

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE OF PAGES
1 3

| | | | |
|--|---|---|--------------------------------|
| 2. AMENDMENT/MODIFICATION NO. 040 | 3. EFFECTIVE DATE MAR 20 2003 | 4. REQUISITION/PURCHASE REQ. NO. 02/05/03 CIO-01-182-(64-67) | 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 Mgmt. Center 1 Washington DC 20555 | CODE | 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 | CODE |

| | | |
|---|---------------|---|
| 8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) OAO Corporation ATTN: George Cobb Program Manager 30 West Gude Drive, Suite 300 Rockville MD 20850 | (X) | 9A. AMENDMENT OF SOLICITATION NO. |
| | | 9B. DATED (SEE ITEM 11) |
| | | 10A. MODIFICATION OF CONTRACT/ORDER NO. GS-35F-4524G NRC-33-01-182-001 |
| | X | 10B. DATED (SEE ITEM 13) 06-18-2001 |
| CODE | FACILITY CODE | |

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) See page 3 of modification.

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) FAR 212-4, Section F.8, 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 pages 2-3 for description of modification.

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) Contracts manager William M. Castonguay | 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Joyce A. Fields Contracting Officer |
| 15B. CONTRACTOR/OFFEROR <i>William M. Castonguay</i> (Signature of person authorized to sign) | 15C. DATE SIGNED 3/20/03 |
| 16B. UNITED STATES OF AMERICA BY <i>Joyce A. Fields</i> (Signature of Contracting Officer) | 16C. DATE SIGNED 3/10/03 |

The purpose of this modification is to (1) increase the delivery order ceiling by \$486,282.48 from \$16,420,411.25 to \$16,906,693.73 to accomplish the following operational and maintenance support actions; (2) provide funding in the amount of \$169,712.48 for initiation of efforts under CLIN 46; and (3) incorporate the current list of Government furnished property. Accordingly, this order is hereby modified as follows:

1. Under CLIN 44, the ceiling of the CLIN is increased by \$5,803.21 to add maintenance effort to accommodate the increase in press releases and offset the effect of the changes in the web standard operating procedures for ADAMS document retrieval. This effort was not considered at initial placement of the order as the changes to the operating procedures had not been drafted at that time. (Reference no. RFP A CIO01182-064.)
2. Under CLIN 10, the ceiling of the CLIN is increased by \$44,937.59 to add maintenance effort to support completion of the COMEDO system #3545 SDLCM documentation. This effort was not considered at initial placement of the order since efforts to replace the system were scheduled to begin this year. This effort shall be completed by May 31, 2003. (Reference no. RFP A CIO01182-065.)
3. CLIN 46 is hereby incorporated under the subject order with a ceiling of \$169,712.48, to provide maintenance support to perform an analysis of the cost accounting system components to determine the system's compliance with JFMIP requirements and recommend alternatives for system improvements. This effort was not considered at initial placement of the order as the need for the audit had not been identified at that time. The statement of work for the effort is enclosed. This effort shall be completed prior to June 17, 2003. (Reference no. RFP A CIO01182-066.)
4. Under CLIN 17, the ceiling of the CLIN is increased by \$265,829.20 to add maintenance effort to implement an interim solution to process large (high-level waste related) documents into the Electronic Hearing Docket. This effort was not considered at initial placement of the order as the problems associated with HLW electronic document submission formats, size, and resolution in relation to the EHD and ADAMS were not identified at that time. The revised statement of work for CLIN 17, which incorporates the effort is enclosed. (Reference no. RFP A CIO01182-067.)
5. Under Section F.8, "Consideration and Obligation," the first paragraph and the first sentence of the second paragraph are deleted and replaced with the following:

"The total estimated amount (ceiling) of this order is \$16,906,693.73."

The amount presently obligated with respect to this order is \$13,488,051.61."

6. Under Section D, "Government Furnished Property," paragraph 3 is added to read as follows, and Addendum B, Government Furnished Equipment (GFE) Inventory (Attachment 2 to this modification) is hereby incorporated into the order.

"See Addendum B for Government Furnished Equipment (GFE) inventory."

A revised version of Price Schedule pages 1, 1a, 35, 42, and 68-71, and SOW pages viii, 229, 242, and A-54 through A-60, are contained in Attachment 1 to this modification and hereby replace the corresponding pages in the order.

Accounting information for Modification No. 40 follows:

| CLIN | APPN. # | ACCTNG. ID # | B&R # | BOC | JOB CODE | COMMIT. # | AMOUNT |
|--|-------------|--------------|-------------|------|----------|------------|--------------|
| 46 | 31X0200.37N | N0118200146 | 37N15532173 | 252A | N7013 | RQ70030059 | 169,712.48 |
| Total Obligation - Modification No. 40 : | | | | | | | \$169,712.48 |

This modification obligates FY03 funds in the amount of \$169,712.48.

All other terms and conditions of this order remain unchanged.

Attachment:

1. Replacement pages
2. Addendum B

PRICE/COST SCHEDULE: PRICE/COST SCHEDULE SUMMARY (Inclusive of Modification 40)

| CLIN No. | Ceiling - Year 1 | Ceiling - Year 2 | Total Ceiling |
|----------|------------------|------------------|----------------|
| 001 | \$149,047.95 | \$0.00 | \$149,047.95 |
| 002 | \$260,235.28 | \$270,615.09 | \$530,850.37 |
| 003 | \$111,616.60 | \$116,047.65 | \$227,664.25 |
| 004 | \$176,693.55 | \$183,794.55 | \$360,488.10 |
| 005 | \$1,222,989.05 | \$890,936.10 | \$2,113,925.15 |
| 006 | \$8,014.87 | \$8,315.56 | \$16,330.43 |
| 007 | \$409,776.52 | \$436,143.00 | \$845,919.52 |
| 008 | \$22,192.20 | \$23,090.09 | \$45,282.29 |
| 009 | \$11,267.40 | \$11,718.70 | \$22,986.10 |
| 010 | \$40,002.10 | \$195,257.45 | \$235,259.55 |
| 011 | \$6,849.12 | \$7,109.68 | \$13,958.80 |
| 012 | \$55,252.32 | \$57,440.84 | \$112,693.16 |
| 013 | \$161,564.44 | \$246,731.10 | \$408,295.54 |
| 014 | \$4,090.20 | \$4,254.00 | \$8,344.20 |
| 015 | \$352,975.25 | \$652,164.61 | \$1,005,139.86 |
| 016 | \$230,980.30 | \$383,996.00 | \$614,976.30 |
| 017 | \$761,012.75 | \$1,212,645.52 | \$1,973,658.27 |
| 018 | \$33,206.40 | \$136,505.70 | \$169,712.10 |
| 019 | \$44,725.00 | \$45,425.46 | \$90,150.46 |
| 020 | \$107,354.00 | \$111,666.26 | \$219,020.26 |
| 021 | \$42,437.00 | \$51,694.85 | \$94,131.85 |
| 022 | \$24,930.83 | \$28,171.35 | \$53,102.18 |
| 023 | \$557,933.67 | \$580,435.80 | \$1,138,369.47 |
| 024 | \$359,367.00 | \$786,232.94 | \$1,145,599.94 |
| 025 | \$18,371.50 | \$19,129.04 | \$37,500.54 |
| 026 | \$21,326.40 | \$8,718.36 | \$30,044.76 |
| 027 | \$0.00 | \$0.00 | \$0.00 |
| 028 | \$294,636.65 | \$313,960.15 | \$608,596.80 |
| 029 | \$44,738.40 | \$46,505.75 | \$91,244.15 |
| 030 | \$157,787.64 | \$273,292.10 | \$431,079.74 |
| 031 | \$68,270.90 | \$3,413.26 | \$71,684.16 |
| 032 | \$13,053.80 | \$62,576.81 | \$75,630.61 |

| CLIN No. | Ceiling - Year 1 | Ceiling - Year 2 | Total Ceiling |
|--------------------|-----------------------|-----------------------|------------------------|
| 033 | \$1,994.04 | \$2,073.96 | \$4,068.00 |
| 034 | \$0.00 | \$0.00 | \$0.00 |
| 035 | \$216,532.95 | \$0.00 | \$216,532.95 |
| 036 | \$118,960.23 | \$0.00 | \$118,960.23 |
| 037 | \$1,059,290.65 | \$1,652,541.20 | \$2,711,831.85 |
| 038 | \$15,152.60 | \$15,760.50 | \$30,913.10 |
| 039 | \$30,395.70 | \$31,615.12 | \$62,010.82 |
| 040 | \$4,300.50 | \$14,943.00 | \$19,243.50 |
| 041 | \$45,594.99 | \$241,706.64 | \$287,301.63 |
| 042 | n/a | \$70,018.95 | \$70,018.95 |
| 043 | n/a | \$261,764.00 | \$261,764.00 |
| 044 | n/a | \$13,649.36 | \$13,649.36 |
| 045 | \$0.00 | \$0.00 | \$0.00 |
| 046 | \$0.00 | \$169,712.48 | \$169,712.48 |
| TOTAL PRICE | \$7,264,920.75 | \$9,641,772.98 | \$16,906,693.73 |

| CONTRACT LINE ITEM (CLIN) NO: 044 (Mod. 40) | DESCRIPTION: | EST. QTY. | UNIT | UNIT PRICE | CEILING AMOUNT |
|--|--|-----------|-------|------------|--------------------|
| | O&M Support for OPA Web Pages | | | | |
| | Project Manager | █ | hours | █ | 924.75 |
| | Program Manager | █ | hours | █ | 125.00 |
| | Application Systems Analyst Manager | 0 | hours | █ | 0.00 |
| | App. Systems Analyst Manager (onsite) | █ | hours | █ | 2,011.10 |
| | Application Systems Analyst Programmer | 0 | hours | █ | 0.00 |
| | Sr. Functional Analyst | 0 | hours | █ | 0.00 |
| | Analyst 1 | 0 | hours | █ | 0.00 |
| | Analyst 2 | 0 | hours | █ | 0.00 |
| | Analyst 3 | 0 | hours | █ | 0.00 |
| | Analyst 5 | 0 | hours | █ | 0.00 |
| | Doc. Coordinator | 0 | hours | █ | 0.00 |
| | Doc. Coord. (onsite) | █ | hours | █ | 10,588.50 |
| | Doc. Specialist | 0 | hours | █ | 0.00 |
| | Network Control Tech. | 0 | hours | █ | 0.00 |
| | Support Specialist 3 | 0 | hours | █ | 0.00 |
| | Support Specialist 4 | 0 | hours | █ | 0.00 |
| | Support Specialist 5 | 0 | hours | █ | 0.00 |
| | Support Specialist 6 | 0 | hours | █ | 0.00 |
| | Technical Expert 1 | 0 | hours | █ | 0.00 |
| | Technical Expert 2 | 0 | hours | █ | 0.00 |
| | Technical Expert 3 | 0 | hours | █ | 0.00 |
| | Technical Expert 4 | 0 | hours | █ | 0.00 |
| TOTAL CLIN 44 CEILING - YEAR 2 | | | | | \$13,649.35 |

Mod. 33 (new CLIN)

| CONTRACT LINE ITEM (CLIN) NO: 017 (Mod. 40) | DESCRIPTION: | EST. QTY. | UNIT | UNIT PRICE | CEILING AMOUNT |
|--|--|-----------|-------|------------|-----------------------|
| | O&M Support for ADAMS | | | | |
| | Project Manager | ██████ | hours | ██████ | 41,100.00 |
| | Program Manager | ██████ | hours | ██████ | 28,000.00 |
| | Application Systems Analyst Manager | ██████ | hours | ██████ | 127,620.00 |
| | Application Systems Analyst Programmer | 0 | hours | ██████ | 0.00 |
| | Sr. Functional Analyst | ██████ | hours | ██████ | 166,986.00 |
| | Analyst 1 | 0 | hours | ██████ | 0.00 |
| | Analyst 2 | 0 | hours | ██████ | 0.00 |
| | Analyst 3 | 0 | hours | ██████ | 0.00 |
| | Analyst 5 | ██████ | hours | ██████ | 134,640.00 |
| | Doc. Coordinator | 0 | hours | ██████ | 0.00 |
| | Doc. Specialist | 0 | hours | ██████ | 0.00 |
| | Network Control Tech. | 0 | hours | ██████ | 0.00 |
| | Support Specialist 3 | 0 | hours | ██████ | 0.00 |
| | Support Specialist 4 | 0 | hours | ██████ | 0.00 |
| | Support Specialist 5 | 0 | hours | ██████ | 0.00 |
| | Support Specialist 6 | ██████ | hours | ██████ | 698.32 |
| | Technical Expert 1 | ██████ | hours | ██████ | 182,988.00 |
| | Technical Expert 2 | ██████ | hours | ██████ | 194,589.20 |
| | Technical Expert 3 | ██████ | hours | ██████ | 336,024.00 |
| | Technical Expert 4 | 0 | hours | ██████ | 0.00 |
| TOTAL CLIN 17 CEILING - YEAR 2 | | | | | \$1,212,645.52 |

| CONTRACT LINE ITEM (CLIN) NO: 010 Mod. 40 | DESCRIPTION: | EST. QTY. | UNIT | UNIT PRICE | CEILING AMOUNT |
|---|---|-----------|-------|------------|---------------------|
| | O&M Support for Office of the Chief Financial Officer Systems | | | | |
| | Project Manager | ██████ | hours | ██████ | 2,055.00 |
| | Program Manager | ██████ | hours | ██████ | 1,500.00 |
| | Application Systems Analyst Manager | 0 | hours | ██████ | 0.00 |
| | Application Systems Analyst Programmer | ██████ | hours | ██████ | 4,032.70 |
| | Sr. Functional Analyst | ██████ | hours | ██████ | 164,666.75 |
| | Analyst 1 | 0 | hours | ██████ | 0.00 |
| | Analyst 2 | 0 | hours | ██████ | 0.00 |
| | Analyst 3 | 0 | hours | ██████ | 0.00 |
| | Analyst 5 | ██████ | hours | ██████ | 5,984.00 |
| | Programmer 5 | 0 | hours | ██████ | 0.00 |
| | Doc. Coordinator | ██████ | hours | ██████ | 17,019.00 |
| | Doc. Specialist | 0 | hours | ██████ | 0.00 |
| | Network Control Tech. | 0 | hours | ██████ | 0.00 |
| | Support Specialist 3 | 0 | hours | ██████ | 0.00 |
| | Support Specialist 4 | 0 | hours | ██████ | 0.00 |
| | Support Specialist 5 | 0 | hours | ██████ | 0.00 |
| | Support Specialist 6 | 0 | hours | ██████ | 0.00 |
| | Technical Expert 1 | 0 | hours | ██████ | 0.00 |
| | Technical Expert 2 | 0 | hours | ██████ | 0.00 |
| | Technical Expert 3 | 0 | hours | ██████ | 0.00 |
| | Technical Expert 4 | 0 | hours | ██████ | 0.00 |
| TOTAL CLIN 10 CEILING - YEAR 2 | | | | | \$195,257.45 |

Original Yr. 2 21012.16
Proposed Yr. 2 21011.80
Mod. 33: 150,319.86

CLIN 45 (RESERVED)

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| CONTRACT LINE ITEM (CLIN) NO: 046 (Mod. 40) | DESCRIPTION: | EST. QTY. | UNIT | UNIT PRICE | CEILING AMOUNT |
|--|--|------------|-------|------------|-------------------|
| | "Operational Support and Maintenance for Cost Accounting System Assessment" | | | | |
| | Project Manager | 0 | hours | [REDACTED] | 0.00 |
| | Program Manager | [REDACTED] | hours | [REDACTED] | 625.00 |
| | Application Systems Analyst Manager | 0 | hours | [REDACTED] | 0.00 |
| | App. Systems Analyst Manager (onsite) | 0 | hours | [REDACTED] | 0.00 |
| | Application Systems Analyst Programmer | 0 | hours | [REDACTED] | 0.00 |
| | Sr. Functional Analyst | [REDACTED] | hours | [REDACTED] | 2,226.48 |
| | Analyst 1 | 0 | hours | [REDACTED] | 0.00 |
| | Analyst 2 | 0 | hours | [REDACTED] | 0.00 |
| | Analyst 3 | 0 | hours | [REDACTED] | 0.00 |
| | Analyst 5 | 0 | hours | [REDACTED] | 0.00 |
| | Doc. Coordinator | 0 | hours | [REDACTED] | 0.00 |
| | Doc. Coord. (onsite) | 0 | hours | [REDACTED] | 0.00 |
| | Doc. Specialist | 0 | hours | [REDACTED] | 0.00 |
| | Network Control Tech. | 0 | hours | [REDACTED] | 0.00 |
| | Support Specialist 3 | 0 | hours | [REDACTED] | 0.00 |
| | Support Specialist 4 | 0 | hours | [REDACTED] | 0.00 |
| | Support Specialist 5 | 0 | hours | [REDACTED] | 0.00 |
| | Support Specialist 6 | 0 | hours | [REDACTED] | 0.00 |
| | Technical Expert 1 | 0 | hours | [REDACTED] | 0.00 |
| | Technical Expert 2 | 0 | hours | [REDACTED] | 0.00 |
| | Technical Expert 2 - Consultant* | [REDACTED] | hours | [REDACTED] | 50,830.00 |
| | Technical Expert 3 | 0 | hours | [REDACTED] | 0.00 |

| CONTRACT LINE ITEM (CLIN) NO: 046 (Mod. 40) | DESCRIPTION: | EST. QTY. | UNIT | UNIT PRICE | CEILING AMOUNT |
|---|---|-----------|-------|------------|---------------------|
| | "Operational Support and Maintenance for Cost Accounting System Assessment" | | | | |
| | Technical Expert 3 - Manager* | ██████ | hours | ██████ | 66,720.00 |
| | Technical Expert 3- Sr. Consultant* | ██████ | hours | ██████ | 4,419.00 |
| | Technical Expert 4 | 0 | hours | ██████ | 0.00 |
| | Technical Expert 4- Partner* | ██████ | hours | ██████ | 3,952.00 |
| | Technical Expert 4- Sr. Manager* | ██████ | hours | ██████ | 40,940.00 |
| TOTAL CLIN 46 CEILING - YEAR 2 | | | | | \$169,712.48 |

Mod. 40 (new CLIN)

*Reflects discounts

| | | |
|--|--|-----------------|
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| CLIN 34 | O & M Support for Region I Office Systems | Page 225 |
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| Addendum A - CLINs Added by Modification | | |
| | | |
| Addendum B - Government Furnished Equipment (GFE) Inventory | | |

D. Government Furnished Property

The NRC will provide a basic workstation and administrative software necessary for the Contractor to work effectively in NRC's network environment. All applications software necessary to maintain NRC application systems contained in this delivery order will also be provided.

NRC will also be providing routers, and hubs necessary to connect to our network. For security reasons, the contractor shall ensure that NRC provided equipment remains separated from the Contractors own network environment.

See Addendum B for Government Furnished Equipment (GFE) inventory.

Government Furnished Equipment (GFE) Property Requirements

Some items delivered to the contractor for their use in support of this delivery order will remain in their off-site space. Such items are defined as GFE.

Once delivered, the contractor shall control the property and administer a program to protect and preserve it. The contractor shall also maintain a suitable inventory control system.

The contractor shall appoint one person as the receipt point of all GFE items provided for their use under this delivery order.

The contractor shall provide monthly reports and periodic queries from their GFE inventory systems as requested by NRC. The monthly reports are cumulative to date from the start of the delivery order.

The minimum data to be presented in the monthly GFE report is -

- BPA #
- Delivery Order #
- NRC Property TAG #
- Serial #
- Location
- Person Assigned to
- Item Type Code (HW, SW, License, etc.)
- Item Name (i.e., PC, server, tape drive, modem, etc.)
- Comments/disposition

Contractor Staffing Changes and/or Project Changes

Adding a new person to this delivery order requires that NRC perform a background security check, arrange for badging, provide a LAN ID and/or mainframe access ID, and

- f. Any unauthorized commitment or direction issued by the project officer may result in an unnecessary delay in the contractor's performance and may even result in the contractor expending funds for unallowable costs under the order or associated BPA.
- g. A failure of the parties to agree upon the nature of the instruction or direction or upon the contract action to be taken with respect thereto is subject to 52.233-1 - Disputes.
- h. In addition to providing technical direction as defined in paragraph (b) of the section, the project officer shall:
 - 1. Monitor the contractor's technical progress, including surveillance and assessment of performance, and recommend to the CO changes in requirements.
 - 2. Assist the contractor in the resolution of technical problems encountered during performance.
 - 3. Review all costs requested for reimbursement by the contractor and submit to the CO recommendations for approval, disapproval, or suspension of payment for supplies and services required under orders.
 - 4. Assist the contractor in obtaining the badges for the contractor personnel.
 - 5. Immediately notify the Personnel Security Branch, Division of Facilities and Security (PERSEC/DFS) (via e-mail) when a contractor employee no longer requires access authorization and return the individual's badge to PERSEC/DFS within three days after their termination.

7. Period of Performance

This order shall be effective from June 18, 2001 through June 17, 2003.

8. Consideration and Obligation

The total estimated amount (ceiling) of this order is \$16,906,693.73.

The amount presently obligated with respect to this order is \$13,488,051.61. 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.

CLIN 45 (Reserved)
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CLIN 46 O & M Support for Cost Accounting System Assessment
Revised - 2/10/03

46.A BACKGROUND

The NRC's Office of the Chief Financial Officer (OCFO) implemented a cost accounting system designed to aggregate NRC's labor and non-labor costs for external financial reporting and for internal management reporting. The cost accounting system extracts non-labor data from NRC's core accounting system, labor cost data from NRC's PeopleSoft Payroll system, and labor hours from NRC's PeopleSoft Time and Labor System. The system then populates cost models using Armstrong-Laing Metify Activity Based Costing software and generates cost and labor hour reports using COGNOS reporting software. A description of the system's components follows:

Cost Accounting Interfaces: The cost accounting interfaces use Sybase software to extract employee payroll and time reporting data from the NRC HRMS system (Peoplesoft) and populates the cost accounting system data marts.

Cost Accounting Data mart: The cost accounting data marts consist of eight Microsoft Access databases that use queries and macros to format the data extracted from the HRMS system for import into the Metify Cost Models.

Metify Cost Models: The Metify Cost Models import formatted data from the cost accounting data marts and calculates the costs associated with NRC planned accomplishments, offices, and strategic arenas. The system contains three cost models: The *Labor Distribution Model* distributes employee payroll costs to planned accomplishments using employee hours; the *Management Reporting and the Financial Reporting Models*.

COGNOS Reports: COGNOS PowerPlay software is used to generate cost reports from the Metify Management Reporting and Financial Reporting models. The COGNOS Impromptu software generates reports from the Cost Accounting data marts.

46.B SCOPE

Conduct a post implementation assessment of the NRC's Cost Accounting System. The contractor's assessment will:

- Determine the system's compliance with Federal accounting standards, system requirements, and internal control guidance contained in SFFAS #4 Managerial Cost Accounting Standards and Concepts for the Federal Government, JFMIP Cost Accounting System Requirements, OMB Circular's A-123 Management Accountability and Control, A-127 Financial Management Systems, and A-130 Appendix III, Security of Federal Automated Information Resources and provide instances of non-compliance.

- Determine the system's capability for capturing full cost of outputs and documenting the audit trail for the Statement of Net Cost financial statement.
- Examine the system's data marts and their efficiencies related to outputs, standard operating procedures, and the overall system configuration and provide recommendations for improving its usability and efficiency for the NRC.
- Based on the results of the assessment, the contractor will provide alternatives for a long term systems approach for meeting the agency's cost accounting requirements.

46.C STATEMENT OF WORK

The NRC requires the contractor to perform a post implementation assessment of its cost accounting system. The assessment will identify instances of non-compliance with Federal system requirements and will result in specific recommendations for improving the system's performance, ease of use, and internal controls. The government estimates 1,160 hours to complete the following tasks and deliverables under the scope of this statement of work:

Task 1 Establish a Project Plan

The contractor will submit a project plan for NRC review that identifies major milestones and estimated due dates. The final plan will be approved by the NRC project manager and will include the credentials and qualifications of proposed personnel and describe the results of any work done in previous engagements which mirrors NRC's SOW requirements.

Task 2 Project Commencement Task

The contractor will meet with NRC principles to discuss their understanding of the tasks, deliverables, and priority for completing the work.

Task 3 Assess the Cost Accounting System's compliance with Federal accounting standards, system requirements and internal controls; document the audit trail of transactions from agency source systems through the assignment and allocation to strategic arenas for agency financial reporting; and evaluate the system's interfaces, overall configuration, and reporting capability.

Priority One

- Assess the system's compliance with JFMIP Cost Accounting System Requirements.
- Assess the system's compliance with manual and automated internal controls outlined in OMB Circulars A-123, A-127, and GAO's Standards for Internal Controls.

- Assess the system's compliance with OMB Circular A-130.
- Determine the system changes needed to capture the full cost of outputs (agency planned accomplishments) for compliance with SFFAS #4.
- Assist NRC staff with the required system changes and test the accuracy of the new cost assignments and allocations. This task is optional based on the extent of the changes needed to the system. The contractor will provide a time and cost estimate to implement the system changes.
- Document the audit trail for individual transactions from the agency source systems into the data marts and Metify models, through the Metify model's assignment and allocation process, to system output reports used for the agency Statement of Net Cost financial statement. Auditor flowchart of the Statement of Net Cost audit trail is attached.
- Assess the effective use of the Armstrong-Laing Metify ABM software for accomplishing the allocation of costs. Evaluate whether overhead costs maintain their Federal/non-Federal distinction during the allocation process for financial reporting. Include an assessment as to whether the functionality of Metify is being used in the most effective and efficient way possible.

Priority Two

- Assess whether the generation of multiple MS ACCESS data marts with high volumes of transactions is the most effective way of maintaining a database of all detail cost accounting transactions.
- Assess whether appropriate hardware and software are in place to support the continued operation of the cost accounting system.
- Assess whether there is a more effective manner of processing bi-weekly PeopleSoft Time and Labor transactions to accomplish the distribution of labor costs to hours in a manner that reasonably accounts for prior period adjustments without having to reprocess each pay period in each subsequent quarter in which an adjustment is made.

Priority Three

- Assess the effective and efficient use of COGNOS PowerPlay software to produce ad hoc reports and standard periodic reports
- Assess the ease of use of COGNOS Impromptu software by accounting staff and selected individuals in each agency office for ad hoc queries and standard periodic queries.

- Assess whether the report generation functionality of Metify could be more effectively used (currently it is not being used at all).

46.D DELIVERABLES

For each deliverable, the contractor will provide a cost and time estimate.

- 46.D.1 A draft project plan described in Task 1 is due 5 business days from the start of work. A final project plan is due 10 business days from the start of work.
- 46.D.2 A draft report of instances of non-compliance with Federal systems requirements and internal control guidance. At a minimum, this report will include the identification of specific government-wide requirements and a description of NRC's compliance or non-compliance. Due Date: 35 business days from the start of work.
- 46.D.3 A final report of instances of non-compliance with Federal systems requirements to include recommendations for corrective actions. Due Date: 50 business days from the start of work.
- 46.D.4 A draft report of system changes needed to accommodate full cost reporting at the output level. Due Date: 25 business days from the start of work.
- 46.D.5 A final report of system changes needed to accommodate full cost reporting at the output level. Due Date: 35 business days from the start of work.
- 46.D.6 Documented test results showing the accuracy of the assignment and allocation of full costs of agency outputs. Due date: TBD. Based on the extent of the changes needed to the system and if the NRC exercises the option for this task.
- 46.D.7 A preliminary report documenting the audit trail of transactions from agency source systems to the Statement of Net Cost (with cost allocations to strategic arenas). The report will include process steps, a description of the tools used to extract the data from the system, and recommendations for changing existing reports and adding new reports. Due date: 45 business days from the start of work.
- 46.D.8 A final report documenting the audit trail of transactions from agency source systems to the Statement of Net Cost (with cost allocations to planned accomplishments). Due date: TBD. Based on the NRC exercising the option to have the contractor perform the task to assign and allocate full costs to outputs.

- 46.D.9 A report of recommendations for improving the effectiveness and efficiency of the NRC cost accounting system based on the assessments described in Task 2. Each recommendation will include, a discussion of the assessment results, an options analysis, and a recommendation. Due Date: 58 business days from the start of work.
- 46.D.10 A cost estimate for implementing corrective actions for selected efficiency recommendations. The recommendations included in this deliverable will be determined by the NRC project manager. Due date: 68 business days from the start of work.
- 46.D.11 (Optional) Recommendations for a long term cost accounting system that meets Federal and agency requirements for managerial cost accounting. Based on the results of the system assessment, the NRC project manager will determine the need for this deliverable. Due date: 80 business days from the start of work.

46.E PERSONNEL

The contractor shall include the following qualifications in its proposal:

- Expert knowledge of SFFAS #4, OMB Circulars A-123, A-127, A-130 Appendix III, and JFMIP Federal requirements that apply to cost accounting systems.
- Experience with the implementation of cost accounting systems in the Federal government to meet management reporting requirements as well as financial statement reporting requirements.
- Experience with SYBASE and MS SQL environments, and establishing databases using MS ACCESS and SYBASE.
- Experience with Armstrong-Laing's Metify software.
- Experience with the PeopleSoft Time and Labor, Payroll, and Human Resource modules.
- Experience with COGNOS Powerplay, COGNOS Impromptu Reporting, COGNOS Enterprise Server, and COGNOS Upfront.

46.F CLIN MANAGER

The CLIN Manager for this item will be Robert Rakowski who can be reached on 301-415-7340 and his email address is RER@NRC.GOV.

46.H. LEVEL OF EFFORT

The Level of Effort on this CLIN is anticipated to be approximately 1,160 hours.

46.H PERIOD OF PERFORMANCE

This project will run from initiation until June 17th, 2003 to coincide with the closing of the CISSCO contract vehicle. The NRC believes that the system assessment, full cost reporting and audit trail work, delivery of the recommendations, preparation of a cost estimate for the corrective actions, and the recommendations for a long term systems solution should be completed by that time.