

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1 CONTRACT ID CODE

1 PAGE UP PAGES 2

2 AMENDMENT/MODIFICATION NO 005	3 EFFECTIVE DATE 09/30/02	4 REQUISITION/PURCHASE R-I-Q NO. NRC-3301189001:6/20	5. PROJECT NO (if applicable)
6 ISSUED BY U.S. Nuclear Regulatory Commission Division of Contracts Attn: Sally Adams, MailStop T-7-I-2 Contract Management Center 1 Washington DC 20555	7. ADMINISTERED BY (if other than item 6) U.S. Nuclear Regulatory Commission Div of Contracts Two White Flint North - MS T-7-I-2 Washington, DC 20555		

8. NAME AND ADDRESS OF CONTRACTOR (No. street, county, State and ZIP Code)  Information Manufacturing Corp. ATTN: Richard J. Throne Contract Manager 310 State Route 956 Rocket Center WV 25339-1732	(X) 9A. AMENDMENT OF SOLICITATION NO
	9B DATED (SEE ITEM 11)
	10A. MODIFICATION OF CONTRACT/ORDER NO GS35F0522J NRC-33-01-189-001
	10B DATED (SEE ITEM 13)
CODE	X 06-06-2001

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) APPN: 31X0200.210 B&R: 21015524348 BOC: 252A  
Job Code: D1874 Obligate: \$114,094.84.

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 data, 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
D OTHER (Specify type of modification and authority) Pursuant to Section D.9 of the order, FAR 212-4, and mutual agreement of the parties.

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)

See page 2 for description of modification.

Except as provided herein, all terms and conditions of the document referenced in Item 8A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Richard J. Throne, Contract Manager	15A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Sharon D. Stewart Contracting Officer
15B. CONTRACTOR/OFFEROR Richard J. Throne (Signature of person authorized to sign)	15C. DATE SIGNED 7/30/02
15B. UNITED STATES OF AMERICA Sharon D. Stewart (Signature of Contracting Officer)	15C. DATE SIGNED 9/27/02

STANDARD FORM 30 (REV. 10-83)

TEMPLATE - ADM001

ADM002

The purpose of this modification is to increase the delivery order ceiling by \$114,114.84 from \$5,488,756.77 to \$5,602,871.61, to incorporate Task No. 17 into the order for implementation of improvements to the Document Processing Center (DPC), in accordance with the contractor's proposal dated July 10, 2002, and statement of work for the effort; and to provide funding in the for performance of the effort. Accordingly, the order is modified as follows:

1. Under the Price Schedule, pages 1-8 are revised to include Task 17, including the Optional Phase III subtask. A revised price schedule is contained in Attachment 1 to this modification, and hereby replaces those corresponding pages in the order.
2. Under Section C, "Statement of Work," pages 25-31 are added to include Task 17. A copy of the pages are contained in Attachment 1 to this modification and are hereby incorporated into the statement of work for the order.
- 3 Under Section D. 9, "Consideration and Obligation," the first paragraph is deleted and replaced with the following:

"The total estimated amount (ceiling) of this order is \$5,602,871.61."

Under Section D.9, Consideration and Obligation, the first sentence of the third paragraph is deleted and replaced with the following:

"The amount presently obligated with respect to this order is \$3,571,673.87."

A revised version of the Price Schedule, statement of work pages noted above, and page D-13 of the order, are contained in Attachment 1 to this modification and hereby replace the corresponding pages in the order.

A summary of obligations for this order, from award date through the date of this action, follows.

Total FY01 Obligations: \$1,791,041.00

Total FY02 Obligations: \$1,780,632.87

Cumulative total of  
NRC obligations: \$3,571,673.87

This modification obligates FY02 funds in the amount of \$114,094.84.

All other terms and conditions of this order remain unchanged.

Attachment:

1. Replacement pages

PRICE/COST SCHEDULE  
 NRC-33-01-189 Order No. 1  
 (Current Through Modification No. 005)

YEAR 1 FOR TASKS 1-9 AND TASKS 11-14

ITEM NO.	CATEGORY DESCRIPTION	EST. QTY.	UNIT PRICE	AMOUNT
Under GSA Contract No GS-35F-0522J:				
0001	Engineer/Scientist/Int. Analyst I			\$14,339.20
0002	Engineer/Scientist/Int. Analyst II			52,446.42
0003	Information Engineer			158,620.00
0004	Lead Information Engineer			13,045.20
0005	Program Manager			179,359.60
Under GSA Contract No. GS-25F-0032L				
0006	Analyst			80,824.96
0007	Administrative Support III			8,352.00
0008	Conversion Worker I			440,472.72
0009	Conversion Worker II			268,042.88
0010	Conversion Worker III			17,562.96
0011	Department Manager II			133,976.32
0012	Index Specialist III			397,048.48
0013	Index Specialist IV			269,298.72
0014	OCR Operator I			170,948.40
0015	OCR Operator II			56,580.48
0016	Project Analyst I			192,870.61
0017	Project Analyst III			4,223.60
0018	Travel			7,000.00
0018a	Document Retraction			27,755.00
TOTAL CEILING TASKS 1-9 AND 11-14 -YEAR 1				\$2,492,767.55

\*A document is defined as an ascension number (ANO)

TASK 10

ITEM NO.	CATEGORY DESCRIPTION	EST. QTY.	UNIT PRICE	AMOUNT
Under GSA Contract No. GS-25F-0032L				
0019	Analyst			20,206.24
0020	Conversion Worker I			120,914.08
0021	Conversion Worker II			114,875.52
0022	Conversion Worker III			40,980.24
0023	Department Manager II			33,494.08
0024	Index Specialist III			85,848.32
0025	Index Specialist IV			23,417.28
0026	OCR Operator I			56,982.80
0027	OCR Operator II			6,286.72
0028	Project Analyst 1			45,830.64
TOTAL CEILING TASK 10 -YEAR 1				\$548,835.92

TASK 15

ITEM NO.	CATEGORY DESCRIPTION	EST. QTY.	UNIT PRICE	AMOUNT
Under GSA Contract No. GS-35F-0522J				
0029	Engineer/Scientist/Int. Analyst I	0		\$0.00
0030	Engineer/Scientist/Int. Analyst II	0		0.00
0031	Information Engineer	0		0.00
0032	Lead Information Engineer	0		0.00
0033	Program Manager III			732.08
Under GSA Contract No. GS-25F-0032L				
0034	Analyst	0		0.00
0035	Administrative Support III	0		0.00
0036	Conversion Worker I	0		0.00
0037	Conversion Worker II			1,069.32
0038	Conversion Worker III	0		0.00
0039	Department Manager II			712.64
0040	Index Specialist III			2,054.88

ITEM NO.	CATEGORY DESCRIPTION	EST. QTY.	UNIT PRICE	AMOUNT
0041	Index Specialist IV			1,121.04
0042	OCR Operator I			909.40
0043	OCR Operator II			401.28
0044	Project Analyst I			975.12
0045	Project Analyst III	0		0.00
TOTAL CEILING TASK 15				\$7,975.76

OPTIONAL TASK 15a

ITEM NO.	CATEGORY DESCRIPTION	EST. QTY.	UNIT PRICE	AMOUNT
Under GSA Contract No. GS-35F-0522J:				
0029	Engineer/Scientist/Int. Analyst I	0		\$0.00
0030	Engineer/Scientist/Int. Analyst II	0		0.00
0031	Information Engineer			576.80
0032	Lead Information Engineer	0		0.00
0033	Program Manager III			732.08
Under GSA Contract No. GS-25F-0032L				
0034	Analyst	0		0.00
0035	Administrative Support III	0		0.00
0036	Conversion Worker I	0		0.00
0037	Conversion Worker II			1,222.08
0038	Conversion Worker III	0		0.00
0039	Department Manager II			712.64
0040	Index Specialist III			2,054.88
0041	Index Specialist IV			1,121.04
0042	OCR Operator I			1,091.28
0043	OCR Operator II			401.28
0044	Project Analyst I			975.12
0045	Project Analyst III	0		0.00
TOTAL CEILING OPTIONAL TASK 15a				\$8,887.20

OPTIONAL TASK 15b

ITEM NO.	CATEGORY DESCRIPTION	EST. QTY.	UNIT PRICE	AMOUNT
Under GSA Contract No. GS-35F-0522J:				
0029	Engineer/Scientist/Int. Analyst I	0	[REDACTED]	\$0.00
0030	Engineer/Scientist/Int. Analyst II	0	[REDACTED]	0 00
0031	Information Engineer	[REDACTED]	[REDACTED]	576.80
0032	Lead Information Engineer	0	[REDACTED]	0.00
0033	Program Manager III	[REDACTED]	[REDACTED]	732.08
Under GSA Contract No. GS-25F-0032L				
0034	Analyst	0	[REDACTED]	0.00
0035	Administrative Support III	0	[REDACTED]	0.00
0036	Conversion Worker I	0	[REDACTED]	0.00
0037	Conversion Worker II	[REDACTED]	[REDACTED]	1,222.08
0038	Conversion Worker III	0	[REDACTED]	0.00
0039	Department Manager II	[REDACTED]	[REDACTED]	712.64
0040	Index Specialist III	[REDACTED]	[REDACTED]	2,054.88
0041	Index Specialist IV	[REDACTED]	[REDACTED]	1,121.04
0042	OCR Operator I	[REDACTED]	[REDACTED]	1,091.28
0043	OCR Operator II	[REDACTED]	[REDACTED]	401.28
0044	Project Analyst I	[REDACTED]	[REDACTED]	975.12
0045	Project Analyst III	0	[REDACTED]	0.00
TOTAL CEILING OPTIONAL TASK 15b				\$8,887.20

OPTIONAL TASK 15c

ITEM NO.	CATEGORY DESCRIPTION	EST. QTY.	UNIT PRICE	AMOUNT
Under GSA Contract No. GS-35F-0522J:				
0029	Engineer/Scientist/Int. Analyst I	0	[REDACTED]	\$0 00
0030	Engineer/Scientist/Int. Analyst II	0	[REDACTED]	0.00
0031	Information Engineer	[REDACTED]	[REDACTED]	576.80
0032	Lead Information Engineer	0	[REDACTED]	0 00
0033	Program Manager III	[REDACTED]	[REDACTED]	732.08

ITEM NO.	CATEGORY DESCRIPTION	EST. QTY.	UNIT PRICE	AMOUNT
Under GSA Contract No. GS-25F-0032L				
0034	Analyst	0		0.00
0035	Administrative Support III	0		0.00
0036	Conversion Worker I	0		0.00
0037	Conversion Worker II			1,222.08
0038	Conversion Worker III	0		0.00
0039	Department Manager II			712.64
0040	Index Specialist III			2,054.88
0041	Index Specialist IV			1,121.04
0042	OCR Operator I			1,091.28
0043	OCR Operator II			401.28
0044	Project Analyst I			975.12
0045	Project Analyst III	0		0.00
TOTAL CEILING OPTIONAL TASK 15c				\$8,887.20

YEAR 2 FOR TASKS 1-9 AND TASKS 11-14

ITEM NO.	CATEGORY DESCRIPTION	EST. QTY.	UNIT PRICE	AMOUNT
Under GSA Contract No. GS-35F-0522J:				
0001	Engineer/Scientist/Int. Analyst I			\$3,724.80
0002	Engineer/Scientist/Int. Analyst II			53,359.60
0003	Information Engineer			140,830.80
0004	Lead Information Engineer			9,036.00
0005	Program Manager			178,750.40
Under GSA Contract No. GS-25F-0032L				
0006	Analyst			83,983.36
0007	Administrative Support III			8,678.40
0008	Conversion Worker I			421,830.64
0009	Conversion Worker II			278,570.88
0010	Conversion Worker III			18,245.40
0011	Department Manager II			139,210.24
0012	Index Specialist III			390,194.00

ITEM NO	CATEGORY DESCRIPTION	EST. QTY	UNIT PRICE	AMOUNT
0013	Index Specialist IV			279,762.80
0014	OCR Operator I			177,603.60
0015	OCR Operator II			58,780.08
0016	Project Analyst I			190,496.64
0018	Travel			2,000.00
0018a*	Task 14 - Document Retraction price per document( ANO)			4,120.00
TOTAL CEILING TASKS 1-9 AND 11-14 -YEAR 2				\$2,439,177.64

OPTIONAL TASK 10 - YEAR 2

The Government reserves the right to exercise this optional task by written modification to this order

ITEM NO	CATEGORY DESCRIPTION	EST QTY.	UNIT PRICE	AMOUNT
Under GSA Contract No. GS-25F-0032L				
0019	Analyst			20,995.84
0020	Conversion Worker I			125,651.68
0021	Conversion Worker II			119,387.52
0022	Conversion Worker III			42,572.60
0023	Department Manager II			34,802.56
0024	Index Specialist III			89,187.20
0025	Index Specialist IV			24,327.20
0026	OCR Operator I			59,201.20
0027	OCR Operator II			6,531.12
0028	Project Analyst 1			47,624.16
TOTAL CEILING OPTIONAL TASK 10 -YEAR 2				\$570,281.08

TASK 17 Phase I

ITEM NO	CATEGORY DESCRIPTION	EST. QTY.	UNIT PRICE	AMOUNT
Under GSA Contract No. GS-35F-0522J:				
0001	Engineer/Scientist/Int. Analyst I			\$17,227.20
0003	Information Engineer			7,491.00
0004	Lead Information Engineer			9,939.60

ITEM NO.	CATEGORY DESCRIPTION	EST. QTY.	UNIT PRICE	AMOUNT
Under GSA Contract No GS-25F-0032L				
0016	Project Analyst I			3,377 60
0018	Travel			10,117 50
TOTAL CEILING TASK 17 Phase I -YEAR 2				\$48,152.90

TASK 17 Phase II

ITEM NO	CATEGORY DESCRIPTION	EST QTY.	UNIT PRICE	AMOUNT
Under GSA Contract No GS-35F-0522J				
0001	Engineer/Scientist/Int Analyst I			\$41,717.76
0003	Information Engineer	0		0 00
0004	Lead Information Engineer			16,942.50
Under GSA Contract No GS-25F-0032L				
0016	Project Analyst I			6,079.68
0018	Travel			1,222.00
TOTAL CEILING TASK 17 Phase II -YEAR 2				\$65,961.94

TASK 17 Optional Phase III

ITEM NO	CATEGORY DESCRIPTION	EST. QTY	UNIT PRICE	AMOUNT
Under GSA Contract No. GS-35F-0522J				
0001	Engineer/Scientist/Int Analyst I			\$55,872 00
0003	Information Engineer	0		0.00
0004	Lead Information Engineer			18,072 00
Under GSA Contract No GS-25F-0032L				
0018	Travel			8,024 00
TOTAL CEILING TASK 17 Optional Phase III -YEAR 2				\$81,968 00

CEILING SUMMARY

YEAR 1 - Tasks 1-9 and 11-14	\$2,492,767.55
YEAR 1 - Task 10	\$548,835.92
YEAR 1 - Task 15	\$7,975.66
YEAR 2 - Tasks 1-9 and 11-14	\$2,439,177.64
YEAR 2 - <i>Optional</i> Task 10 (\$570,281.08)	
YEAR 2 - Task 17 Phase I	\$48,152.90
YEAR 2 - Task 17 Phase II	\$65,961.94
YEAR 2 - Task 17 <i>Optional</i> Phase III (\$81,968.00)	
TOTAL PRICE	\$5,602,871.61

## Task 17.0 - Document Processing Center (DPC) Operations Improvements/Efficiencies

### Background

In the Staffing Plan submitted by Information Manufacturing Corporation (IMC) in response to RFPA No. CIO-010-179-002, IMC indicated that its IT staff are already trained in, operates and continuously reviews, tests, and applies conversion technology and processes in a high-volume production environment and would apply its real-world-knowledge during frequent reviews of the DPC conversion processes and technology.

IMC also indicated that from these reviews, it would develop practical, cost-effective recommendations for process and technology based improvements to DPC operations, and would begin the periodic reviews soon after award of the order. In addition, Section 4.1.2, Processing Reviews/Technology Impact Assessments, contained requirements for the contractor to perform such reviews, including estimated implementation costs and production level impacts.

On December 5, 2001, IMC submitted their analysis entitled NRC Document Processing Center (DPC) System and Process Upgrade Recommendations (Attachment 1). IMC proposed a phased in approach for implementing the recommended improvements/efficiencies to the DPC operations. On January 14, 2002, IMC briefed the NRC's, Chief Information Officer (CIO) on its recommendations for improvements to the DPC system and processes (Attachment 2). The CIO approved the staff's recommendations to implement the first three phases because it is a good business decision that will result in reduced costs and a means for increasing the NRC staff's confidence in the quality of products generated in ADAMS.

### Scope

The contractor shall upgrade and improve the operations of the ADAMS Document Processing Center and the four central Document Capture/Intake Stations at the NRC Regional Offices. These improvements are identified in the analysis conducted by Information Manufacturing Corporation (IMC), dated, December 5, 2001, entitled NRC Document Processing Center (DPC) System and Process Upgrade Recommendations (Attachment1) The improvements are divided into 3 phases (pages 21 through 27 of Attachment 1):

- Phase 1 - Infrastructure Improvements
- Phase 2 - Application Process Upgrades, and
- Phase 3 - Feasibility Analysis and Testing

The contractor shall implement the first two phases to improve the operations of the ADAMS Document Processing Center and the four central Document Capture/Intake Stations at the NRC Regional Offices. Phase 3 - Feasibility Analysis and Testing, shall be optional and will be performed at the direction of the NRC Project Officer. The contractor shall include costs for performing each phase individually in its cost proposal.

The new hardware equipment and software products identified as requirements in the System and Process Recommendations document shall be furnished by the NRC. NRC technicians will

install the hardware and software. The contractor shall provide assistance to the NRC technicians and shall "tune" the hardware/software products to meet the objectives identified in the IMC Recommendations document. The objectives include improving DPC processes (automated and manual) and procedures and enhancing quality assurance and control in the DPC production environment as provided for under Section 4.1.4 of the order.

#### **Hardware and Software Requirements:**

The NRC shall provide all hardware and software required to implement the recommendations for improving the DPC operations (see Attachment 3). The NRC shall also obtain the hardware maintenance agreements and agreements for vendor upgrades to software. The NRC shall also provide the facility for developing and testing system improvements. NRC technicians will install the hardware and software at the DPC and the regional Document Capture/Intake Stations. The contractor shall provide assistance to the NRC technicians and shall "tune" the hardware/software products to meet the objectives identified in the IMC Recommendations document. During the course of this task, the NRC may in agreement with the contractor, change the specific hardware or software requirements identified in the Task Order in order to take advantage of new or improved products that meet the needs of the DPC improvement effort.

#### **Reporting Requirements:**

The contractor shall include the status of each task in the Monthly Progress Report

#### **Implementation Plan:**

The contractor shall provide an Implementation Plan that outlines the tasks and schedules for implementing the first three phases of the plan, including recommendations for the four regional Document Capture/Intake Stations. The contractor shall submit the Implementation Plan to the NRC Task Manager within 5 days after task initiation. The implementation schedule will be partially dependent on the availability of Government furnished hardware and software that will be acquired during the duration of the task order. These acquisitions should be included as tasks in the implementation plan with the estimated completion dates provided by the NRC Project Officer. The Implementation Plan shall also include as a task the development of an Acceptance Test Plan for Phases 1 and 2 of the DPC Improvements Project. When changes to the Implementation Plan are needed, the contractor shall submit updates to the approved Implementation Plan within two days after NRC Task Manager approves changes to the plan.

Attachment 3 provides the deliverables list and requirements for Task 17. Due dates for deliverables shall be based on the Implementation Plan approved by the NRC Task Manager.

### **17.1 Tasks**

#### **17.1.1 Phase 1 - Infrastructure Improvements**

##### **17.1.1.1 Upgrade Existing Bitonal Scanners**

The NRC plans to upgrade the DPC's three (3) existing Fujitsu 3099GX scanners with KOFAX 650 SCSI Adrenaline cards. The contractor shall assist NRC technicians in installing the cards and shall set up the upgraded scanning workstations to improve the processing speed, image

quality, and OCR accuracy. The contractor shall provide documentation of scanner configuration and other relevant system documentation and revise the DPC scanning procedures accordingly.

#### **17.1.1.2 Upgrade Color Scanning Capability**

The NRC plans to upgrade color scanning in the DPC by installing a Fujitsu 4750C production color scanner. The contractor shall assist NRC technicians in installing the KOFAX 650i SCSI Adrenaline cards and set up the upgraded color scanning workstation to automate the color document scanning process, improve processing speed, image quality, and OCR accuracy. The contractor shall provide documentation of scanner configuration and other relevant system documentation and revise DPC SOP accordingly.

#### **17.1.1.3 Implement a Server-Based Conversion Software Package Using KOFAX Ascent 5.5**

The NRC plans to install a server-based conversion software package using KOFAX Ascent 5.5 at the DPC. The contractor shall assist NRC technicians in installing the KOFAX Ascent 5.5 software and configuring the servers. The contractor shall also test the hardware and system integration to ensure server performance meets the requirement to support batch processing, automated image enhancement, image inspection, OCR processing and automated workflow that can be easily optimized to meet NRC requirements and tracks documents and user statistics. The contractor shall provide documentation of the software and server configuration settings, and other relevant system documentation and revise DPC SOP accordingly.

#### **17.1.1.4 Upgrade to a More Robust OCR Package Capable of Processing Bitonal and Color Files and Outputting in Optimized PDF with Hidden Text Format**

##### Document Processing Center (DPC):

The NRC plans to equip the DPC scanning operation with a more robust OCR package (Prime Recognition) capable of processing bitonal and color files and outputting to various formats, including optimized PDF with hidden text. The contractor shall assist NRC technicians in installing the Prime Recognition software and shall perform system testing to ensure that hidden text created by this process is suitable for ADAMS search and retrieval. The contractor shall provide documentation of the software configuration settings and other relevant documentation.

##### NRC Regional Offices:

The NRC plans to upgrade the four Document Capture/Intake Stations at the NRC Regional Offices with the capability to produce optimized PDF with hidden text. The contractor shall assist the NRC technicians in installing the approved software and shall perform system testing to ensure that hidden text created by this process is suitable for ADAMS search and retrieval. The contractor shall provide documentation of the software configuration settings and other relevant documentation.

The contractor shall travel to the four NRC Regional Offices to train the regional staff on the upgrade scanning/OCR software. The contractor shall also provide a "Users Guide" for regional scanning staff.

## **17.1.2 Phase 2 - Application/Process Upgrades**

### **17.1.2.1 Test and Implement a Spell Checker Application in Profiling and Quality Control**

The NRC plans to install a spell checker application to improve the accuracy of profile fields, increase DPC staff quality control processing rates, and reduce costs. The contractor shall test multiple applications and provide its recommended spell checker application to the NRC Task Manager for approval. After receiving the NRC Task Manager's approval and the approved spell checker application software, the contractor shall assist NRC technicians to install the approved application. The contractor shall provide documentation guide for using the application and revise the DPC SOP accordingly.

### **17.1.2.2 Document Tracking System**

The NRC plans to install a relational database software for a document tracking system to support the DPC operations. The system shall measure and manage: document processing turnaround times, contractor staff's performance, and the contractor's productivity. The contractor shall develop and implement processing flows and procedures to track receipt of paper documents from the point of receipt by the DPC through the processing steps and return to the NRC. The system shall be capable of generating standard reports for use by the contractor, the NRC Project Officer, and other NRC staff. The system developed and implemented shall meet all the requirements listed above. The contractor shall provide documentation of the system configuration settings and other relevant system documentation and revise SOP's accordingly

### **17.1.2.3 Error Tracking and Reporting System**

The NRC plans to install a relational database software capable of hosting a central error tracking and reporting system to support the DPC operations. The contractor shall develop and implement processing flows and procedures for the error tracking and reporting system to centrally track production errors and to enhance DPC quality management. The system shall provide indicators of quality compliance with NRC guidelines for document processing, provide the contractor the capability to identify and correct system, process, and worker performance issues, and provide the NRC Project Officer the capability to measure and management contractor performance. The system shall be capable of generating standard reports for use by the contractor, the NRC Project Officer, and other NRC staff. The system developed and implemented shall meet all the requirements listed above. The contractor shall provide documentation of the system configuration settings and other relevant system documentation and revise DPC SOP accordingly.

### **17.1.2.4 E-RIDS Code System**

The contractor shall convert the existing WordPerfect file used for E-RIDS assignment to a database application that will allow the search of multiple values/words and the identification of multiple E-RIDS codes used to distribute specific documents. This upgrade will increase the quality and reliability of coding performed by the DPC staff. The system developed and

implemented shall meet all the requirements listed above. The contractor shall provide documentation of the system configuration settings and other relevant system documentation and revise DPC SOP accordingly.

### **17.1.3 Phase 3 - Feasibility Analysis and Testing**

The contractor shall perform a study and testing of the uses of Ascent conversion systems interface with the ADAMS FileNet Panagon Content Services to improve and make the DPC operations more efficient. The study shall include, but not be limited to:

10. use of Ascent index workflow to complete ADAMS minimum profile and automatically perform the ADAMS Add
11. use of Ascent "indexing" functionality to increase efficiency of profiling documents
12. use of Ascent-enabled "ADAMS Add to include multiple values for the same profile field
13. use of Ascent index look up functionality to complete profile based on "look-up" tables
14. use of Ascent workflow designed for efficient conversion and profiling of paper and electronic documents
15. use of Ascent to increase quality control capabilities

The contractor shall submit a formal report to the NRC Task Manager that includes its recommendations, implementation costs, and production level impact, including estimated reduction in costs for each recommendation.

<b>Task 17 - Deliverables</b>		
<b>Task Area</b>	<b>Deliverable</b>	<b>Delivery Requirement</b>
17.0	Final Implementation Plan	TBD
17.0	Updated Implementation Plan	2 work days after change to Plan
17.0	Acceptance Test Plan	TBD
17.1.1.1	Upgrade Existing Bitonal Scanners	TBD
17 1.1.1	System Documentation	TBD
17.1.1.1	Update DPC SOP	TBD
17.1.1.2	Upgrade Color Scanning Capability	TBD
17.1.1.2	System Documentation	TBD
17.1.1.2	Update DPC SOP	TBD
17.1.1.3	Implement Server-Based Conversion Software Package Using KOFAX Ascent 5.0 Server	TBD
17.1 1.3	System Documentation	TBD
17 1 1.3	Update DPC SOP	TBD
17.1 1.4	Document Processing Center (DPC) Upgrade to a more robust OCR package capable of processing bitonal and color files and outputting in Optimized PDF with hidden text format	TBD
17.1.1.4	System Documentation	TBD
17.1.1 4	NRC Regional Offices: <ul style="list-style-type: none"> <li>- Outputting in Optimized PDF with hidden text format</li> <li>- System Documentation</li> <li>- User Guide/Procedures</li> </ul>	TBD TBD TBD
17.1.2.1	Spell Checker Application	TBD
17.1.2.1	System Documentation/Guide	TBD
17.1.2.1	Update DPC SOP	TBD
17.1.2.2	Document Tracking System	TBD
17.2.2.2	System Documentation	TBD

17.2.2.2	Update DPC SOP	TBD
<b>Task 17 - Deliverables (continued)</b>		
<b>Task Area</b>	<b>Deliverable</b>	<b>Delivery Requirement</b>
17.1.2.3	Error Tracking and Reporting System	TBD
17.1.2.3	System Documentation	TBD
17.1.2.3	Update DPC SOP	TBD
17.1.2.4	E-RIDS Code System	TBD
17.1.2.4	System Documentation	TBD
17.1.2.4	Update DPC SOP	TBD
17.1.3	Ascent Study	TBD

## **8. Period of Performance**

This order shall be effective from August 6, 2001, through September 5, 2003.

## **9. Consideration and Obligation**

The total estimated amount (ceiling) of this order is \$5,602,871.61.

In the event that the option to extend services to include Optional Task 10 is exercised, the total estimated amount for Optional Task 10 in year 2 is \$570,281.

In the event that the option to extend services to include Optional Phase III under Task 17 is exercised, the total estimated amount for Optional Phase III is \$81,968.00.

The amount presently obligated with respect to this order is \$3,571,673.87. The Contracting Officer may increase this amount from time to time by unilateral modification to the order. The obligated amount shall, at no time, exceed the order ceiling. 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. Any work undertaken by the Contractor in excess of the obligated amount specified above is done so at the Contractor's sole risk.

It is estimated that the amount currently allotted will cover performance of the effort through November 15, 2002.

## **10. FAR 52.232-7, "Payments under Time-and-Material and Labor-Hour Contracts"**

FAR 52.232-7 is applicable and hereby incorporated into this order.

### Attachments:

1. Deliverables
2. NRC Form 187
3. Performance Evaluation Plan