recruitment. Interview and hire all data entry and microfilm operators.

3/85-12/85

Martin Marietta Data Systems
Training Coordinator

Maintained Training Records data base on IBM PC. Handled class registration, and ordered technical training videotapes for in-house use.

3/85

Martin Marietta Data Systems, ATC-FAA 475 School ST., SW
Temporary Key punch Operator

Keyed payroll general ledger on Nixdorf-Entrex keypunch machines. Transmitted information to tapes.

3/84 - 3/85

Martin Marietta Data Systems, Bethesda, MD
Technical Librarian

Maintained programmers' documentation and program listings. Balanced Billable Labor report for customer account. Ordered and updated reference manuals.

10/80 - 3/84

Martin Marietta Corporation, Bethesda, MD
Data-Entry Operator and Data Control Clerk

Keyed accounts payable for ledger on IBM 129 keypunch machine. Balanced payroll ledger, accounts payable ledger, accounts receivable ledgers, checked computer reports, combined JCL decks for accounts payables, and distributed reports to appropriate departments.

9/78 - 10-80

Woodward and Lothrop, Washington, DC
Data Entry Operator

Responsibilities included keying invoice information, checks, credit payments, payroll records, petty cash slips and all expenses into the Nixdorf-Entrex and Inforex keypunch machines. Corrected payroll errors through the use of a 10 key adding machine and handled price changes through the use of a CRT computer terminal.

Other responsibilities consisted of breaking down program format symbols to produce new cards on an IBM 129, and acted as the supervisor in her absence. On June 15, 1980 was tested at 12,000 to 13,000 strokes per hour.

9/77 - 9/78

Authorization Systems, Inc., Rockville, MD
Data Entry Operator

Responsibilities consisted of keying government contracts to a Key-Edit 29 keypunch machine.

EDUCATION

1972-1974

Calvin Coolidge Senior High School
Washington, DC

D. CORPORATE EXPERIENCE

1. - No contracts have been terminated in the past three years.

DCCA's experience in providing data entry services similar to those defined in the Statement of Work are presented below. The experiences listed are currently in effect and are similar in size, complexity and scope to the proposed contract.

(1)

- (A) U. S. Food and Drug Administration
5600 Fisher Lane
Rockville, MD 20857
- (B) Hamilton Brown 301/443-4720
BPA B8F001222501D - Blanket Purchase Order
- (C) 10-1-88 FY89 Columbia, MD (DCCA)
- (D) U.S. Food and Drug Administration
5600 Fisher Lane
Rockville, MD 20857
Contracting Officer - Chip Sraver 301/443-2475
Technical Officer - Hamilton Brown 301/443-4720
- (E) No Turnover FY88. No Turnover FY89.
- (F) \$50,000. [REDACTED] Technical - Technicians.
- (G) Verification of on-line Drug Data Base.
- (H) Similar in scope.
- (I) Contract renewed for FY89.

(2)

- (A) Internal Revenue Service
Crystal City Facility 312D-CCF #6
Arlington, VA 22202
- (B) Dorothy Hill 703/557-7641
BPA 1127-0000 - Blanket Purchase Order
- (C) 10-1-88 FY89 Columbia, MD (DCCA)
- (D) Same as (A).
Contracting Officer - Ms. Connick 202/535-9712
Technical Officer - Dorothy Hill 703/557-7641
- (E) No Turnover FY88. No Turnover FY89.
- (F) \$75,000. [REDACTED] Technical
- (G) Data Entry - Proof reading
- (H) Similar in scope.
- (I) Contract renewed for FY87, 88, and 89.

(3)

- (A) Health Care Financing Administration
6325 Security Boulevard
Baltimore, MD 21207
- (B) Helena Howard 301/966-6700
500-86-0011 Task Order Contract Fixed Labor Hour
- (C) 1-1-86 FY 86-87-88-89 Columbia, MD.
- (D) Same as (A).
Contracting Officer - Marian Webb 301/966-5161
Technical Officer - Helena Howard 301/966-6700
- (E) 10% Turnover FY87. No Turnover FY88.
- (F) \$100,000. per year. [REDACTED] Technicians
- (G) Data Entry
- (H) Similar in scope.
- (I) Contract renewed FY88.