

DCD

March 6, 2000

Sytel, Inc.  
Attn: Ms. Barrie Burnick  
8430 Rockledge Drive, Ste. 400  
Bethesda, MD 20817

SUBJECT: REQUEST FOR PROPOSAL (RFP) PROPOSED MODIFICATION UNDER  
CONTRACT NO. NRC-33-96-194, SBA #0353-96-0-06041 ENTITLED  
"NEXT GENERATION NETWORK" (NGN)

Dear Ms. Burnick:

A proposal is requested from Sytel to provide the necessary support in accordance with the attached statement of work (SOW). The due date for your proposal is March 20, 2000, and shall consist of two parts: a technical approach and a cost estimate.

As a minimum, the technical approach shall substantiate your understanding of the requirements of the work, note any anticipated problem areas or deviations from the specifications, and any potential conflict of interest issues. The following must be submitted with your proposal:

"I represent, to the best of my knowledge and belief that the award of Modification No. \_\_\_ under Contract No. NRC-33-96-194 does / / or does not / / involve situations or relationships of the type set forth in NRCAR 2009.570-3."

You are also required to identify any current/former NRC employees who have or will be involved, directly or indirectly, in developing the proposal, or in negotiating on behalf of your firm on in managing, administering or performing any contracts, consult agreement or subcontract resulting from this proposal (list name, title and date individual left NRC and provide brief description of the individual's role under this proposal). If there are no current/former NRC employees involved, a negative statement is required.

The second part of your proposal shall be your cost estimate. Submit your cost estimate in accordance with Federal Acquisition Regulation. Your proposal format along with supporting information in your own format (information such as proposed labor hours and labor rates, cost of equipment and materials, etc.) which supports your estimated costs must be submitted. Cost or pricing data is not required.

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Sytel, Inc.  
NRC-33-96-194

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CAUTION - It should be noted that this request for proposal does not commit the Government to pay any costs incurred in the submission of proposals or make necessary studies or designs for the preparation thereof, nor to procure or contract for the services in the enclosed Statement of Work. It is also brought to your attention that the Contracting Officer is the only individual who can legally commit the Government to the expenditure of public funds in connection with this proposed modification.

Your response to the subject RFP should be sent to the U. S. Nuclear Regulatory Commission, Division of Contracts and Property Management Attn: Donald A. King, Mail Stop T-712, ADM/DCPM/CMB2, Washington, D.C. 20555-0001 no later than 3:00 p.m. March 6, 2000, NRC is a secure facility with perimeter access-control and NRC personnel are not available to receive hand-carried proposals except during normal working hours, 7:30 a.m. - 3:30 p.m., Monday through Friday excluding federal holidays. Proposals delivered by hand including delivery by any express mail services or special delivery person to the NRC, should be addressed in accordance with the above and delivered to the central mail room located at One White Flint North, 11555 Rockville Pike, Rockville, MD 20852-2738.

The proposal shall be signed by an official authorized to bind the company, and it shall contain a statement indicating a proposal acceptance period of not less than 30 days.

Please call me on (301) 415-6731 if you have any questions.

Sincerely,



Donald A. King, Contracting Officer  
Contract Management Branch No. 2  
Division of Contracts and  
Property Management  
Office of Administration

Enclosures:  
As stated.

Distribution:  
See an attached list.

Distribution: A letter to Ms. Barrie Burnick dated March 6, 2000.

Green File, DKing r/f, MERoos r/f, CMB2 r/f, JShaeffer, PO (OCIO/ITID), DMLarrick, Alternate PO, OCIO/ITID/TIB

**REFERENCE NOTE:** Action taken pursuant to: RFP No. IRM-96-194 dated February 2, 2000 (received in DCPM on February 3, 2000) requesting a modification to require Sytel to provide the necessary qualified personnel to support the NRC's mission of Continuity of Operations Planning. **Funding was certified on 2/2/00. Legal assistance was requested and received on February 23, 2000. The SOW was coordinated with the alternate PO and agreed to on March 6, 2000.**

**FILE NAME:** c:\windows\profiles\dak1\desktop\96194\rfpRFPMAR6.00

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DKing *DAK*

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**U.S. NUCLEAR REGULATORY COMMISSION  
OCIO, ITID**

**Task 5**

**Statement of Work**

**Task 5 under Contract NRC-33-96-194 to provide technical  
support for USNRC Continuity of Operations Planning**

## 1 BACKGROUND

Presidential Decision Directive (PDD) 67, "Enduring Constitutional Government and Continuity of Government Operations," directed all Executive Branch departments and agencies, including the Nuclear Regulatory Commission (NRC), to develop Continuity of Operations (COOP) plans. Incident Response Operations (IRO) developed COOP plan for the NRC and submitted it, via SECY-99-243, to the Commission for approval. The staff further noted that, if needed, the plan could be implemented immediately with available resources "but with a limited initial capability."

In order to provide information technology (IT) resources during an emergency, the Continuity of Operations Plan assumes that the NRC White Flint North complex, as well as the nearby National Institutes of Health (NIH) Computer Center, may become unavailable for an extended period of time. The NIH Computer Center, operated by the Department of Health and Human Services, has its own contingency plans, which involve relocation to an alternative site. Within this worst-case scenario, NRC's IT resources would be limited to those located at its four regional sites and those used by resident inspectors.

NRC's existing IT infrastructure is critically dependent on hardware, software, and personnel primarily located at Headquarters and the surrounding area. Loss of the entire White Flint North complex would have a profound impact on the agency's computer and wide area network. The current infrastructure design employs widespread redundancy internally, but this redundancy would be destroyed in the loss of the entire White Flint North complex.

Under the loss of White Flint North scenario, the following would occur:

- a. Region-to-Region data links, which are routed through Headquarters, would be lost. This includes the ability to exchange files and electronic mail between regions.
- b. All Internet access would be lost. Internet access is currently provided by Headquarters through a link at NIH. NRC would no longer have the ability to send or receive electronic mail over the Internet. Web browser and server access would also be lost.
- c. Essentially all agency applications (e.g., ADAMS) would be lost. Redundant, off-site systems do not yet exist for major agency-developed applications.

By permanently placing redundant hardware and software at a regional office, region-to-region data links and Internet connectivity could be maintained under the loss of White Flint North scenario. Furthermore, an improved network infrastructure would provide connectivity for backup agency systems, should they be available. The switchover to region-based wide area network should be accomplished within a few hours following notification of a COOP event.

NRC organizations involved in this effort are the Office of the Chief Information Officer (OCIO), Incident Response Operations (IRO), and Region IV.

## 2. OBJECTIVE

The objective of this task is to provide design, planning, testing, implementation, integration, and operation of the IT infrastructure component of the Agency's Continuity of Operations (COOP) plan.

### 3. GENERAL REQUIREMENTS

#### 3.1 Wide Area Network (WAN)

The current Wide Area Network will not support connectivity between the Regions if a disaster incapacitates the NRC Headquarters complex. To ensure the continuation of communications, alternate connectivity is required. This connectivity may be met by provisioning switched virtual circuits between each of the Regional Offices and Region IV. A benefit of using this approach is that the circuits do not incur a monthly charge (or minimal monthly rate). Therefore, the NRC would only pay for these circuits during testing or in the event of an actual emergency.

#### 3.2 E-Mail

If a disaster incapacitates the NRC Headquarters complex, the current E-Mail system would continue to support the exchange of E-Mail within a Region, but not between Regions. To preserve the ability to send and receive inter-region E-Mail, virtual circuits (SEE WAN above) may be required and, to permit Internet E-Mail, a second Internet gateway may be required in Region IV.

Additionally, the functionality of the Novell Directory Structure (NDS) must be preserved. Without NRC Headquarters, replicas of the root partition would be invalid and disable the functionality of the E-Mail system. To keep inter-region network functionality, NDS must be duplicated in one or more regions.

#### 3.3 Internet

The current Internet/firewall system will not provide the Internet connectivity or the security for the Regions if a disaster incapacitates the NRC Headquarters complex. To ensure that this capability exists, the NRC will require an additional Internet gateway at Region IV. The following capabilities should be considered:

- (a) Internet access circuit (from Region IV),
- (b) Firewall router,
- (c) Intrusion Detection System (IDS),
- (d) Countermeasures/sniffer system,
- (e) SMTP mail gateway,
- (f) Proxy server, and
- (g) DNS/DHCP server.

### 4. SCOPE OF WORK

#### 4.1 Phase I. Planning and Design

- 4.1.1 Baseline Capability: The contractor shall assess the existing network and determine its residual capability under the loss of White Flint North scenario. Assumptions: Case 1:

prolonged loss of personnel, Case 2: prolonged loss of local power or telecommunications infrastructure, Case 3: physical loss of NRC Headquarters equipment and facilities. The Contractor shall provide a Baseline Capabilities Report which addresses residual capability in each case.

- 4.1.2 Configuration Change Recommendations: The contractor shall assess the residual network (Baseline Capabilities) and determine configuration changes (if any) which can be made to the current or residual network to establish Regional intercommunications under COOP conditions. The contractor shall provide a Configuration Change Recommendation Report.
- 4.1.3 COOP Network Design : The contractor shall design a COOP Network which provides E-mail, NDS and Internet capabilities at Region IV and a WAN that supports regional intercommunications. The contractor shall provide a COOP Network Design Report which includes hardware and software components and costs.
- 4.1.4 Application Developer Guidelines: The contractor shall develop guidelines for use by NRC application developers which explain the impact of the reconfigured NRC WAN under COOP conditions. The contractor shall provide an Application Developer Guidelines Report.

#### 4.2 Phase II. Implementation

- 4.2.1 Implementation Plan: Upon design (see 4.1.3 COOP Network Design) approval by the Project Officer, the contractor shall provide an Implementation Plan describing the steps required to acquire, test, deploy, install, integrate and place the design components in operational status. The contractor shall include information on warranty periods for procured equipment and information on third party maintenance agreements that should be established when warranties expire. The Implementation Plan shall include a deployment schedule.
- 4.2.2 Upon Implementation Plan approval, the contractor shall procure necessary hardware, software and telecommunications services and implement the project at Region IV and other regions as necessary.
- 4.2.3 Operating Procedures: The contractor shall provide an Operating Procedures Report which describes how network functions are transferred to or assumed by Region IV and what actions are required by the other regions when functions are transferred. Additionally, the Report shall contain procedures for periodic testing of the COOP capability and a means for determining operational status.
- 4.2.4 Recurring Costs The contractor shall provide a Recurring Costs Report itemizing the annual recurring costs of operation (i.e., hardware and software maintenance, support).

#### 4.3 Phase III. Operational Support and Maintenance

The contractor shall operate and maintain the COOP at Region IV until the contract expiration date, April 7, 2001. The contractor shall provide transition training to the follow-on contractor.

**5. SCHEDULE**

The delivery dates for reports and the deployment schedule referred to in this task will be as mutually agreed to by the NRC Project Officer and contractor Program Manager. The will be accomplished no later than seven (7) days after the issuance of the contract modification. The existing Primavera management system shall be used by the contractor to schedule milestones for this task. Work on this Task shall be completed prior to 7 April 2001.

**6 DELIVERABLES**

**DUE DATE**

1. Baseline Capabilities Report	TBD
2. Configuration Change Recommendation Report	TBD
3. COOP Network Design Report	TBD
4. Application Developer Guidelines Report	TBD
5. Implementation Plan	TBD
6. Operating Procedures Report	TBD
7. Recurring Costs Report	TBD

**7 TECHNICAL SKILLS REQUIRED**

To be determined by the contractor (See the basic contract).

**8. MEETINGS**

The contractor shall meet with the Project Officer as noted in the basic contract to discuss project progress.

**9. TRAVEL**

Travel to Region IV will be required to implement this task (estimated four (4) trips with three (3) persons each) and may be required to the other three regions to install, test and configure infrastructure equipment/software (estimated one (1) trip with one (1) person).

**10 INSPECTION AND ACCEPTANCE**

See the Basic Contract.

**11. PERSONNEL SECURITY REQUIREMENTS**

Se the Basic Contract.