

AMENDMENT OF SOLICITATION/Modification OF CONTRACT

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2. AMENDMENT/MODIFICATION NO. One-(1)	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ NO. ORM-85-322, 4/3/85	5. PROJECT NO. (If applicable)
6. ISSUED BY U.S. Nuclear Regulatory Commission Division of Contracts, AR 2223 Washington, D.C. 20555	CODE TM:pg	7. ADMINISTERED BY (If other than Item 6)	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) PRIME: U.S. Small Business Administration Washington District Office 1111 18th Street, N.W., 6th Floor Washington, D.C. 20417 SUB: Technassociates, Inc. 1700 Rockville Pike, Suite 200 Rockville, Maryland 20852		9A. AMENDMENT OF SOLICITATION NO.	9B. DATED (SEE ITEM 11)
CODE		FACILITY CODE	10A. MODIFICATION OF CONTRACT/ORDER NO. NRC-33-85-322/ SB3-85-1-6374 10B. DATED (SEE ITEM 13) 3/18/85

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

N/A

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS,
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14

<input checked="" type="checkbox"/>	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.
<input type="checkbox"/>	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).
<input checked="" type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Mutual agreement of the parties
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 2 copies to the issuing office.

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

The purpose of this task order is to incorporate minimum documentation standards for task orders issued hereunder. Therefore, the following change is hereby incorporated:

Section C.1.3, Statement of Work, Paragraph D is deleted in its entirety and the following is substituted in lieu thereof:

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) See Signature Page	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) See Signature Page		
15E. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY (Signature of Contracting Officer)	16C. DATE SIGNED

- "D. Users and Systems documentation shall be required as necessary for all system upgrades or modifications. Documentation format shall be determined by the Project Officer or his designee.

Following is a minimum standard documentation guide. It is not implied that all categories of documentation shall be needed for each task; rather, those categories that are needed (e.g., Program/Macro Documentation) shall be done in compliance with the following:

1. Requirements Document-User Request

Definition

This document is used as a preliminary response to a users formal request for ADP system services and will usually be addressed by the Project Officer or task manager. It will assist RM/D in determining the overall feasibility, complexity, and severity/priority of the request. The document must include:

- Date received
- Requested completion date
- System identifier/name
- User contact/phone/organization
- Reason for request
- Description of what is needed

Reference Task Order Form Page 1A in the Appendix.

2. Feasibility Study

Definition

The feasibility study is the preliminary step necessary to ascertain if the user's request warrants a more in-depth study. The document provides generalized requirements, methodologies for satisfying these requirements, and alternatives. As a minimum, this document will contain:

- Devise feasibility study work plan
- Description of present environment or system
- Identify preliminary user requirements

- Identify technical constraints and resources needed
- Identify solutions and alternatives
- Develop initial project plans to estimate levels of effort and timing needed to complete requirements
- Prepare economic estimates evaluation:
 - Cost vs. lease
 - Hardware/software cost considerations
 - NRC purchases needed
 - Estimated contractor costs
 - Estimated total project cost
- User and task manager acceptance and project "go-ahead" statement and dates of signatures

3. Detail Functional Requirements Document for Task Completion

Definition

The functional requirements document serves as the basis and guide for technical support approach, conceptual design, and implementation and turnover plans. This document will contain as a minimum:

- Detailed work plan delineating all tasks and subtasks to be performed, key personnel, and information sources
- All functional requirements to be satisfied
- System Data:
 - Define file structures and attributes
 - Define directory structures
 - Define all hardcopy/screen inputs and outputs
- Determine environmental requirements
- Define work flows
- Design testing plans and procedures
- Define training plans
- Define via Gant or CPM implementation plans and schedules and turnover procedures

- Detailed cost estimates (NRC items to be purchased and task costs)
- User acceptance statement and signature/date

4. Systems Design Documentation

Definition

This document serves to illustrate the finalized system in detailed form. Items to be contained in this document include:

- Systems overview and diagrams
- File data
- Hardcopy/screen inputs/outputs
- Directory structures
- Special constraints:
 - Communications
 - Run times
 - ACLs and searchlists
 - Other considerations as necessary
- Special procedures and controls
- Vendor and user contacts

5. Program/Macro Documentation

Definition

Program/Macro documentation provides the information necessary to explain all aspects of a specific piece of software, sufficient enough to allow other technical personnel to understand and when necessary, modify the software. As a minimum, the documentation should include:

- Module name
- Programmer name
- Date implemented
- Associated system(s) name
- Modification list (name, date)
- Description, purpose and overview of module
- I/O file, screen, and hardcopy data as applicable
- Program internals:
 - Arguments
 - Switches
 - Calling sequences
 - Include files
 - Entry points
 - Stack areas
- Program flow narrative
- Pertinent comments:
 - Special edits
 - User responses
 - Directory structures
 - ACLs and searchlists
 - Etc.

6. User Documentation

Definition

User documentation, sometimes referred to as user's guides, consists of step-by-step instructions that will enable a user to successfully logon, invoke, and use a system and its related modules. As a minimum, such documentation should include:

- System operational overview and description
- User controls
- Technical operational procedures

- Problem identification and resolutions (e.g., error codes)
- Contracts
- Special considerations:
 - When to execute
 - Input sources
 - Output distributions
 - Technical

The contractor shall identify system changes necessary to serve the needs of the users and assess the impact of any such change on the system and related systems and provide this assessment to the Project Officer before any action is taken."

There is no change to the total amount obligated to this contract.

All other terms and conditions remain the same.

TRIPARTITE AGREEMENT

Signature Page

PRIME CONTRACTOR:

U.S. Small Business Administration

By: Mary B. Thomas

Date: 6/10/85

Name: MARY B. THOMAS

CONTRACTING OFFICER

Title: _____

SUBCONTRACTOR:

Technassociates, Inc.

By: Marvin A. Zentner

Date: May 31, 1985

Name: MARVIN A. ZENTNER

Title: Executive Vice President

PROCURING OFFICE:

U.S. Nuclear Regulatory Commission

By: Elois Wiggins

Date: 5/23/85

Name: Elois Wiggins

Title: Contracting Officer