AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

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2. AMENDMENT/MODIFICATION NO. 012

3. EFFECTIVE DATE 03-29-2001

4. REQUISITION/PURCHASE REQ. NO. RG100206 Dtd 1-25-2001

5. PROJECT NO. (If applicable)

6. ISSUED BY CODE

U.S. Nuclear Regulatory Commission
Division of Contracts and Property Mgt.
Attn: T-7-I-2
IT Acquisition Management Branch
Washington DC 20555-0001

7. ADMINISTERED BY (If other than Item 6) CODE

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

FutureNet
Attn: Noel Lowe
4548 Market Street

Philadelphia PA 19139

CODE FACILITY CODE

(X) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO. NRC-28-97-206

10B. DATED (SEE ITEM 13) X 07-07-1997

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 of 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)

B&R:110-15-524-115, Job Code: D1874, BOC: 252A
APPN NO.:31X0200.110 OBLIGATE: $20,822

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

(X) 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.

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).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

X D. OTHER (Specify type of modification and authority) 52.243-1 Changes - Fixed-Price 8/87, ALT I 4/84 and mutual agreement of the parties.

E. IMPORTANT: Contractor ___ is not, X is required to sign this document and return 3 copies to the issuing office.

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

Please see the continuation page.

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)

NOEL LOWE, PRESIDENT

15B. CONTRACTOR/OFFEROR

(Signature of person authorized to sign)

15C. DATE SIGNED 4/14/01

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

Donald A. King
Contracting Officer

16B. UNITED STATES OF AMERICA BY

(Signature of Contracting Officer)

16C. DATE SIGNED 03-29-2001

STANDARD FORM 30 (REV. 10-83)

TEMPLATE-ADM-001

ADM-02

The purpose of this modification is to:

(1) revise subsection B.3 SCHEDULE OF PRICES/COSTS by increasing the staffing level, hours, and total price for option year two and option year three;

(2) revise subsection B.4 CONSIDERATION AND OBLIGATION --DELIVERY ORDERS by:

(a) increasing the total estimated amount of the contract (ceiling) by $20,822 from $439,977.00 to $460,799.00;

(b) providing incremental funding which increases the contract-obligated amount by $20,822 from $439,977.00 to $460,799.00;

(c) increasing the total estimated amount of the contract (ceiling) for option year two by $20,822 from $114,764 to $135,586 associated with an increase in staffing to support the additional effort in accordance with the attached statement of work; and

(d) increasing the total estimated amount of the contract (ceiling) for option year three by $65,919 from $118,831 to $184,750 associated with an increase in staffing to support the additional effort in accordance with the attached statement of work; and

(3) revise Section C, Subsection C.1.4.1.a by adding one additional qualified and competent individual;

(4) revise Section C by adding subsection C.1.5 entitled "Data Entry, Scanning Receptionist and Adams Support Services," to support additional effort in accordance with the attached statement of work. The work shall be completed within the price ceiling increase associated with the additional work of this modification.

Accordingly, the following section of the contract is hereby modified:

1. Under subsection B.3 SCHEDULE OF PRICES/COSTS, item III. OPTION YEAR TWO (July 7, 2000, through July 6, 2001) and item IV. OPTION YEAR THREE (July 7, 2001, through July 6, 2002) is deleted entirely and the following is substituted in-lieu thereof:

" III. OPTION YEAR TWO (July 7, 2000, through July 6, 2001)

Labor Category	Hours	Fixed Hourly Rate	Total Price
Full-Time Data Entry Tech	2080	$30.62	$63,758.00
Part-Time Data Entry Tech	1664	$30.62	$51,006.00
Full-Time Data Entry Tech	680	$30.62	$20,822.00
TOTAL OPTION YEAR TWO			$135,586

IV. OPTION YEAR THREE (July 7, 2001, through July 6, 2002)

Full-Time Data Entry Tech	2080	$31.74	$66,017.00
Part-Time Data Entry Tech	1664	$31.74	$52,814.00
Full-Time Data Entry Tech	2080	$31.69	$65,919.00
TOTAL OPTION YEAR THREE			$184,750

2. Under subsection B.4 CONSIDERATION AND OBLIGATION -- DELIVERY ORDERS the first sentence of paragraph (a) and (b) and paragraph (d) and (e) are deleted entirely and the following is substituted in-lieu thereof:

"B.4, CONSIDERATION AND OBLIGATION -- DELIVERY ORDERS

a. The total estimated amount of this contract (ceiling) for the products/services ordered, delivered, and accepted under this contract is $460,799.

b. The amount presently obligated with respect to this contract is $460,799.

d. The total estimated amount of this contract (ceiling) for the products/services ordered, delivered, and accepted under this contract for Option Year Two is $135,586.

e. The total estimated amount of this contract (ceiling) for the products/services ordered, delivered, and accepted under this contract for Option Year Three is $184,750.

3. Under Section C, Subsection C.1.4.1.a is deleted in its entirety and the following is substituted in-lieu thereof:

"a. The Contractor shall provide three qualified and competent individuals to perform data entry, data scanning and related services. Two individuals shall work full-time (8 hours, 5 days per week, Monday through Friday) and the other individual shall work part-time (8 hours, four days per week, Monday through Thursday), or any combination which equals 72 hours per week. On-site Contractor supervision for the data entry clerks is not required; however, the Contractor shall designate a single key contact point for the NRC Project Officer to discuss any matters relating to this contract."

4. Section C is revised by adding, Subsection C.1.5 Data Entry, Scanning, Receptionist and Adams Support Services (See the attached Statement of Work).

A summary of obligations under this contract, from date of the award through this modification, is given below:

Total FY 97 obligations	$ 53,574.00
Total FY 98 obligations	$ 87,000.00
Total FY 99 obligations	$110,920.00
Total FY 00 obligations	$106,719.00
Total FY 01 obligations	$102,586.00
Cumulative Total of NRC Obligations	$460,799.00

This modification obligates FY01 funds in the amount of $20,0822.

All other terms and conditions of the contract remain the same.

Attachment no. 1

STATEMENT OF WORK

PROJECT TITLE:	**Data Entry, Scanning, Receptionist and ADAMS Support Services**
JOB CODE:	D1874
B&R NUMBER:	1-1015-524-115
NRC ISSUING OFFICE:	NRC RI
NRC PROJECT OFFICER: TELEPHONE NUMBER:	LOUIS MANNING (610) 337-5044
TECHNICAL MONITOR TELEPHONE NUMBER:	THOMAS L. HARRISON (610) 337-5270

1. BACKGROUND

The NRC is seeking contractor support to perform document processing tasks associated with entering documents into the Agencywide Documents Access and Management System (ADAMS.) The contractor will provide support to fully process into ADAMS nearly all incoming documents received at the NRC Regional Document Processing Center (RDPC), as well as processing for NRC internally generated documents. The goal of this task is to shift primary processing of NRC generated documents, and the externally generated documents processed by Regional Capture/Intake Stations, from NRC staff to contractor staff to ensure a higher level of quality control and consistency in data entry and to maintain a higher level of integrity in the ADAMS database. Toward this end, the increase in the level of effort and the methodology for contractor processing documents into ADAMS is scheduled to be deployed in a single phase beginning in February 2001.

The implementation will include the following activities:

Process the internally and externally generated documents into ADAMS. Combined, these total approximately 25 documents per day. The contractor shall be responsible for

performing the Scanning, OCR, Indexing (Profiling), Quality Control, and Distribution Functions.

In addition, the contractor shall also be responsible for performing receptionist duties in a backup role. This function will comprise of a minimum number of hours as required.

2. OBJECTIVE

The objective of this Statement of Work (SOW) is to outline the NRC requirements for the contractor to process documents into ADAMS.

3. SCOPE

The Contractor shall provide support in the following eight mandatory Task Areas. Each task is subsequently delineated with subtask requirements.

TASK AREA #1 - DOCUMENT PREPARATION

The contractor shall prepare documents received in paper format for scanning and shall reassemble the documents after the scanning process has been completed. The contractor shall prepare documents submitted electronically and documents submitted with partial electronic and partial paper files, ensuring that the documents are complete and in the proper order for processing into ADAMS. The contractor shall assemble and forward all documents completed that day to the NRC File Center or appropriate Regional location.

TASK AREA #2 - DOCUMENT SCANNING/IMAGING

The contractor shall generate Tagged Image File Format (TIFF), or whichever format is required, images from paper documents received for processing. The contractor shall link images with the associated ADAMS profile and the text generated from the scanned image under Task Area #3 Optical Character Recognition (OCR) Text Conversion. During the course of this task, the NRC may direct the contractor to switch from TIFF to a PDF format for the archival storage of

images and OCR text.

TASK AREA #3 - OPTICAL CHARACTER RECOGNITION (OCR) TEXT CONVERSION

The contractor shall use the appropriate software to convert scanned images (TIFF format) into American Standard Code of Information Exchange (ASCII format.) The contractor shall use the automated zoning features (no manual process) contained in NRC provided software to zone images for Optical Character Recognition (OCR) to create searchable text for input into ADAMS.

TASK AREA #4 - DOCUMENT INDEXING/LINKING IMAGE, TEXT, PROFILES

The contractor shall enter ADAMS profile and security data for both externally and internally generated documents submitted to the RDPC for processing into ADAMS.

A document profile, using the appropriate template, must be completed for every document entered into ADAMS. ADAMS document profiles contain information about the document such as author, title, docket number, availability, etc. The profile provides consistent data fields of information needed to identify, locate, list, and manage documents.

TASK AREA #5 - DOCUMENT DISTRIBUTION

The contractor shall perform electronic document distribution services. A specified system will be used to distribute electronic notification for specified externally and internally generated documents to NRC program offices. There will remain a requirement to perform paper distribution and filing of some documents, or objects, externally and internally generated.

TASK AREA #6 - USER SUPPORT SERVICES

The contractor will assist in the review of ADAMS Templates to ensure all appropriate information is incorporated into the RDPC Standard Operating Procedures (SOP) Manual and that the information presented is consistent with NRC policy and guidance related to ADAMS document processing.

TASK AREA #7 - RECEPTIONIST SUPPORT SERVICES

The contractor shall provide Receptionist Support Services. This will include relieving the receptionist during breaks, meetings, lunch and periods of absence. This role will be shared among a number of individuals and should consist of infrequent and relatively short periods of time.

4. STATEMENT OF WORK

The contractor shall furnish the personnel and other services necessary to meet the requirements described in this statement of work. The NRC shall provide space for the contractor. The NRC will also provide system documentation, routine office supplies, maintenance agreements for Government Furnished Equipment (GFE), computer hardware and software, and a scanner to accomplish the initiatives under this task. It is the contractor's responsibility to remain technically competent with software and equipment used by the NRC. The NRC will provide training for contractor personnel.

Travel Requirements

The contractor shall have no necessity to travel.

Personnel Requirements

The contractor shall provide qualified and competent personnel to perform the tasks and functional activities delineated in this statement of work. The contractor's personnel shall act in a courteous, responsive, knowledgeable, and professional manner at all times.

Personnel Security Requirements

All contractor personnel working under this task order require an ADP Security Level II Clearance.

Hours of Operation and Holiday Schedule

The contractor personnel shall work government administrative eight (8) hours per day, five (5) days a week. Work will begin at 7:30 a.m. and end at 4:15 p.m. with forty-five (45) unpaid minutes for a lunch break. Any changes to the hours of work shall be approved by the NRC Project Officer.

Contract Deliverables

The contractor shall ensure that all contract deliverables for each task meet the NRC's requirements, including, but not limited to, the Systems Development and Life Cycle Management Methodology (SDLCM). Attachment 1 lists the contract deliverables for each task.

Tasks

4.1.1 SUBTASK 1 - STANDARD OPERATING PROCEDURES (SOP)

The contractor shall follow the Regional Document Processing Center (RDPC) Standard Operating Procedures (SOP) Manual and shall provide trained staff to implement these procedures, utilizing government supplied software and hardware to fulfill requirements identified by the NRC.

4.1.2 SUBTASK 2 - QUALITY CONTROL PROCEDURES/QUALITY ASSURANCE

The contractor shall follow quality control procedures provided in the RDPC SOP Manual for each task, conducting quality assurance inspections at various points throughout the process. These quality assurance inspections shall ensure that all pages are scanned correctly and the image quality is acceptable for viewing in ADAMS; the text file is acceptable for ADAMS term search indexing; data are consistently input into the ADAMS document profile and security fields; RIDS distributions are correct and complete; and ensure that PDF files retain the document integrity of the original native format. The contractor shall be responsible for performing quality control on TIFF and PDF files.

The contractor shall also be responsible for implementing RDPC SOP Manual quality control procedures for internally generated documents. This includes procedures for ensuring that documents submitted by the NRC staff in mixed format consisting of electronic files and paper documents and documents consisting of multiple electronic files are packaged and entered into ADAMS in the order defined by the NRC staff.

4.1.3 SUBTASK 3 - NRC REGIONAL DOCUMENT PROCESSING CENTER (RDPC) SOP

The contractor shall maintain the NRC ADAMS Regional Document Processing Center (RDPC) SOP Manual cited throughout this task modification and make it available in ADAMS. If for whatever reason the RDPC SOP Manual requires modification, the contractor shall submit the proposed changes to the NRC Technical Monitor for review and approval. The contractor shall update the manual and make it available in ADAMS within thirty (30) days of the NRC Technical Monitor's approval of the change(s) to the process.

4.1.4 SUBTASK 4 - CONTRACTOR STAFF TRAINING

The contractor shall be trained in-house, utilizing an "on the job" training methodology.

4.1.5 SUBTASK 5 - REPORTING REQUIREMENTS

The contractor shall maintain and supply accurate reports as directed.

4.1.5.1 DAILY PRODUCTION INDICATORS REPORTS

The contractor shall provide a Daily Production Indicators Report to the NRC Technical Monitor and other designated NRC staff that gives a full accounting of document handling, and processing statistics for each previous week's task. The information provided in the report shall include, but not be limited to, the number of documents received daily by processing priority (normal or expedited), the number of documents processed daily, the number of accession numbers created daily, and a list of rejected documents and the cause for rejection.

4.1.5.2 MONTHLY PROGRESS REPORTS

The contractor shall provide a Monthly Progress Report to the NRC Technical Monitor and other designated NRC staff, by the 15th of each month, that gives a summary of the work performed under the task, including appropriate statistics, for the previous month. The information provided in the report shall include, but not be limited to, a discussion of projected plans, hardware problems, current operational problems and the proposed corrective actions, and analysis of impact on other tasks within the scope of the SOW.

4.2 TASK AREA #2 - RIDS CODE ASSIGNMENT

The Electronic Regulatory Information Distribution System (e-RIDS) is a subsystem of ADAMS that is used to distribute electronic notification that documents have been processed and are available for viewing in ADAMS. The RIDS interfaces with the GroupWise e-mail message system to send electronic notification to designated recipients, based on the assigned RIDS and Docket Number (if applicable). The RIDS code used to launch the electronic notification is entered into the appropriate data field during the creation of the ADAMS profile. The contractor shall process documents received in the RDPC in one of the two processing categories, expedited and normal processing. Documents marked expedited shall be processed before documents that receive normal processing. The contractor shall be responsible for coding 25 documents each work day. Documents received in the RDPC by 2:30 p.m. shall be sorted, stamped, counted, recorded, and processed for inclusion in that day's document count. If any documents are not coded on the same day they are received, the contractor shall code these documents first on the following work day. If the contractor meets the 25 production level prior to close of business, and additional documents are available for processing, the contractor shall process as many as possible of the remaining documents during the time remaining on that work day.

In the event that a weekly volume of incoming documents exceeds the 125 weekly requirement, the contractor shall immediately notify the NRC Technical Monitor of the document backlog expected to occur, noting the approximate number of documents. The NRC Technical Monitor shall make a determination on the correct course of action that may be used to reduce the backlog and will provide written direction to the contractor.

4.2.2 SUBTASK #2 - OPERATIONS

The operations subtask includes document receipt (both paper and electronic), document coding, and quality control.

Work Element 1 - Document Receipt

The contractor shall track and verify the return of all paper documents provided to the contractor after processing has been completed (i.e., image processing, text processing, indexing and distribution). The contractor shall be responsible for receiving and processing all documents submitted under the NRC "Electronic Information Exchange" initiative in accordance with the RDPC SOP Manual (Will be phased in at a later date).

4.3 TASK AREA #3 - DOCUMENT PREPARATION

The RDPC shall serve as the central control point for document processing.

Work Element 1 - Document Preparation

The contractor shall prepare documents for scanning by removing all staples, binders, paper clips etc. The document preparation staff shall provide documents to the scanning staff for processing by distribution category. The contractor shall implement procedures to review each document to ensure that all referenced enclosures or attachments are included prior to scanning and shall report any discrepancies to the Task Manager for resolution.

Documents requiring special handling are those that contain sensitive information. The contractor shall handle, mark, protect and transmit documents containing sensitive information in accordance with procedures set forth in NRC Management Directive 12.6 "NRC Unclassified Sensitive Information Security Program."

Work Element 2- Document Recompilation/Final Document Disposition

After completing the scanning and quality control process, the contractor shall restore each document to its original form (assembled in the order in which it was received, stapled where appropriate, placed back in binders as received, etc.). The contractor shall deliver all completed documents to the NRC Regional File Center or appropriate Regional location by COB each day.

4.4 TASK AREA #4 - DOCUMENT SCANNING/IMAGING

Work Element 1 - Scanning/Imaging

The contractor shall create scanned images (pages) daily from paper documents received in RDPC. Document scanning shall result in a Tagged Image File Format (TIFF) image of the document pages to be linked with the ADAMS document profile and the text generated from the scanned image under Task Area #4. After the image is created, the scanning staff shall provide the image to the text processing staff for processing based on priority. The contractor shall provide various levels of scanning services. For simple scanning, the contractor will scan a document and send the scanned image (or its location in ADAMS) to the requestor. Normal scanning is performed on paper documents that are received for regular processing. The contractor will scan expedited documents and send the scanned image (or its location in ADAMS) to the requestor within four (4) work hours from time of receipt. Complex scanning services require the contractor to scan portions of a document and package it with electronic portions of the document.

Documents received in the RDPC by 2:30 p.m. shall be sorted, stamped, counted, recorded, and processed for inclusion in that day's document count. Documents received after 2:30 p.m. shall be sorted, stamped, counted and recorded for inclusion in the next day's document count. If there are any documents that are not scanned on the same day they are received, the contractor shall process these documents first on the following work day.

Work Element 2 - Quality Control

The contractor shall perform a quality control check on all images created to ensure they are acceptable for the OCR text conversion process. Detailed procedures are contained in the RDPC SOP Manual.

4.5 TASK AREA #5 - TEXT PROCESSING

Work Element 1 - Text Conversion

Images received for text processing shall require conversion into American Standard Code of

Information Exchange (ASCII) text. The contractor shall use the automated zoning features (no manual process) contained in NRC provided software to zone images for Optical Character Recognition (OCR) to create searchable text for input into ADAMS. The contractor shall perform text processing in accordance with procedures contained in the RDPC SOP Manual.

The contractor shall convert scanned images (TIFF format) each work day. If any images are not processed on the same day they are received, the contractor shall process these pages first on the following work day. During the course of this task the NRC may direct the contractor to switch from TIFF to PDF file format for image capture.

Work Element 2 - Quality Control

The contractor shall perform a minimum quality control check on the ASCII text after the OCR conversion process has been completed. This quality control check shall be limited to ensuring the general format of the resulting ASCII text is acceptable for use in building the ADAMS term search index. Detailed procedures are contained in the DPC SOP Manual.

4.6 TASK AREA #6 - DOCUMENT INDEXING

Work Element 1 - Document Indexing

ADAMS document indexing involves identifying and entering all information necessary to create ADAMS document profiles and declaring specified documents as Official Agency Records (OARs). This includes all data elements required for document distribution, tracking, and identification. All document indexing shall be performed in accordance with the procedures contained in the RDPC SOP Manual. The contractor shall enter the document profile contents into the database.

Work Element 2 - Quality Control

The contractor shall perform a quality control check after each profile is completed to ensure all completed information is correct. Detailed procedures are contained in the RDPC SOP Manual.

The contractor shall also perform a quality control check on internally generated documents to ensure that documents submitted by the NRC in mixed format consisting of electronic files and paper documents and documents consisting of multiple electronic files are packaged and

entered into ADAMS in the order defined by the NRC staff.

4.7 TASK AREA #7 - DOCUMENT DISTRIBUTION

Work Element 1 - Document Distribution

There are two processing categories established; expedited, which requires that processing be completed within three (3) to six (6) work hours of receipt in the RDPC, and normal which requires that processing be completed within eight (8) work hours of pick up from receipt in the RDPC.

Work Element 2 - Quality Control

The contractor shall review each e-RIDS notification to ensure that the distribution codes and docket numbers are correct and that manual adjustments to the distribution list have been made when appropriate.

5. PERIOD OF PERFORMANCE

The period of performance shall be:

Option.2 - From modification award to July 6, 2001

Option.3 - From July 7, 2001 to July 6, 2002

6. SCHEDULE OF DELIVERABLES

Attachment 1 lists the contract deliverables and delivery schedule for each task.

7. PERSONNEL REQUIREMENTS

<u>Computer Data Entry Technician/Receptionist</u>

Attachment 1

Contract Deliverables

TASK AREA #1 - PROJECT MANAGEMENT

Deliverable	Copies	Delivery Requirement	Deliver To:
Daily Production Indicators Report	2	Each Morning by 10:00 am	NRC Technical Monitor
Monthly Progress Report	2	15th of Each Month (for previous month)	NRC Project Officer