

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES
1 5

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

BPA NO.

1. DATE OF ORDER 08-28-2003		2. CONTRACT NO. (if any) GS35F0522J/GS250032L		6. SHIP TO:	
3. ORDER NO. NRC-33-03-341		MODIFICATION NO.		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission ATTN: Mr. Keith Shaw	
4. REQUISITION/REFERENCE NO. CIC-03-341		b. STREET ADDRESS 11555 Rockville Pike Mail Stop 0-3-H-5		c. CITY Washington	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div of Contracts Two White Flint North - MS T-7-I-2 Washington, DC 20555		d. STATE DC		e. ZIP CODE 20555	
7. TO:		f. SHIP VIA N/A		8. TYPE OF ORDER	
a. NAME OF CONTRACTOR Information Manufacturing Corporation		<input type="checkbox"/> a. PURCHASE ORDER		<input checked="" type="checkbox"/> b. DELIVERY/TASK ORDER	
b. COMPANY NAME Mr. Richard Throne Director of Administration and Contracts		Reference your Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.		Except for billing instructions on the reverse, this delivery/task order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
c. STREET ADDRESS 310 State Route 956		d. CITY Rocket Center		e. STATE WV	
f. ZIP CODE 26726		9. ACCOUNTING AND APPROPRIATION DATA 310-15-301-189 D-1874 252A 31X0200.310 \$561,030.00 310-15-307-189 J-1185 252A 31X0200.210 \$553,701.66		10. REQUISITIONING OFFICE OCIO Office of the Chief Financial Officer	
11. BUSINESS CLASSIFICATION (Check appropriate box(es))					
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED					
12. F.O.B. POINT Destination		14. GOVERNMENT BAL. NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE 9/06/2003-9/05/2005	
16. DISCOUNT TERMS Net 30 days		13. PLACE OF		FOR INFORMATION CALL: (No collect calls)	
a. INSPECTION		b. ACCEPTANCE		Carolyn A. Cooper (301) 415-6737	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	<p>The contractor shall provide the qualified personnel and services necessary to perform the requirements described in the attached Statement of Work (Attachment No. 2) entitled, "Document Processing Center Support Services." The work shall be provided at the rates specified in the attached Schedule of Prices (Attachment No. 1). The contractor's cost proposal dated August 1, 2003 is incorporated by reference herein. The ordering period for this order shall commence on September 6, 2003 and will expire on September 5, 2005. The term of this order may be extended at the option of the Government for an additional three years.</p> <p>The total estimated ceiling amount of this delivery order for the services ordered, delivered, and accepted under this order is \$5,675,175.00.</p> <p>The amount presently obligated with respect to this order is \$1,114,731.66. The Contracting Officer may issue orders for work up to the amount presently obligated. This amount may be unilaterally increased from time to time by the</p>			See CONTINUATION Page		

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		\$5,675,175.00	SUBTOTAL
	21. MAIL INVOICE TO:							17(h) TOTAL (Cont. pages)
	a. NAME U.S. Nuclear Regulatory Commission Payment Team, Mail Stop T-9-H-4							
	b. STREET ADDRESS (or P.O. Box) Attn: (NRC-33-03-341)							
c. CITY Washington		d. STATE DC	e. ZIP CODE 20555				\$5,675,175.00	17(i). GRAND TOTAL

22. UNITED STATES OF AMERICA
BY (Signature)

Sharon D. Stewart

23. NAME (Typed)
Sharon D. Stewart
Contracting Officer
TITLE: CONTRACTING/ORDERING OFFICER

OPTIONAL FORM 347 (6/95)

TEMPLATE - ADM001

ADM002

TASK ORDER TERMS AND CONDITIONS

NOT SPECIFIED IN THE CONTRACT

A.1 NRC ACQUISITION CLAUSES - (NRCAR) 48 CFR CH. 20**A.2 OTHER APPLICABLE CLAUSES**

☐ See Addendum for the following in full text (if checked)

☐ 52.216-18, Ordering

☐ 52.216-19, Order Limitations

☐ 52.216-22, Indefinite Quantity

☐ 52.217-6, Option for Increased Quantity

☐ 52.217-7, Option for Increased Quantity Separately Priced Line Item

☐ 52.217-8, Option to Extend Services

☒ 52.217-9, Option to Extend the Term of the Contract

A.3 ELECTRONIC PAYMENT

The Debt Collection Improvement Act of 1996 requires that all payments except IRS tax refunds be made by Electronic Funds Transfer. It is the policy of the Nuclear Regulatory Commission to pay vendors by the Automated Clearing House (ACH) electronic funds transfer payment system. The electronic system is known as Vendor Express. Payment shall be made in accordance with FAR 52.232-33, entitled "Mandatory Information for Electronic Funds Transfer Payment".

To receive payment, the contractor shall complete the "Company Information" portion of the Standard Form 3881, entitled "ACH Vendor/Miscellaneous Payment Enrollment Form" found as an attachment to this document. The contractor shall take the form to the ACH Coordinator at the financial institution that maintains its company's bank account. The contractor shall discuss with the ACH Coordinator how the payment identification information (addendum record) will be passed to them once the payment is received by the financial institution. Further information concerning the addendum is provided at Attachment . The ACN Coordinator should fill out the "Financial Institution Information" portion of the form and return it to the Office of the Controller at the following address: Nuclear Regulatory Commission, Division of Accounting and Finance, Financial Operations Section, Mail Stop T-9-H-4, Washington, DC 20555, ATTN: ACH/Vendor Express. It is the responsibility of the contractor to ensure that the financial institution returns the completed form to the above cited NRC address. If the contractor can provide the financial information, signature of the financial institutions ACH Coordinator is not required. The NRC is under no obligation to send

reminders. Only after the Office of the Controller has processed the contractor's sign-up form will the contractor be eligible to receive payments.

Once electronic funds transfer is established for payments authorized by NRC, the contractor needs to submit an additional SF 3881 only to report changes to the information supplied.

Questions concerning ACH/Vendor Express should be directed to the Financial Operations staff at (301) 415-7520."

A.4 SEAT BELTS

Contractors, subcontractors, and grantees, are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented, or personally owned vehicles.

A.5 APPROPRIATE USE OF GOVERNMENT FURNISHED INFORMATION TECHNOLOGY (IT) EQUIPMENT AND/ OR IT SERVICES/ ACCESS (MARCH 2002)

As part of contract performance the NRC may provide the contractor with information technology (IT) equipment and IT services or IT access as identified in the solicitation or subsequently as identified in the contract or delivery order. Government furnished IT equipment, or IT services, or IT access may include but is not limited to computers, copiers, facsimile machines, printers, pagers, software, phones, Internet access and use, and email access and use. The contractor (including the contractor's employees, consultants and subcontractors) shall use the government furnished IT equipment, and / or IT provided services, and/ or IT access solely to perform the necessary efforts required under the contract. The contractor (including the contractor's employees, consultants and subcontractors) are prohibited from engaging or using the government IT equipment and government provided IT services or IT access for any personal use, misuse, abuses or any other unauthorized usage.

The contractor is responsible for monitoring its employees, consultants and subcontractors to ensure that government furnished IT equipment and/ or IT services, and/ or IT access are not being used for personal use, misused or abused. The government reserves the right to withdraw or suspend the use of its government furnished IT equipment, IT services and/ or IT access arising from contractor personal usage, or misuse or abuse; and/ or to disallow any payments associated with contractor (including the contractor's employees, consultants and subcontractors) personal usage, misuses or abuses of IT equipment, IT services and/ or IT access; and/ or to terminate for cause the contract or delivery order arising from violation of this provision.

A.6 COMPLIANCE WITH U.S. IMMIGRATION LAWS AND REGULATIONS

NRC contractors are responsible to ensure that their alien personnel are not in violation of United States Immigration and Naturalization (INS) laws and regulations, including employment authorization documents and visa requirements. Each alien employee of the Contractor must be lawfully admitted for permanent residence as evidenced by Alien Registration Receipt Card Form 1-151 or must present other evidence from the Immigration and Naturalization Services that employment will not affect his/her immigration status. The INS Office of Business Liaison (OBL) provides information to contractors to help them understand the employment eligibility verification process for non-US citizens. This information can be found on the INS website, <http://www.ins.usdoj.gov/graphics/services/employerinfo/index.htm#obl>.

The NRC reserves the right to deny or withdraw Contractor use or access to NRC facilities or its equipment/services,

and/or take any number of contract administrative actions (e.g., disallow costs, terminate for cause) should the Contractor violate the Contractor's responsibility under this clause.

(End of Clause)

**STATEMENT OF WORK FOR AGENCYWIDE DOCUMENTS ACCESS
AND MANAGEMENT SYSTEM (ADAMS) DOCUMENT PROCESSING SUPPORT SERVICES**

C.1 Background

On April 1, 2000, the Agencywide Documents Access and Management System (ADAMS) became a U. S. Nuclear Regulatory Commission (NRC) official record keeping system, enabling the NRC to manage unclassified, official programmatic and administrative records of lasting business value to NRC in an electronic, rather than in a paper-based system. ADAMS software, a combination of FileNet Integrated Product Suite Services, and NRC custom written software code, and Foremost are used for document capture, retrieval, distribution, electronic filing, and the management of NRC records.

C.2 Objective

The objectives of this contract is to obtain contractor document processing support services to:

- perform tasks associated with entering both incoming and NRC staff generated documents into ADAMS and filing them electronically as NRC Official Agency Records (OARs),
- perform ADAMS database cleanup tasks associated with profiles entered into ADAMS,
- perform ADAMS Database Administration activities which include maintaining the ADAMS Controlled Value Lists (CVLs), ADAMS folders, and ADAMS enforced rules,
- maintain NRC Document/Error Tracking System (D/ETS) used to support the NRC's Document Processing Center (DPC) operations, and,
- provide document processing support services for updating other NRC systems.

C.3 Scope of Work

The contractor shall furnish qualified personnel and other services necessary to perform the requirements described in this statement of work (SOW) in accordance with NRC standard operating procedures (SOP) and policies.

Period of Performance: The period of performance of the subject contract is two year base period commencing on September 6, 2003 and ending on September 5, 2005. The Government has the option of extending the term of this contract an additional three one-year periods.

Personnel Requirements: The contractor shall provide qualified and competent personnel to perform the tasks and functional activities delineated in this SOW. The contractor's personnel shall act in a courteous, responsive, and professional manner at all times.

**Source Selection Information
"Limited Internal Distribution Permitted"**

Personnel Security Requirements: Contractor personnel working under this contract require an ADP Security Level II Clearance. Contractor personnel needing ADAMS system administrator rights to perform certain tasks require ADP Security Level I Clearance (See Attachment 6).

Hours of Operation and Holiday Schedule: The NRC core business hours are from 7:30 a.m. to 4:15 p.m. daily, Monday through Friday, except Federal holidays. The contractor may propose alternative work schedules that will result in their operations having a minimal impact on use of the system by others. Proposed alternative work schedules will be evaluated and implemented if acceptable to the NRC. The holiday schedule for contractor personnel shall conform to the "Federal Holiday" schedule, unless otherwise approved in writing by the NRC Project Officer.

Transition Plan: The contractor shall provide a final Transition Plan that outlines plans and schedules for transitioning the DPC support effort without interruption in service from the current contractor to the new contractor. The Plan is due to the NRC Project Officer within 5 workdays of the date of contract award.

Facilities and Equipment: The NRC shall provide space in its Rockville, Maryland Facility for the NRC Headquarters DPC. The contractor may be directed to provide an off-site facility to house a portion or the entire DPC operation during the contract period. The NRC will also provide system documentation, routine office supplies, maintenance agreements for Government Furnished Equipment (GFE), and computer hardware and software to accomplish the initiatives under this contract. It is the contractor's responsibility to remain technically competent with software and equipment used by the NRC and to provide required training for contractor personnel.

Travel Requirements: The contractor shall attend meetings at the NRC Headquarters and deliver and/or pick up documents from local area service providers. The contractor may be required to travel to the NRC Regional Offices to provide training for NRC staff. It is estimated that one 3-day trip for one person to each of the 4 regional offices may be required for each year of this contract.

C.4 TASKS

C.4.1 Task 1 - Project Management

Project Management shall encompass coordination of all Tasks and overall administration of staff, facility, and program directives. The contractor Project Manager shall project productivity, quality standards, and responsiveness to the NRC's requirements for all contract deliverables. The contractor Project Manager shall have ultimate responsibility for data entry and operational reporting. The contractor Project Manager shall institute cost controls, allocate resources, and provide input to the NRC Project Officer on new initiatives associated with future program direction. The contractor shall also submit a monthly contractor costs spending plan. The contractor shall maintain all operating procedures, manuals, contingency plans, and other documentation relating to this contract. The contractor shall maintain a master copy of all documentation at a remote facility.

**Source Selection Information
"Limited Internal Distribution Permitted"**

At the direction of the NRC Project Officer, the contractor Project Manager shall provide tours of the Document Processing Center (DPC) facility and demonstrations on ADAMS document processing functions. The contractor Project Manager or other contractor staff shall attend meetings associated with ADAMS document processing and meetings on ADAMS application that have a direct relationship to DPC operations as necessary. The contractor shall provide transitioning support (Phase In/Phase out) for any vendor who is awarded the follow-on contract.

When directed by the NRC Project Officer, the contractor shall provide CD-ROM authoring and copying services. Upon written notification from the NRC Project Officer, the contractor shall be prepared to provide CD-ROM authoring and copying services that include, but may not be limited to, authoring CD-ROMs from paper documents, making additional CD-ROM copies required to complete distribution to recipients on RIDS standard distribution lists, and providing CD-ROM copying services to the NRC staff on an ad-hoc basis.

C.4.1.1 Task Management

The contractor Project Manager shall ensure efficient day-to-day operations. The contractor shall implement contractor staff work schedules that ensure the successful performance of all tasks, and shall maintain a level of qualified personnel that are cross trained to ensure the successful performance of each task daily.

C.4.1.2 Processing Reviews/Technology Impact Assessments

The contractor shall provide input to the NRC on the impact of employing new technology, e.g., text and image scanning and expert systems incorporated into ADAMS by the NRC. The contractor, as requested by the NRC Project Officer, shall provide analyses of the current document processing operation, including proposed procedure changes, estimated implementation costs, and production level impact. The contractor shall perform document processing reviews related to document processing activities, document handling, quality assurance programs, etc., that are performed under the contract. The contractor shall also analyze current industry document processing methods with a view toward improving the efficiency and effectiveness of document processing operations.

C.4.1.3 Standard Operating Procedures (SOP)

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

C. 4.1.4 Quality Control Procedures

The contractor shall follow quality control procedures provided in the DPC SOP Manual for each task, conducting quality control inspections at various points throughout the process. These quality control 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 input are consistently input into the ADAMS document profile and security fields; RIDS distributions are correct and complete; and the PDF files retain the document integrity of the original native format.

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The contractor shall also develop and implement 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. The contractor shall be responsible for updating the DPC QC Program Plan Manual. The contractor shall update the manual and make it available in ADAMS within thirty (30) days of the NRC Project Officer's approved change(s).

C.4.1.5 NRC Headquarters Document Processing Center (DPC) SOP

The contractor shall maintain the NRC ADAMS Document Processing Center (DPC) SOP Manual cited throughout this contract and make it available in ADAMS. When the DPC SOP Manual requires modification, the contractor shall submit the proposed changes to the NRC Project Officer for review and approval. The contractor shall update the manual and make it available in ADAMS within thirty (30) days of the NRC Project Officer's approval of the change(s) to the process.

C.4.1.6 Contractor Staff Training

The contractor shall provide in-house, "on the job" training to new contractor employees for all tasks under this order. The training shall employ a hands-on approach. The contractor shall institute a cross training program to ensure adequate backup personnel are available to successfully perform each task on a daily basis.

C.4.1.7 Managing Government Furnished Equipment (GFE)

The NRC shall provide equipment and routine office supplies required to perform the initiatives under this contract. The contractor shall establish an accounting/control system for all Government Furnished Equipment (GFE) and supplies. Reports of GFE and supply usage shall be furnished to the NRC annually or at the direction of the NRC Project Officer. A list of GFE to be assigned will be incorporated at award of this contract.

C.4.2 Task 2 - Document Receipt

C.4.2.1 Externally Generated Documents

At Headquarters, the NRC DCD, and Office of the Secretary (SECY) shall serve as the central control points for the contractor to pick up externally generated incoming paper documents or CD-ROM submittals for processing into ADAMS. In the Regions, the Regional Capture/Intake Stations will assume that role. The contractor shall make a minimum of six pickups daily from the NRC DCD, NRC File Center, and SECY. Detailed procedures for the receipt of externally documents are contained in the DPC SOP manual.

In addition, the contractor shall receive externally generated documents in electronic format from NRC stakeholders via the NRC Electronic Information Exchange (EIE) program. The contractor shall be responsible for making sure all documents submitted in electronic format from NRC stakeholders via the EIE for processing into ADAMS are submitted in accordance with EIE procedures and guidance. This includes reviewing the electronic files to ensure documents are submitted in proper formats and that they are complete. The contractor shall also be responsible for notifying NRC staff when problems are encountered with electronic

submittals, who in turn will be responsible for contacting the submitter to resolve problems related to electronic submittals. The NRC estimates that one contractor staff will be required to support this process beginning in October 2003. The contractor shall also be responsible for providing "User Support" services to address questions from NRC stake holders related to the creation of PDF files in the proper format for submittal via EIE. The NRC estimates that the contractor shall be responsible for handling from two to three calls weekly.

There shall be two processing categories for externally generated documents received by the DPC for processing.

- "Expedited" - processing completed within three to six working hours after receipt by DPC
- "Normal" - processing completed within eight working hours after receipt by DPC

Processing is complete for an externally-generated document when the e-RIDS notification is distributed.

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 review each incoming document packages submitted for ADAMS processing to determine and assign the appropriate RIDS Code. For incoming paper documents, the code is to be hand written in the lower right corner of each document. Detailed procedures are contained in the DPC SOP Manual. The NRC Document Control Desk (DCD) staff will serve as Technical Advisors, addressing questions or resolving problems the contractor staff may encounter when assigning codes. The NRC staff shall be responsible for maintaining the RIDS distribution database.

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, if appropriate). The contractor shall receive and process all documents submitted in electronic form under the NRC "Electronic Information Exchange" initiative in accordance with the DPC SOP manual.

The contractor shall code up to 100 document packages each work day. If any document packages are not coded on the same day they are received by the RIDS Code Unit, the contractor shall code these documents first on the following work day. If the contractor meets the 100 production level prior to close of business, and additional document packages are available for processing, the contractor shall ensure that the RIDS Code staff process as many as possible of the remaining documents during the time remaining on that work day.

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C.4.2.2 NRC Staff-Generated Documents

NRC staff-generated documents will be provided to the contractor as single electronic files (stand-alone documents), multiple electronic files (two or more electronic files document packages), mixed packages (combination of electronic file(s) and paper) or paper documents that are only available in paper. Detailed procedures for the receipt of NRC staff-generated documents are contained in the DPC SOP manual.

There shall be two processing categories for NRC staff-generated documents received by the DPC for processing.

- "Immediate Release" - processing completed within four working hours after receipt by the DPC
- "Normal" - processing completed within eight working hours after receipt by the DPC

Processing is complete for NRC staff-generated documents when the e-mail notification to staff is sent.

C. 4.3 Task 3 - Document Preparation

C.4.3.1 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 processing 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 DCD for resolution. Detailed procedures for preparing documents for scanning are contained in the DPC SOP manual.

On average, approximately 20 documents received daily by the RIDS distribution staff will require special handling. Documents requiring special handling are those that contain or may contain sensitive information. The contractor shall handle, mark, protect and transmit documents containing proprietary information in accordance with procedures set forth in NRC Management Directive 12.6 "NRC Unclassified Sensitive Information Security Program," available through the NRC Web site.

C.4.3.2 Document Recompile/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 recompiled documents to the NRC DCD for a final quality control review. Once this review is completed the contractor shall deliver documents to the NRC File Center, or forward them to the appropriate Regional location.

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C.4.4 Task 4 - Document Scanning/Imaging/Text Processing

C.4.4.1 Scanning/Imaging/Text Processing

The NRC Document Processing Center (DPC) scanning operation uses Kofax Ascent software for document capture and Prime Recognition, Optical Character Recognition (OCR) software to output images in Adobe Acrobat, Portable Document Format (PDF) or other file formats as directed. The contractor is responsible for performing routine maintenance and update activities on DPC scanning software applications. The contractor is also responsible for working in coordination with NRC network infrastructure technical staff to support DPC scanning software applications.

The contractor shall create up to 4,000 scanned images (pages) daily from paper documents received from the DCD or the NRC staff. The contractor shall perform document scanning in accordance with DPC SOP Manual.

The contractor shall provide various levels of scanning services. For simple scanning, the contractor shall 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. For expedited scanning, the contractor shall scan a document and send the scanned image (or its location in ADAMS) to the requestor within four hours from the time of receipt. Complex scanning services require the contractor to scan portions of a document and package it with electronic portions of the document. Offsite commercial scanning services may be required to facilitate processing large, voluminous material within specified time constraints or to meet special ad hoc requirements. The contractor may use a scanning service bureau, provided prior approval is received from the NRC Project Officer.

The contractor shall create up to 4,000 scanned images each work day. If there are any documents that are not scanned on the same day they are received by the imaging department, the contractor shall process these documents first on the following work day. If the contractor meets the 4,000 scanned image requirement prior to close of business, and additional documents are available for processing, the contractor shall ensure that the imaging staff process as many as possible of the remaining documents during the time remaining on that work day. If insufficient documents are received to allow the contractor to meet the daily requirement, the contractor shall process documents designated for processing as Special Projects by the NRC Project Officer to achieve the daily requirement.

C.4.4.2 Quality Control

The contractor shall perform a quality control check on all images created to ensure completeness and that they are acceptable for entry into ADAMS. Detailed procedures are contained in the DPC SOP Manual.

C.4.4.3 Optical Character Recognition (OCR) Cleanup

The contractor shall perform OCR cleanup on incoming high-level waste paper documents (WM-0011) that are deemed to be of poor quality source documents that may not meet the

Source Selection Information
"Limited Internal Distribution Permitted"

99.5% character accuracy rate, with a 98.5% character accuracy target for each individual page stated in the Licensing Support Network (LSN) Guidelines 15. "OCR Accuracy." The contractor shall perform cleanup on 2 to 5 documents a day. The contractor shall propose, and upon NRC Project Officer approval, implement a quality control process that provides reasonable assurance of compliance with OCR accuracy rates contained in the LSN Guidelines. The contractor shall update the DPC SOP manual to include procedures for performing OCR cleanup task.

C.4.5 Task 5 - Document Indexing

C.4.5.1 Document Indexing

ADAMS document indexing involves identifying and entering all information necessary to complete 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 DPC SOP manual. The contractor shall enter the document profile contents into the database and update and correct existing records that have not been previously declared OARs.

Externally Generated Documents:

For externally generated document packages (including CD-ROM submittals) received from the Document Control Desk (DCD) or via Electronic Information Exchange (EIE), the contractor shall complete the entire ADAMS profile and security data. Before forwarding documents to the DPC for final processing, the Regional Capture/Intake Station staff will create a minimum profile and add the Document Processing Center as "Owners" under Security rights. The contractor shall complete the profile, add additional security data and declare as Official Agency Records (OARs), in accordance with established guidelines and procedures.

Internally Generated Documents:

In most cases, the NRC staff will add internally generated documents to ADAMS by creating a minimum profile and adding the Document Processing Center as "Owners" under Security rights prior to submitting them to the DPC. The contractor shall complete the profile, add additional security data, and declare as OARs (if appropriate) in accordance with established guidelines and procedures. There will be instances where internally generated documents currently exist only in paper form and are used as attachments or enclosures to internally generated documents. In these instances, the contractor shall scan the documents, complete the profile, add additional security data, and declare as OARs in accordance with established guidelines and procedures. The contractor shall also send an electronic notification to the NRC staff submitting documents, informing them when processing of their documents has been completed.

The contractor shall index up to 380 unique documents (ADAMS Accession Numbers) each work day. The NRC estimates that approximately 80% of NRC-generated documents received for processing will be in electronic format and the contractor shall not be required to perform scanning on these documents.

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If the contractor meets the 380 production level prior to close of business, and additional documents are available for processing, the contractor shall ensure that the indexing staff process as many as possible of the remaining documents during the time remaining on that work day. If the documents received are insufficient to allow the contractor to meet the daily requirement, the contractor shall use documents designated for processing as Special Projects by the NRC Project Officer to achieve the daily requirement.

C.4.5.2 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 DPC 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.

C.4.6 Task 6 - Document Distribution

C.4.6.1 E-RIDS Document Distribution

There are two processing categories established under ADAMS document processing. Expedited, which requires that processing be completed within three (3) to six (6) work hours of receipt by the DPC and normal which requires that processing be completed within eight (8) work hours of receipt by the DPC.

The contractor shall send up to 100 electronic notifications each work day via e-RIDS. If any documents are not processed on the same day they are received by the Distribution Unit, the contractor shall process these documents first on the following work day. If the contractor meets the 100 production level prior to close of business, and additional documents are available for processing, the contractor shall ensure that the distribution staff process as many as possible of the remaining documents on that work day. If backlogs occur, the contractor shall notify the NRC Project Officer who will determine whether additional effort is required to reduce the backlog and will provide written direction to the contractor.

C.4.6.2 E-Mail Notifications

The contractor shall notify NRC staff members when processing has been completed for their specific documents. This could result in sending out up to 150 e-mail messages each work day. If any documents are not processed on the same day they are received by the Distribution Department, the contractor shall process these documents first on the following work day. If the contractor meets the 150 production level prior to close of business, and additional documents are available for processing, the contractor shall ensure that the distribution staff process as many as possible of the remaining documents on that work day. If backlogs occur, the contractor shall notify the NRC Project Officer who will determine whether additional effort is required to reduce the backlog and will provide written direction to the contractor.

Source Selection Information
"Limited Internal Distribution Permitted"

C.4.6.3 Paper and CD-ROM Distribution

There still remains a requirement to distribute some externally and internally generated paper documents or objects. Distributions may consist of distributing only paper or may be a combination of paper and CD-ROM or other objects. The NRC shall be responsible for reproducing the number of paper copies and burning sufficient CD-ROM for the contractor to complete the distributions. The contractor shall be responsible for distributing up to 20 paper or combination of paper and CD-ROM documents daily. Detailed procedures are contained in the DPC SOP.

C.4.6.4 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. The contractor shall review each e-mail notification to ensure that notifications are being sent to the appropriate NRC staff member and the appropriate document is attached to the message. Detailed procedures are contained in the DPC SOP manual.

C.4.7 Task 7 - Replicating Publicly Available Documents To ADAMS PARS

The process for releasing publicly available documents to the public is not automated. The contractor shall be responsible for replicating publicly available documents/packages to the ADAMS Publicly Available Records System (PARS) located on the NRC external WEB server daily. The contractor shall copy up to 380 publicly available documents/packages to daily temporary replication folders for subsequent copying into "Recently Released Documents" replication folders for replication to the ADAMS Publicly Available Records Library (PARS) located on the NRC external WEB server daily. Detailed procedures are contained in the DPC SOP manual.

C.4.8 Task 8 - Filing Official Agency Records In ADAMS

The contractor shall perform electronic filing of certain Day-Forward and all Backlog Official Agency Record (OAR) documents and packages into the ADAMS File Plan, close-out completed and/or terminated case files in the File Plan, and add new subject and case files to the ADAMS File Plan, when needed, in accordance with the detailed procedures contained the DPC Standard Operating Procedures. For Task 8 purposes, the quantity of documents to be filed equates to the quantities of accession numbers (ANO) to be filed, regardless of how many accession numbers might have actually been used for any particular document. Accordingly, the contractor shall report its filing activity using the number of ANOs processed.

The contractor shall be responsible for filing all office and regional OARs, from the date of contract award forward, except for the Day-Forward programmatic OARs of the Office of Nuclear Material Safety and Safeguards, the Office of Nuclear Reactor Regulation (NRR), the Office of International Programs (OIP), the Office of Nuclear Regulatory Research (RES), and the Office of State and Tribal Programs (STP), for which the NRC File Center will file the records. The contractor shall also file all Backlog OARs generated from April 1, 2000, up to the date of contract award, including those of NMSS, NRR, OIP, RES and STP.

Source Selection Information
"Limited Internal Distribution Permitted"

Filing OARs is accomplished in ADAMS using additional rights provided to the Records Managers group members. A Records Manager files an OAR document or package via the records classification tools of the ForeMost records management software that is an integrated component of ADAMS.

The ADAMS File Plan is an hierarchical records classification scheme located in the ForeMost software that is used to electronically file all OAR documents and packages. The File Plan is organized by Office, Records Series, Sub-Series (if any), and subject file area or specific case file. Documents are filed in the File Plan from the ADAMS Document Manager or the ADAMS Find result list by navigating the Plan and "choosing" the appropriate file folder. Filing a document or package in the ADAMS File Plan assigns a File Code to the document that places it under records management control. Documents often require filing in multiple file locations depending on how they are used and to whom they serve as official agency records. Files management activities, such as adding or modifying File Plan case or subject file folders, entering case file closure dates, and conducting File Code searches, are performed using various ForeMost software applications.

National Archives and Records Administration (NARA) regulations require that official records only be dispositioned (destroyed or transferred to the National Archives) in accordance with NARA-approved records disposition schedules. Filing OARs in the ADAMS File Plan links them to a subject or case file folder with a File Retention Code and corresponding retention period that is based on a NARA-approved records disposition schedule. All OARs are "Filed to ForeMost" to meet these NARA records management requirements.

C.4.8.1 File Documents/Packages in the ADAMS File Plan

Using ADAMS, the contractor shall retrieve OAR documents and packages to be filed, determine the correct file location, and assign the appropriate File Code(s) from the ADAMS File Plan. The contractor shall file all documents and packages for all headquarters and regional offices that are not the filing responsibility of the NRC File Center (programmatic Day-Forward records of NMSS, NRR, OIP, RES, and STP), and all Backlog OARs, including those for NMSS, NRR, OIP, RES, and STP.

Only OARs, documents and packages declared as Official Agency Records, shall be filed in the ADAMS File Plan. The contractor shall file OAR documents and packages in two categories; Day-Forward Filing - OARs dated the date of contract award or later, and Backlog Filing - OARs dated 04/01/00 to the date of contract award. The contractor shall centrally file OARs from the NRC Headquarters DPC located in the TWFN Facility.

Day-Forward Filing. The contractor shall file all OAR documents and packages for all headquarters and regional offices that are not the filing responsibility of the NRC File Center. The records series for which the contractor shall have Day-Forward Filing responsibility are identified in ML010860046, "Records Filed in The ADAMS File Plan," Part 1, "Record Series Filed by the Document Processing Center." NRC estimates that 95,000 new OAR documents and packages are created annually (380 per day times 250 days). Approximately 52.5 % of these OARs (49,875 items annually, or 200 items daily) comprise the contractor's filing responsibility, based on the ratio of NRC File Center to Non-NRC File Center OARs.

Source Selection Information
"Limited Internal Distribution Permitted"

Backlog Filing. The contractor shall file all Backlog OAR documents and packages dated from 04/01/00 to the date of contract award for all headquarters and regional offices, including those for which the NRC File Center has Day-Forward Filing responsibility (ML010860046, "Records Filed in The ADAMS File Plan," Part 2, "Records Series Filed by the NRC File Center"). NRC accumulated 97,500 backlog documents and packages that had been declared OARs since 04/01/00 in ADAMS, but not filed to ForeMost, before any DPC backlog filing began. The DPC filed two-thirds of the backlog during the first two years of filing. NRC estimates that one-third, or 32,500 backlog documents, will remain to be filed by September 1, 2003. The contractor shall ensure that the entire OAR Backlog is filed into the ADAMS File Plan over the first year of the follow-on contract. Accordingly, the contractor's daily Backlog filing requirement spread over one year would be 130 OARS (32,500 OARs divided by 250 days per year).

A new contractor, upon completing a one-month period to become proficient with the ForeMost filing activity, shall file 330 OARs daily (200 Day-Forward plus 130 Backlog OARs). The priority shall be to file Day-Forward OARs first, then to file Backlog OARs in the order of the earliest OAR to the most recent. Sub-Task #1, Items 1 through 3, apply to both Day-Forward Filing and Backlog Filing. The Task Manager may adjust the backlog and day-forward filing priorities, as well as the offices and/or records series in which to file in order to ensure that the required knowledge, skills, and contractual production levels are obtained in the most efficient manner. Task Manager adjustments will not affect the basic requirement to file 330 OARs daily. ML010860046, "Records Filed in The ADAMS File Plan," contains the list of Day-Forward records series that are filed by the contractor (Part 1) and by the NRC File Center (Part 2). Backlog OARs will span both parts. Attachment 1 lists the basic steps to file documents in the ADAMS File Plan.

C.4.8.1.1 Retrieving Documents to Be Filed

ADAMS documents and packages are filed in the ADAMS File Plan ("Filed to ForeMost") from opened ADAMS folders and search result lists. Only OARs can be filed to ForeMost. The primary source of documents and packages for filing will be from performing searches against ADAMS using the ADAMS Find application. However, OARs to be filed in multiple File Plan folders that have already been filed to one File Plan folder will often require separate secondary searches. The contractor must develop various search strategies, or series of searches, to generate the necessary result lists of OARs that must be filed to ForeMost. Some OARs will be filed after being identified by the responsible office contact through the NRC Task Manager. Understanding the description of records contained in the NARA approved records disposition schedules, basic records management principles on when a document is an official record in more than one location, and developing successful strategies to identify groups of OARs for filing to ForeMost are required for efficient filing operations. In addition to searching and retrieving documents to file in the ADAMS File Plan, documents may be presented to the contractor for filing in response to audits, QC reviews, changes in an office's filing requirements, and instructions from a responsible office contact.

C.4.8.1.2 Assign File Codes from the ADAMS File Plan

The contractor shall evaluate the ADAMS profile data, match the data to the NARA-approved records disposition schedules, and assign the proper subject or case file File Code(s) from the ADAMS File Plan.

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The ADAMS File Plan is an hierarchical records classification scheme in the ADAMS records management software used for filing documents. The File Plan is organized by Office, Records Series, Sub-Series (if required), and specific case or subject file folders from which an ADAMS Record Custodian assigns a File Code to each document. The ADAMS File Plan differs from typical paper file plans in that its case file and subject file categories are only broken down to the level required to implement a records series' authorized disposition. Accordingly, there is only one case file folder for each case file within a records series, and there is only one subject file folder for each fiscal year in a subject file series. Case file and subject file folders are not broken down into sub-categories because all of the documents can be dispositioned at the same time in the higher level folder.

All OAR documents and packages are filed in either case file or subject file type folders. Documents are filed only in the lowest hierarchical level of the File Plan. Reference the descriptions of records contained in the ADAMS records schedules approved by NARA. These

descriptions can be viewed in the ADAMS Main Library under ADAMS Documentation, Records Disposition Schedules, and in ForeMost within the File Plan. Also, reference a WordPerfect version of the ADAMS File Plan at ML010740286.

C.4.8.2 Close Out Completed And/Or Terminated Case Files

The contractor shall enter the date of case file closure (event date) for each case file that closes for which it has filing responsibilities. The event date to be used is described in the authorized disposition portion of the NARA approved records disposition schedule. The event date will often be contained in a final close-out document that is created for the case file. Records series that contain vague or non-existent case file closure dates shall be identified by the contractor, so that the NRC Task Manager can coordinate requests for case file closure dates with the responsible offices and provide them to the contractor for entry into the File Retention Code section of the ForeMost case file folder. Attachment 2 lists the basic steps to close out case files in the ADAMS File Plan.

C.4.8.3 Maintain the ADAMS File Plan

The contractor shall create new subject and case file folders in the ADAMS File Plan areas for which they have filing responsibility. New subject file folders for the next fiscal year shall be created annually for each organization's active subject file type series. New case file folders shall be created for each new case file required. New case files are typically added to the end of the list of existing case files. NRC estimates that the contractor will create 500 new subject file folders in ForeMost, and 3,500 new case file folders in ForeMost, annually.

C.4.8.4 Develop and Maintain File References

The contractor shall develop and maintain cross references of the file locations for different types of documents to ensure filing efficiency. The references shall reflect the ADAMS File Plan, ADAMS Templates, NARA's General Records Schedules, NRC's records schedules, NRC office filing procedures, and other files and records management guidance provided by the NRC Task Manager. Similar references documenting successful search strategies for each records series shall be created and maintained to ensure file retrieval efficiency.

Source Selection Information
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At a minimum, the contractor shall consider the usefulness of references that show the file location by document type, and search criteria used to identify documents for filing by records series. Additional references, such as file location by Regulatory Information Distribution System (RIDS) codes, should be developed if the contractor determines them to contribute to greater efficiency of operations. The contractor shall submit to the NRC TAC Manager a filing reference aid based on operational experience, ADAMS Templates, tailored searches, ADAMS records series, document types, etc., six months after TAC award.

C.4.8.5 Quality Control

The contractor shall perform quality control (QC) checks of its OAR retrieving, filing, File Plan updating, and case file closing actions to ensure proper filing decisions and File Plan maintenance. QC shall include, but not be limited to, sufficient ADAMS searches and reviews of OARs to ensure that all OARs under the contractor's filing responsibility are identified and filed correctly in the File Plan. QC procedures will be incorporated in the contractor's Standard Operating Procedures for Filing Documents and Packages in the ADAMS File Plan.

C.4.8.6 Reporting Requirements

The contractor shall include a full accounting of Day-Forward and Backlog OAR filing by accession number (ANO), case file closeout, and new file folder creation statistics in the Daily Production Indicators Report provided to the NRC TAC Manager. The information provided shall include the total number of Day-Forward and Backlog OAR ANOs filed daily. The contractor shall include a summary of the work performed under task #9 and a discussion of related plans and operational problems in the Monthly Progress Report to the NRC TAC Manager.

C.4.8.7 Personnel Requirements

The contractor shall provide personnel capable of accomplishing the filing and related files maintenance requirements that are identified in this task. The personnel must be sufficiently familiar with Federal records management principles, Federal records management regulations, and the NRC's Records Management Program (NRC Management Directive 3.53) to determine the ownership of records, the records series to which they belong, and their proper file location(s) in the ADAMS File Plan. The personnel must be capable of understanding what constitutes an official Federal record, when the same record must be filed in multiple locations based on how it is used, the implications of ADAMS being an official record keeping system, and the basic requirements and objectives of filing OARs to the ADAMS File Plan. The personnel must become familiar with NRC record keeping practices and proficient in developing and refining ADAMS searches based on the description of records contained in the ADAMS records schedules to generate desired result lists of documents to be filed. The personnel must have sufficient analytical skills to evaluate each record and its characteristics to determine the proper filing location(s) in the ADAMS File Plan.

Source Selection Information
"Limited Internal Distribution Permitted"

C.4.8.8 Contractor Staff Training

The NRC shall provide to a new contractor initial training on filing OARs in the ADAMS File Plan, entering event dates in the File Retention Codes of closed case files, creating new subject and case file folders, and using the other features of the ForeMost records management software. The NRC will allow a new contractor a one-month learning period for the contractor to review the pertinent references, develop searches to retrieve documents for filing, develop initial filing references and standard operating procedures, and to obtain a basic level of operational expertise. The contractor shall provide subsequent in-house, "on the job" training to new contractor employees tasked with filing OARs in the ADAMS File Plan using ForeMost. The contractor shall employ a hands-on approach training and shall institute a cross training program to ensure adequate backup personnel successfully perform each filing and files maintenance task on a daily basis.

C.4.8.9 Standard Operating Procedures

Activities performed under this task will be performed according to the detailed procedures contained the DPC Standard Operating Procedures and procedures provided by the NRC TM.

C.4.9 Task 9 - ADAMS Database Maintenance

The contractor shall perform ADAMS Database Administration activities in accordance with guidance to be provided by the NRC Task Manager. Tasks associated with ADAMS database maintenance include maintaining the ADAMS Controlled Value Lists (CVLs), ADAMS folders, ADAMS enforced rules, and database cleanup. The NRC will provide the training, if necessary for the contractor staff performing ADAMS Database Maintenance. The NRC estimates that 1 FTE will be required to perform this task each year of the contract.

C.4.9.1 Maintenance of ADAMS Controlled Value Lists

Controlled Value Lists provide a vehicle to define specific values that can be selected by personnel creating ADAMS profiles. The values contained in that list are the only acceptable values for populating the related field. Any value not on the list will be rejected by the system as invalid. In addition, the NRC Task Manager will provide the contractor with written procedures to be used when adding new values or modifying existing values to the CVLs.

The contractor shall, upon direction from the NRC, add new values or modify existing values contained in specified CVLs based on changing requirements. The contractor may be authorized to add new values unilaterally to some specified CVLs (i.e., Addressee and Author Affiliations) based on formatting criteria and rules provided by the NRC.

C.4.9.2 ADAMS Folders

In addition to the normal process of moving documents from folders created to move documents through the production environment, there are folders created that facilitate the replication process to make documents available to the public. This process is not automated and requires a degree of effort to create and delete folders, assign security rights to folders, and manually copy and unfile documents into and from various replication folders.

Source Selection Information
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The contractor shall, at the direction of the NRC, create and delete folders, and assign specified access rights to folders to facilitate the public availability of documents on the public server. The contractor shall copy and unfile documents from folder to folder in accordance with general guidance provided by the NRC to facilitate the replication of publicly available documents to the public server.

C.4.9.3 ADAMS Rules

ADAMS provides a facility to create "rules" that are executed upon declaring a document an Official Record. These rules perform a comparison of values included in the document profile to validate their appropriateness and report inconsistencies or conflicts that must be resolved before the system will accept the document as an Official Record.

The contractor shall, upon direction of the NRC, create additional "rules" or modify existing rules to address the document processing requirements of the agency. The contractor may propose additional rules to the NRC to address document processing issues.

C.4.9.4 Database Cleanup

The contractor shall also perform database cleanup activities associated with profiles entered into ADAMS. Profile elements require review to ensure the data adheres to the standards for profiling established with the NRC ADAMS Templates and data format requirements. Detailed steps of the database cleanup project will be provided by the NRC Task Manager as they are developed.

C.4.10 Task 10 - Document/Error Tracking System (D/ETS)

The DPC D/ETS is currently scheduled to be completed prior to the issuance of this contract for use by the NRC Project Officer and contractor Project Manager. The contractor shall be responsible for maintaining the DPC D/ETS used to support the DPC operations. The NRC will provide the contractor with system documentation, source code and a user guide. The D/ETS consists of the following modules:

- Document Tracking
- Error Tracking
- E-RIDS Code Assignment

Each of the modules will access a relational database back end implemented in MS SQL Server. The front end will be developed using MS VisualBasic.NET. Reports will be generated using either SQL Server tools and utilities or a report generation tool like Crystal Reports. Each of the systems will be browser-based and access the same SQL server back end. The applications will utilize Microsoft Internet Information Services (IIS) to run the application.

The applications will be accessible to registered users. An application administrator will add users and assign user rights that restrict the capabilities of the users and have further rights to administrate the system and software. The application will be able to track which users accessed the system and what changes were made.

Source Selection Information
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Document Tracking

The DTM will allow the development of standardized reports that will enable more rapid generation of supporting information for the Daily Production Indicators Report and the Monthly Progress Report as well as provide ad-hoc reporting capabilities. The system will allow the tracking of documents from the receipt through conversion process and return to the NRC and the monitoring of contractor staff performance and productivity.

Error Tracking

The purpose of the ETM is to allow the tracking of DPC processing errors including type and cause of errors, analysis of errors, resolution of errors, corrective actions taken to minimize errors and status. The ETS will enable statistical reporting and trend analysis of errors.

E-RIDS Code Assignment

The ECM will allow authorized users to search for multiple values/words for the identification of multiple E-RIDS codes for use in distributing documents in accordance with NRC guidelines. The application is intended increase the accuracy of e-rids code assignment and reduce reliance on more experienced and costly staff to perform the work.

C.4.11 Task 11 (Optional) - Digital Data Management System (DDMS) Document Processing Support Services

This task is an optional task. Exercise of the option is subject to the availability of funds and management approval to commence the effort. NRC reserves the right not to exercise this option. Should this optional task be exercised, it will be done by written modification to the Contract.

The contractor shall be responsible for providing document processing support services for the NRC's Digital Data Management System (DDMS). The DDMS is the NRC's system that will be used for storing, retrieving, managing, and displaying hearing room information from the licensing proceeding for a high-level radioactive waste repository at Yucca Mountain, Nevada. All documents will be received as electronic files in a designated DPC Processing Folder for processing into ADAMS for subsequent upload to the DDMS and the NRC's Electronic Hearing Docket (EHD).

As a part of this task, the contractor could also be responsible for establishing a document processing satellite operation on-site at the hearing in Las Vegas, Nevada, or providing a local off-site facility to perform DDMS document processing support services. This may be necessary in order to meet service agreements for processing and making documents available on the DDMS and EHD.

**Source Selection Information
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Estimated Processing Levels		
Fiscal Year 2005 10/01/04 - 09/30/05	Fiscal Year 2006 10/01/05 - 09/30/06	Fiscal Year 2007 10/01/06 - 09/30/07
1,500 Documents (unique ANOs)	2,723 Documents (unique ANOs)	1,489 Documents (unique ANOs)

FY 2005 - Approximately 30 documents (unique ANOs) per day for 50 work days

FY 2006 - Approximately 55 documents (unique ANOs) per day for 50 work days

FY 2007 - Approximately 20 documents (unique ANOs) per day for 75 work days

The NRC anticipates that documents will need to be processed before or after NRC core hours. The contractor shall be responsible for adding the electronic file to ADAMS, completing the ADAMS profile and creating package if appropriate, performing quality control check of the ADAMS profile, sending out e-RIDS notification when processing is completed, replicating publicly available documents to ADAMS PARS and filing the documents. The work shall be performed in accordance with the DPC SOP.

Special processing considerations will apply to this class of documents. These requirements have not yet been fully defined and may include expedited processing turn-around times as short as seven hours, and processing requirements that will occur outside of the regular (core) NRC work hours. Also, the flow of documents to the contractor on a daily basis may not be constant. The contractor shall be capable of handling surges up to a 50% increase in the daily processing requirements. The contractor should include in its Technical and Management Approach how they plan to meet surges in the daily document processing requirements.

This task shall be considered a special project under this contract. Document processing statistics for this task shall be maintained separately from other tasks and shall be included in both the Daily Production Indicators Report and the Monthly Progress Report. The contractor shall maintain and report labor hours and other associated costs separately from other tasks in its monthly invoices.

C.4.12 Task 12 - Center For Nuclear Waste Regulatory Analysis (CNWRA) Document Processing Support Services

As an NRC contractor, the Center For Nuclear Waste Regulatory Analysis (CNWRA) has generated a large volume of high-level waste related material (documents) that needs to be made available electronically in the Licensing Support Network (LSN) via ADAMS. The contractor shall provide document processing support services required to process CNWRA historical documents into ADAMS during the first year of the contract. Documents will be provided to the contractor in electronic format (PDF) for adding to ADAMS.

Source Selection Information
"Limited Internal Distribution Permitted"

The contractor shall be responsible for adding 8,100 electronic files (unique Accession Numbers) into ADAMS. The electronic files will be available for processing beginning October 1, 2003 and the work must be completed by March 31, 2004. The contractor shall be responsible for adding the electronic file to ADAMS from CD-ROMS, completing the ADAMS profile and creating a package if appropriate, performing quality control check of the ADAMS profile, declaring the document as Official Agency Record (OAR), and filing the document. The work shall be performed in accordance with the DPC SOP. The contractor shall be responsible for tracking of documents submitted from the receipt of CD-ROMS through conversion process and return of the CD-ROMS to the NRC.

This task shall be considered a special project under this contract. Document processing statistics for this task shall be maintained separately from other tasks and shall be included in both the Daily Production Indicators Report and the Monthly Progress Report. The contractor shall maintain and report labor hours and other associated costs separately from other tasks in its monthly invoices.

C.4.13 Task 13 (Optional) - Retracting Documents From the ADAMS Publicly Available Records Library (PARS)

This task is an optional task. Exercise of the option is subject to the availability of funds and management approval to commence the effort. NRC reserves the right not to exercise this option. Should this optional task be exercised, it will be done by written modification to the Contract.

During the period of performance for this contract, the contractor may be directed to perform various tasks associated with retracting documents from the NRC's ADAMS Publicly Available Records Library (PARS) located on the NRC external WEB server. The NRC estimates the level of effort to be 100 documents in each year of the contract.

The contractor shall update the DPC Standard Operating Procedures (SOP) to include new procedures (if different from existing procedures) for retracting documents from PARS within thirty (30) days after the contract has been modified. The contractor shall include statistics for this task in the Daily Production Indicators Report and the Monthly Progress Report.

C.4.14 Task 14 (Optional) - Document Backlog Processing

This task is an optional task. Exercise of the option is subject to the availability of funds and management approval to commence the effort. NRC reserves the right not to exercise this option. Should this optional task be exercised, it will be done by written modification to the Contract.

During the period of performance for the contract, there may be occasions in which the daily document processing levels cannot be met for reasons beyond the contractor's control, such as the unavailability of the ADAMS system, reduced ADAMS system performance, and influxes to normal document processing levels resulting in a backlog (documents that were not processed) at the end of the day. On these occasions, the contractor may be required to work during non-

**Source Selection Information
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core hours such as Saturdays, to reduce the backlog. The NRC estimates that three such efforts will be required each contract year. For estimating purposes, the contractor should use one day of normal effort for performing Tasks 4.3 through 4.7.

The work shall be performed in accordance with the DPC SOP. This task shall be considered a special project under this contract. Document processing statistics for this task shall be maintained separately from other tasks. The contractor shall maintain and report labor hours and other associated costs separately from other tasks in its monthly invoices. The contractor shall issue a Daily Production Indicators Report that includes statistics for each effort. The contractor shall also include the statistics in the Monthly Progress Report.

C.4.15 Task 15 (Optional) - Electronic Hearing Docket (EHD) Document Processing Support Services

This task is an optional task. Exercise of the option is subject to the availability of funds and management approval to commence the effort. NRC reserves the right not to exercise this option. Should this optional task be exercised, it will be done by written modification to the Contract.

The contractor shall be responsible for providing document processing support services for the NRC's Electronic Hearing Docket. It is anticipated that the majority of documents will be received as electronic files via the NRC's Electronic Information Exchange (EIE) system for processing into ADAMS for subsequent upload to the DDMS and the NRC's Electronic Hearing Docket (EHD).

Estimated Processing Levels				
Fiscal Year 2004 10/01/03 - 09/30/04	Fiscal Year 2005 10/01/04 - 09/30/05	Fiscal Year 2006 10/01/05 - 09/30/06	Fiscal Year 2007 10/01/06 - 09/30/07	Fiscal Year 2008 10/01/07 - 09/30/08
1,714 Documents (unique ANOs)	14,920 Documents (unique ANOs)	27,232 Documents (unique ANOs)	14,892 Documents (unique ANOs)	72 Documents (unique ANOs)

FY 2004 -Approximately 7 documents (unique ANOs) per day for 251 work days

FY 2005 -Approximately 50% of (7,460) documents (unique ANOs) will be processed during NRC core hours

Approximately 50% of (7,460) documents (unique ANOs) will be processed before or after NRC core hours

FY 2006 -Approximately 50% of (13,616) documents (unique ANOs) will be processed during NRC core hours

Approximately 50% of (13,616) documents (unique ANOs) will be processed before or after NRC core hours

FY 2007 -Approximately 199 documents (unique ANOs) per day for 75 work days

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Approximately 50% of (7,446) documents (unique ANOs) will be processed during NRC core hours

Approximately 50% of (7,446) documents (unique ANOs) will be processed before or after NRC core hours

FY 2008 - Approximately 1 document (unique ANOs) per day for 60 work days

The contractor shall be responsible for adding the electronic file to ADAMS, completing the ADAM profile and creating package if appropriate, performing quality control check of the ADAMS profile, sending out e-RIDS notification when processing is complete, replicating publicly available documents to ADAMS PARS and filing the documents. The work shall be performed in accordance with the DPC SOP.

Special processing considerations will apply to this class of documents. These requirements have not yet been fully defined and may include expedited processing turn-around times as short as eight hours after receipt, and processing requirements that will occur outside of the regular (core) NRC work hours. Also, the flow of documents to the contractor on a daily basis may not be constant. The contractor shall be capable of handling surges up to a 50% increase in the daily processing requirements. The contractor should include in its Technical and Management Approach how they plan to meet surges in the daily document processing requirements.

C.4.16 Task 16 (Optional) - ADAMS Document Retrofit

This task is an optional task. Exercise of the option is subject to the availability of funds and management approval to commence the effort. NRC reserves the right not to exercise this option. Should this optional task be exercised, it will be done by written modification to the Contract.

During the period of performance for this contract, the contractor may be directed to perform various tasks associated with retrofitting NRC legacy paper documents into ADAMS. The NRC estimates that one such effort will be required each contract year. The contractor shall be responsible for preparing the paper documents for scanning, scanning the paper documents, performing 100% quality control check on images created, completing the ADAMS profile and creating a package if appropriate, performing quality control check of the ADAMS profile, declaring the documents as Official Agency Record (OAR), replicating publicly available documents to ADAMS PARS and filing the documents.

The NRC File Center shall serve as the central control point for the contractor to pick up documents for processing and to deliver documents after processing has been completed. The contractor shall be responsible for tracking and verifying that documents received for processing are returned to the File Center.

Source Selection Information
"Limited Internal Distribution Permitted"

The contractor shall process documents in accordance with the DPC SOP Manual. The NRC estimates that for each effort the contractor shall be responsible for processing 1,000 documents (unique Accession Numbers) consisting of approximately 20,000 pages into ADAMS. This task shall be considered a special project under this contract. Document processing statistics for this task shall be maintained separately from other tasks. The contractor shall maintain and report labor hours and other associated costs separately from other tasks in its monthly invoices. The contractor shall include statistics for each effort in the Daily Production Indicators Report and the Monthly Progress Report.

C.4.17 Task 17- ADAMS Retrofit of High-Level Waste Paper Documents

Currently, the U.S. Department of Energy plans to submit its application for a license to receive and possess high-level radioactive waste at Yucca Mountain, Nevada, to the U.S. Nuclear Regulatory Commission (NRC) in December 2004. Pursuant to 10 CFR Part 2, Subpart J, the NRC, as a party to the High-Level Waste (HLW) proceeding is required to make its documentary material available electronically via the Licensing Support Network (LSN). The NRC must certify that it has complied with the provisions of Subpart J no later than five months before DOE submits its application.

The NRC is seeking contractor support to continue retrofitting historical high-level waste paper documents into ADAMS that must be made available electronically via the LSN. The contractor shall be responsible for ensuring that the text generated from the Optical Character Recognition (OCR) process on scanned images is in compliance with OCR accuracy rates contained in the LSN Guidelines. The contractor shall be responsible for preparing the paper documents for scanning, scanning the paper documents, performing 100% quality control check on images created, completing the ADAMS profile and creating a package if appropriate, performing quality control check of the ADAMS profile, declaring the documents as Official Agency Record (OAR), replicating publicly available documents to ADAMS PARS and filing the documents .

The NRC File Center shall serve as the central control point for the contractor to pick up documents for processing and to deliver documents after processing has been completed. The contractor shall be responsible for tracking and verifying that documents received for processing are returned to the File Center. The contractor shall implement procedures for notifying the NRC Project Officer when documents available for processing fall below a five-day work level to ensure that the flow of documents to the contractor is sufficient for the contractor to meet daily production requirements.

The NRC estimates that under this effort there will be up to 8,740 documents (unique Accession Numbers) consisting of approximately 235,980 pages available on the contract production start date (September 8, 2004) that require processing into ADAMS by March 31, 2004. The contractor shall process documents in accordance with the DPC SOP Manual.

This task shall be considered a special project under this order. Document processing statistics for this task shall be maintained separately from other tasks and shall be included in both the Daily Production Indicators Report and the Monthly Progress Report. The contractor shall maintain and report labor hours and other associated costs separately from other tasks in its monthly invoices.

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C.5 CONTRACT CLAUSES

The following clauses are incorporated into the subject delivery order.

FAR 52.242-15 STOP WORK ORDER

(a) The Contracting Officer may, at any time, by written order to the contractor, require the contractor to stop all, or any part, of the work called for by this delivery order for a period of ninety (90) days after the order is delivered to the contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of ninety (90) days after a stop-work order is delivered to the contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either:

- (1) Cancel the stop-work order; or
- (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this delivery order.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or delivery order price, or both, and the delivery order shall be modified, in writing, accordingly, if- (1) The stop-work order results in an increase in the time required for, or in the contractor's cost properly allocable to, the performance of any part of this delivery order; and (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon a proposal submitted at any time before final payment under this delivery order.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

SECURITY

(a) Security/Classification Requirements Form. The attached NRC Form 187 (Attachment 5) furnishes the basis for providing security and classification requirements to prime contractors, subcontractors, or others (e.g., bidders) who have or may have an NRC contractual relationship that requires access to classified information or matter, access on a continuing basis (in excess of thirty [30] or more days) to NRC Headquarters controlled buildings, or otherwise requires NRC photo identification or card-key badges. Due to the short duration of this delivery order, continuing access will not be required. No access to any sensitive or classified information will be required.

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(b) It is the contractor's duty to safeguard National Security Information, Restricted Data, and Formerly Restricted Data. The contractor shall, in accordance with the Commission's security regulations and requirements, be responsible for safeguarding National Security Information, Restricted Data, and Formerly Restricted Data, and for protecting against sabotage, espionage, loss, and theft, the classified documents and material in the contractor's possession in connection with the performance of work under this contract. Except as otherwise expressly provided in this contract, the contractor shall, upon completion or termination of this contract, transmit to the Commission any classified matter in the possession of the contractor or any person under the contractor's control in connection with performance of this contract. If retention by the contractor of any classified matter is required after the completion or termination of the delivery order and the retention is approved by the contracting officer, the contractor shall complete a certificate of possession to be furnished to the Commission specifying the classified matter to be retained. The certification must identify the items and types or categories of matter retained, the conditions governing the retention of the matter and their period of retention, if known. If the retention is approved by the contracting officer, the security provisions of the delivery order continue to be applicable to the matter retained.

(c) In connection with the performance of the work under this contract, the contractor may be furnished, or may develop or acquire, proprietary data (trade secrets) or confidential or privileged technical, business, or financial information, including Commission plans, policies, reports, financial plans, internal data protected by the Privacy Act of 1974 (Pub. L. 93-579), or other information which has not been released to the public or has been determined by the Commission to be otherwise exempt from disclosure to the public. The contractor agrees to hold the information in confidence and not to directly or indirectly duplicate, disseminate, or disclose the information in whole or in part to any other person or organization except as may be necessary to perform the work under this contract. The contractor agrees to return the information to the Commission or otherwise dispose of it at the direction of the contracting officer. Failure to comply with this clause is grounds for termination of this contract.

(d) Regulations:

1. The contractor agrees to conform to all security regulations and requirements of the Commission which are subject to change as directed by the NRC Division of Facilities and Security (DFS) and the Contracting Officer. These changes will be under the authority of the FAR Changes clause referenced in this document. NRC is required to comply with OMB Circular A-130 Appendix III, (Security of Federal Automated Resources), and with the Federal Information Security Management Act (FISMA). These regulations are implemented within NRC through Management Directive 12.5, (NRC Automated Information Systems Security Program), which requires that NRC ensure that any contracted provided IT services and products are adequately secure.

2. The contractor agrees to conform to all security regulations and requirements of the Commission including but not limited to an auditable drug-testing program for all contracted personnel.

(e) Definition of National Security Information. The term National Security Information, as used in this clause, means information that has been determined pursuant to Executive Order 12958 or any predecessor order to require protection against unauthorized disclosure and that is so designated.

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(f) **Definition of Restricted Data.** The term Restricted Data, as used in this clause, means all data concerning design, manufacture, or utilization of atomic weapons; the production of special nuclear material; or the use of special nuclear material in the production of energy, but does not include data declassified or removed from the Restricted Data category pursuant to Section 142 of the Atomic Energy Act of 1954, as amended.

(g) **Definition of Formerly Restricted Data.** The term Formerly Restricted Data, as used in this clause, means all data removed from the Restricted Data category under Section 142-d of the Atomic Energy Act of 1954, as amended.

(h) **Security Clearance Personnel.** The contractor may not permit any individual to have access to Restricted Data, Formerly Restricted Data, or other classified information, except in accordance with the Atomic Energy Act of 1954, as amended, and the Commission's regulations or requirements applicable to the particular type or category of classified information to which access is required. The contractor shall also execute a Standard Form 312, Classified Information Nondisclosure Agreement, when access to classified information is required.

(i) **Criminal Liabilities.** It is understood that disclosure of National Security Information, Restricted Data, and Formerly Restricted Data relating to the work or services ordered hereunder to any person not entitled to receive it, or failure to safeguard any Restricted Data, Formerly Restricted Data, or any other classified matter that may come to the contractor or any person under the contractor's control in connection with work under this contract, may subject the contractor, its agents, employees, or subcontractors to criminal liability under the laws of the United States. (See the Atomic Energy Act of 1954, as amended, 42 U.S.C. 2011 et seq.; 18 U.S.C. 793 and 794; and Executive Order 12958.)

(j) **Subcontracts and Purchase Orders.** Except as otherwise authorized in writing by the contracting officer, the contractor shall insert provisions similar to the foregoing in all subcontracts and purchase orders under this contract.

(k) In performing the delivery order work, the contractor shall classify all documents, material, and equipment originated or generated by the contractor in accordance with guidance issued by the Commission. Every subcontract and purchase order issued hereunder involving the origination or generation of classified documents, material, and equipment must provide that the subcontractor or supplier assign classification to all documents, material, and equipment in accordance with guidance furnished by the contractor.

SITE ACCESS BADGE REQUIREMENTS

During the life of this contract, the rights of ingress and egress for contractor personnel must be made available, as required, provided that a badge is issued after favorable adjudication from the Personnel Security Branch (PERSEC), Division of Facilities and Security (DFS). In this regard, all contractor personnel whose duties under this delivery order require their presence on-site shall be clearly identifiable by a distinctive badge furnished by the Government. The Project Officer shall assist the contractor in obtaining the badges for the contractor personnel.

It is the sole responsibility of the contractor to ensure that each employee has a proper Government-issued identification/badge at all times. All prescribed identification must be immediately (no later than three days) delivered to PERSEC/DFS for cancellation or disposition upon the termination of employment of any contractor personnel. Contractor personnel must

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have this identification in their possession during on-site performance under this contract. It is the contractor's duty to assure that contractor personnel enter only those work areas necessary for performance of delivery order work, and to assure the safeguarding of any Government records or data that contractor personnel may come into contact with.

SECURITY REQUIREMENTS FOR INFORMATION TECHNOLOGY SERVICES

The proposer/contractor must identify all individuals and propose the level of Information Technology (IT) approval for each, using the following guidance. The NRC sponsoring office shall make the final determination of the level, if any, of IT approval required for all individuals working under this contract. The Government shall have and exercise full and complete control over granting, denying, withholding, or terminating building access approvals for individuals performing work under this contract.

CONTRACTOR SECURITY REQUIREMENTS FOR LEVEL I

Performance under this delivery order will not involve prime contractor personnel, subcontractors or others who perform services requiring direct access to or operate agency sensitive information technology systems or data (IT Level I).

The IT Level I involves responsibility for the planning, direction, and implementation of a computer security program; major responsibility for the direction, planning, and design of a computer system, including hardware and software; or the capability to access a computer system during its operation or maintenance in such a way that could cause or that has a relatively high risk of causing grave damage; or the capability to realize a significant personal gain from computer access. Such contractor personnel shall be subject to the NRC contractor personnel security requirements of NRC Management Directive 12.3, Part I and will require a favorably adjudicated Limited Background Investigation (LBI).

A contractor employee shall not have access to NRC facilities, sensitive information technology systems or data until he/she is approved by PERSEC/DFS first for temporary access (based on a favorable adjudication of their security forms and checks) and final access (based on a favorably adjudicated LBI) in accordance with the procedures found in NRC Management Directive 12.3, Part I. The individual will be subject to a reinvestigation every 10 years. Timely receipt of properly completed security applications is a delivery order requirement. Failure of the contractor to comply with this condition within the ten work-day period may be a basis to void the notice of selection. In that event, the Government may select another firm for award.

The contractor shall submit a completed security forms packet, including the SF-86, Questionnaire for National Security Positions, and fingerprint charts, through the Project Officer to PERSEC/ DFS for review and favorable adjudication, prior to the individual performing work under this contract. The contractor shall assure that all forms are accurate, complete, and legible (except for Part 2 of the questionnaire, which is required to be completed in private and submitted by the individual to the contractor in a sealed envelope), as set forth in NRC Management Directive 12.3 which is incorporated into this delivery order by reference as though fully set forth herein. Based on PERSEC review of the applicant's security forms and/or the receipt of adverse information by NRC, the individual may be denied access to NRC facilities, sensitive information technology systems or data until a final determination is made of his/her eligibility under the provisions of NRC Management Directive 12.3. Any questions regarding the individual's eligibility

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for IT Level I approval will be resolved in accordance with the due process procedures set forth in NRC Management Directive 12.3 Exhibit 1 and E.O. 12968.

In accordance with NRCAR 2052.204-70 "Security," IT Level I contractors shall be subject to the NRC Form 187 which furnishes the basis for providing security requirements to prime contractors, subcontractors or others (e.g., bidders) who have or may have an NRC contractual relationship which requires access to or operation of agency sensitive information technology systems or remote development and/or analysis of sensitive information technology systems and data or other access to such systems and data; access on a continuing basis (in excess of thirty [30] days) to NRC Headquarters controlled buildings; or otherwise requires NRC photo identification or card-key badges.

CONTRACTOR SECURITY REQUIREMENTS FOR LEVEL II

Performance under this delivery order will **not** involve contractor personnel that develop and/or analyze sensitive information technology systems or data or otherwise have access to such systems and data (IT Level II).

The IT Level II involves responsibility for the planning, design, operation, or maintenance of a computer system and all other computer or IT positions. Such contractor personnel shall be subject to the NRC contractor personnel requirements of NRC Management Directive 12.3, Part I, which is hereby incorporated by reference and made a part of this delivery order as though fully set forth herein, and will require a favorably adjudicated Access National Agency Check with Inquiries (ANACI).

A contractor employee shall not have access to NRC facilities, sensitive information technology systems or data until he/she is approved by PERSEC/DFS first for temporary access (based on a favorable review of their security forms and checks) and final access (based on a favorably adjudicated ANACI) in accordance with the procedures found in NRC Management Directive 12.3, Part I. The individual will be subject to a reinvestigation every ten (10) years. Timely receipt of properly completed security applications is a delivery order requirement. Failure of the contractor to comply with this condition within the ten work-day period may be a basis to void the notice of selection. In that event, the Government may select another firm for award. The contractor shall submit a completed security forms packet, including the SF-86, Questionnaire for National Security Positions, and fingerprint charts, through the Project Officer to the NRC PERSEC/DFS for review and favorable adjudication, prior to the individual performing work under this contract. The contractor shall assure that all forms are accurate, complete, and legible (except for Part 2 of the questionnaire, which is required to be completed in private and submitted by the individual to the contractor in a sealed envelope), as set forth in NRC Management Directive 12.3. Based on PERSEC review of the applicant's security forms and/or the receipt of adverse information by NRC, the individual may be denied access to NRC facilities, sensitive information technology systems or data until a final determination is made of his/her eligibility under the provisions of NRC Management Directive 12.3. Any questions regarding the individual's eligibility for IT Level II approval will be resolved in accordance with the due process procedures set forth in NRC Management Directive 12.3 Exhibit 1 and E. O. 12968.

In accordance with NRCAR 2052.204-70 "Security," IT Level II contractors shall be subject to the attached NRC Form 187 which furnishes the basis for providing security requirements to prime contractors, subcontractors or others (e.g. bidders) who have or may have an NRC contractual

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relationship which requires access to or operation of agency sensitive information technology systems or remote development and/or analysis of sensitive information technology systems and data or other access to such systems and data; access on a continuing basis (in excess of thirty [30] days) to NRC Headquarters controlled buildings; or otherwise requires NRC photo identification or card-key badges.

CANCELLATION OR TERMINATION OF IT ACCESS/REQUEST

When a request for investigation is to be withdrawn or canceled, the contractor shall immediately notify the Project Officer by telephone in order that he/she will contact the PERSEC/DFS so that the investigation may be promptly discontinued. The notification shall contain the full name of the individual, and the date of the request. Telephone notifications must be promptly confirmed in writing to the Project Officer who will forward the confirmation to the PERSEC/DFS. Additionally, PERSEC/DFS must be immediately notified when an individual no longer requires access to NRC sensitive automated information technology systems or data, including the voluntary or involuntary separation of employment of an individual who has been approved for or is being processed for access under the NRC Personnel Security Program.

C.6 PROJECT OFFICER AUTHORITY

(a) The contracting officer's authorized representative hereinafter referred to as the project officer for this order is:

Name: Keith Shaw

Address: U.S. Nuclear Regulatory Commission
Office of the Chief Financial Officer
11555 Rockville Pike, Mail Stop O-3-H-8
Rockville, MD 20852

Telephone: (301)415-3801

(b) Performance of the work under this order is subject to the technical direction of the NRC project officer. The term technical direction is defined to include the following:

- (1) Technical direction to the contractor which shifts work emphasis between areas of work or tasks, authorizes travel which was unanticipated in the Schedule (i.e., travel not contemplated in the Statement of Work or changes to specific travel identified in the Statement of Work), fills in details, or otherwise serves to accomplish the contractual statement of work.
- (2) Provide advice and guidance to the contractor in the preparation of drawings, specifications, or technical portions of the work description.
- (3) Review and, where required by the order, approval of technical reports, drawings, specifications, and technical information to be delivered by the contractor to the Government under the order.

(c) Technical direction must be within the general statement of work stated in the order. The project officer does not have the authority to and may not issue any technical direction which:

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- (1) Constitutes an assignment of work outside the general scope of the order.
- (2) Constitutes a change as defined in the "Changes" clause of the blanket purchase agreement.
- (3) In any way causes an increase or decrease in the total estimated order cost, the fixed fee, if any, or the time required for order performance.
- (4) Changes any of the expressed terms, conditions, or specifications of the order.
- (5) Terminates the order, settles any claim or dispute arising under the order, or issues any unilateral directive whatever.

(d) All technical directions must be issued in writing by the project officer or must be confirmed by the project officer in writing within ten (10) working days after verbal issuance. A copy of the written direction must be furnished to the contracting officer. A copy of NRC Form 445, Request for Approval of Official Foreign Travel, which has received final approval from the NRC must be furnished to the contracting officer.

(e) The contractor shall proceed promptly with the performance of technical directions duly issued by the project officer in the manner prescribed by this clause and within the project officer's authority under the provisions of this clause.

(f) If, in the opinion of the contractor, any instruction or direction issued by the project officer is within one of the categories as defined in paragraph (c) of this section, the contractor may not proceed but shall notify the contracting officer in writing within five (5) working days after the receipt of any instruction or direction and shall request the contracting officer to modify the order accordingly. Upon receiving the notification from the contractor, the contracting officer shall issue an appropriate modification or advise the contractor in writing that, in the contracting officer's opinion, the technical direction is within the scope of this article and does not constitute a change under the "Changes" clause.

(g) 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.

(h) A failure of the parties to agree upon the nature of the instruction or direction or upon the order action to be taken with respect thereto is subject to 52.233-1 - Disputes.

(i) 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 contracting officer 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 contracting officer recommendations for approval, disapproval, or suspension of payment for supplies and services required under this order.
- (4) Assist the contractor in obtaining the badges for the contractor personnel.
- (5) Immediately notify 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.

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Government Furnished Equipment (GFE) List - Hardware			
Workstation #	NRC Tag#	Description	Manufacturer
O6-C1	00187	Personal Computer	DELL
O6-C1	00156	Personal Computer	DELL
O6-C1	075950	Monitor	Cornerstone
O6-C1	071608	Monitor	Cornerstone
O6-C1	079859	Printer	Hewlett Packard
O6-C2	00154	Personal Computer	DELL
O6-C2	00113	Personal Computer	DELL
O6-C2	071607	Monitor	Cornerstone
O6-C2	076789	Monitor	Cornerstone
O6-C2	060353	Modem	N/A
O6-C2	046240	Printer	Hewlett Packard
O6-C2	00152	Personal Computer	Dell
O6-C2	076790	Monitor	Cornerstone
O6-C3	00130	Personal Computer	DELL
O6-C3	00141	Personal Computer	DELL
O6-C3	071596	Monitor	Cornerstone
O6-C3	071594	Monitor	Cornerstone
O6-C3	046241	Printer	Hewlett Packard
O6-C4	00151	Personal Computer	DELL
O6-C4	00135	Personal Computer	DELL
O6-C4	071624	Monitor	Cornerstone
O6-C4	076791	Monitor	Cornerstone
O6-C5	00161	Personal Computer	DELL
O6-C5	00142	Personal Computer	DELL
O6-C5	071603	Monitor	Cornerstone
O6-C5	071597	Monitor	Cornerstone

Government Furnished Equipment (GFE) List - Hardware (continued)			
Workstation #	NRC Tag#	Description	Manufacturer
O6-C5	075991	Printer	Hewlett Packard
O6-C5	041212	Basket Cart	
O6-C6	00124	Personal Computer	DELL
O6-C6	00134	Personal Computer	DELL
O6-C6	071589	Monitor	Cornerstone
O6-C6	076785	Monitor	Cornerstone
O6-C7	00153	Personal Computer	DELL
O6-C7	00126	Personal Computer	DELL
O6-C7	075948	Monitor	Cornerstone
O6-C7	076784	Monitor	Cornerstone
O6-C8	00129	Personal Computer	DELL
O6-C8	00155	Personal Computer	DELL
O6-C8	071592	Monitor	Cornerstone
O6-C8	071587	Monitor	Cornerstone
O6-C10	00169	Personal Computer	DELL
O6-C10	00136	Personal Computer	DELL
O6-C10	071613	Monitor	Cornerstone
O6-C10	071620	Monitor	Cornerstone
O6-C12	00121	Personal Computer	DELL
O6-C12	00125	Personal Computer	DELL
O6-C12	076782	Monitor	Cornerstone
O6-C12	071605	Monitor	Cornerstone
O6-C14	00163	Personal Computer	DELL
O6-C14	071618	Monitor	Cornerstone
O6-C14	071630	Scanner	Fujitsu
O6-C14	014415G	Electronic Stapler	
O6-D3	079000	Personal Computer	DELL

Government Furnished Equipment (GFE) List - Hardware (continued)			
Workstation #	NRC Tag#	Description	Manufacturer
O6-D3	00122	Personal Computer	DELL
O6-D3	00186	Personal Computer	DELL
O6-D3	076786	Monitor	Cornerstone
O6-D3	076787	Monitor	Cornerstone
O6-D3	071617	Monitor	Cornerstone
O6-D5	078652	Personal Computer	DELL
O6-D5	00119	Personal Computer	DELL
O6-D5	071604	Monitor	Cornerstone
O6-D5	076783	Monitor	Cornerstone
O6-D7	07903	Personal Computer	DELL
O6-D7	01793	Personal Computer	DELL
O6-D7	071614	Monitor	Cornerstone
O6-D7	071598	Monitor	Cornerstone
O6-D9	00114	Personal Computer	DELL
O6-D9	00112	Personal Computer	DELL
O6-D9	076781	Monitor	Cornerstone
O6-D9	071591	Monitor	Cornerstone
O6-D11	00146	Personal Computer	DELL
O6-D11	00184	Personal Computer	DELL
O6-D11	076797	Monitor	Cornerstone
O6-D11	071611	Monitor	Cornerstone
O6-D13	00133	Personal Computer	DELL
O6-D13	00134	Personal Computer	DELL
O6-D13	00128	Personal Computer	DELL
O6-D13	071623	Monitor	Cornerstone
O6-D13	071588	Monitor	Cornerstone

Government Furnished Equipment (GFE) List - Hardware (continued)			
Workstation #	NRC Tag#	Description	Manufacturer
O6-D13	073019	Scanner	CalComp
O6-D13	070676	Scanner	Hewlett Packard
O6-D13	050173	Electronic Date Time Machine	
O6-D13	080111	Scanner	Fujitsu
O6-D13	071629	Scanner	Fujitsu
O6-D15	00140	Personal Computer	DELL
O6-D15	071616	Monitor	Cornerstone
O6-D15	045287	Printer	Hewlett Packard
O6-D17	00143	Personal Computer	DELL
O6-D17	00138	Personal Computer	DELL
O6-D17	071628	Monitor	Cornerstone
O6-D17	071602	Monitor	Cornerstone
O6-D17	007409	Basket Cart	
O6-D17	075991	Printer	Hewlett Packard
O6-D20	00131	Personal Computer	DELL
O6-D20	07162	Monitor	Cornerstone
O6-D20	079363	Printer	Hewlett Packard
O6-D22	00158	Personal Computer	DELL
O6-D22	00139	Personal Computer	DELL
O6-D22	00162	Personal Computer	DELL
O6-D22	071622	Monitor	Cornerstone
O6-D22	071626	Monitor	Cornerstone
O6-D22	071615	Monitor	Cornerstone
O6-D22	061650	Electronic Stapler	
O6-D22	014415G	Electronic Stapler	
O6-D22	014413G	Electronic Stapler	
O6-G7	00160	Personal Computer	DELL

Government Furnished Equipment (GFE) List - Hardware (continued)			
Workstation #	NRC Tag#	Description	Manufacturer
O6-G7	00157	Personal Computer	DELL
O6-G7	071586	Monitor	Cornerstone
O6-G7	071599	Monitor	Cornerstone
O6-G8	00167	Personal Computer	DELL
O6-G8	071627	Monitor	Cornerstone
O6-G8	074996	Scanner	Fujitsu
O6-G8	014414G	Electronic Stapler	
O6-G9	00148	Personal Computer	DELL
O6-G9	00165	Personal Computer	DELL
O6-G9	071600	Monitor	Cornerstone
O6-G9	071584	Monitor	Cornerstone
O6-G9	057816	Electronic Paper Cutter	
O6-G11	00183	Personal Computer	DELL
O6-G11	00132	Personal Computer	DELL
O6-G11	076780	Monitor	Cornerstone
O6-G11	071601	Monitor	Cornerstone
O6-G13	00111	Personal Computer	DELL
O6-G13	00120	Personal Computer	DELL
O6-G13	071609	Monitor	Cornerstone
O6-G13	071590	Monitor	Cornerstone
O6-G13	077599	Copy Machine	Xerox
O6-G13	046242	Printer	Hewlett Packard
O6-G13	014412G	Electronic Stapler	
O6-H10	00168	Personal Computer	DELL
O6-H10	071585	Monitor	Cornerstone
O6-H14	00164	Personal Computer	DELL
O6-H14	00185	Personal Computer	DELL

Government Furnished Equipment (GFE) List - Hardware (continued)			
Workstation #	NRC Tag#	Description	Manufacturer
O6-H14	071595	Monitor	Cornerstone
O6-H14	071610	Monitor	Cornerstone
O6-H16	00166	Personal Computer	DELL
O6-H16	00144	Personal Computer	DELL
O6-H16	071593	Monitor	Cornerstone
O6-H16	176788	Monitor	Cornerstone
T5-C5	00118	Personal Computer	DELL
T5-C5	076792	Monitor	Cornerstone
T5-C7	00117	Personal Computer	DELL
T5-C7	065448	Monitor	Cornerstone
T5-E32	00123	Personal Computer	DELL
T5-E32	076794	Monitor	Cornerstone
T5-E36	00191	Personal Computer	DELL
T5-E36	076793	Monitor	Cornerstone
T5-E38	00116	Personal Computer	DELL
T5-E38	076796	Monitor	Cornerstone
*T5-E22	080092	Server	DELL
*O6-D20	080094	Server	DELL

* Temporary Location

O=OWFN

T=TWFN

BILLING INSTRUCTIONS FOR
FIXED PRICE CONTRACTS

General: The contractor shall prepare vouchers or invoices as prescribed herein. FAILURE TO SUBMIT VOUCHERS/INVOICES IN ACCORDANCE WITH THESE INSTRUCTIONS WILL RESULT IN REJECTION OF THE VOUCHER/INVOICES AS IMPROPER.

Form: Claims shall be submitted on the payee's letterhead, voucher/invoices, or on the Government's Standard Form 1034, "Public Voucher for Purchases and Services Other than Personal," and Standard Form 1035, "Public Voucher for Purchases Other than Personal--Continuation Sheet." These forms are available from the U.S. Government Printing Office, 710 North Capitol Street, Washington, DC 20401.

Number of Copies: An original and three copies shall be submitted. Failure to submit all the required copies will result in rejection of the voucher/invoice as improper.

Designated Agency Billing Office: Vouchers/Invoices shall be submitted to the following address:

U.S. Nuclear Regulatory Commission
Division of Contracts - T-7-I-2
Washington, DC 20555-0001

A copy of any invoice which includes a purchase of property valued at the time of purchase at \$5000 or more, shall additionally be sent to:

Chief, Property Management Branch
Division of Facilities and Property Management

Washington, DC 20555-0001

HAND-DELIVERY OF VOUCHERS/INVOICES IS DISCOURAGED AND WILL NOT EXPEDITE PROCESSING BY THE NRC. However, should you choose to deliver vouchers/invoices by hand, including delivery by any express mail service or special delivery service which uses a courier or other person to deliver the vouchers/invoices in person to the NRC, such vouchers/invoices must be

(BILLING INSTRUCTIONS FOR FIXED PRICE CONTRACTS - Page 2 of 3)

U.S. Nuclear Regulatory Commission
One White Flint North - Mail Room
11555 Rockville Pike
Rockville, MD 20852

HAND-CARRIED SUBMISSIONS WILL NOT BE ACCEPTED AT OTHER THAN THE ABOVE ADDRESS

Note that the official receipt date for hand-delivered vouchers/invoices will be the date it is received by the official agency billing office in the Division of Contracts.

Agency Payment Office: Payment will continue to be made by the office designated in the contract in Block 12 of the Standard Form 26 or Block 25 of the Standard Form 33, whichever is applicable.

Frequency: The contractor shall submit a voucher or invoice only after the NRC's final acceptance of services rendered or products delivered in performance of the contract unless otherwise specified in the contract.

Preparation and Itemization of the Voucher/Invoice: The voucher/invoice shall be prepared in ink or by typewriter (without strike-overs). Corrections or erasures must be initialed. To be considered a proper voucher/invoice, all of the following elements must be included:

1. Contract number.
2. Sequential voucher/invoice number.
3. Date of voucher/invoice.
4. Payee's name and address. (Show the name of the contractor and its correct address. In addition, when an assignment of funds has been made by the contractor, or a different payee has been designated, include the name and address of the payee). Indicate the name and telephone number of the individual responsible for answering questions which the NRC may have regarding the voucher/invoice.
5. Description of articles or services, quantity, unit price, and total amount.

(BILLING INSTRUCTIONS FOR FIXED PRICE CONTRACTS - Page 3 of 3)

6. For contractor acquired property list each item purchased costing \$50,000 or more and having a life expectancy of more than 1 year and provide: (1) an item description, (2) manufacturer, (3) model number, (4) serial number, (5) acquisition cost, (6) date of purchase, and (7) a copy of the purchasing document.
7. Weight and zone of shipment, if shipped by parcel post.
8. Charges for freight or express shipments. Attach prepaid bill if shipped by freight or express.
9. Instructions to consignee to notify the Contracting Officer of receipt of shipment.
10. For Indefinite Delivery contracts or contracts under which progress payments are authorized, the final voucher/invoice shall be marked "FINAL VOUCHER" OR "FINAL INVOICE."

Currency: Billings may be expressed in the currency normally used by the contractor in maintaining his accounting records and payments will be made in that currency. However, the U.S. dollar equivalent for all vouchers/invoices paid under the contract may not exceed the total U.S. dollars authorized in the contract.

Supersession: These instructions supersede any previous billing instructions.

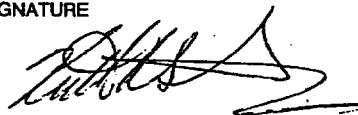
NRC FORM 187 (1-2000) NRCMD 12		U.S. NUCLEAR REGULATORY COMMISSION		AUTHORITY The policies, procedures, and criteria of the NRC Security Program, NRCMD 12, apply to performance of this contract, subcontract or other activity.		
CONTRACT SECURITY AND/OR CLASSIFICATION REQUIREMENTS				COMPLETE CLASSIFIED ITEMS BY SEPARATE CORRESPONDENCE		
1. CONTRACTOR NAME AND ADDRESS 		A. CONTRACT NUMBER FOR COMMERCIAL CONTRACTS OR JOB CODE FOR DOE PROJECTS (Prime contract number must be shown for all subcontracts.) 		2. TYPE OF SUBMISSION <input checked="" type="checkbox"/> A. ORIGINAL <input type="checkbox"/> B. REVISED (Supersedes all previous submissions) <input type="checkbox"/> C. OTHER (Specify)		
		B. PROJECTED START DATE <div style="border: 1px solid black; padding: 2px; text-align: center;">09/08/2003</div>	C. PROJECTED COMPLETION DATE <div style="border: 1px solid black; padding: 2px; text-align: center;">09/07/2008</div>			
3. FOR FOLLOW-ON CONTRACT, ENTER PRECEDING CONTRACT NUMBER AND PROJECTED COMPLETION DATE						
A. DOES NOT APPLY <input type="checkbox"/>		B. CONTRACT NUMBER <div style="text-align: center; font-weight: bold;">NRC-33-01-189-001</div>		DATE <div style="text-align: center;">09/05/2003</div>		
4. PROJECT TITLE AND OTHER IDENTIFYING INFORMATION <div style="text-align: center; font-weight: bold; padding: 10px;">Agencywide Documents Access and Management System (ADAMS) Document Processing Support Services</div>						
5. PERFORMANCE WILL REQUIRE						
A. ACCESS TO CLASSIFIED MATTER OR CLASSIFIED INFORMATION <input type="checkbox"/> YES (If "YES," answer 1-7 below) <input checked="" type="checkbox"/> NO (If "NO," proceed to 5.C.)		NOT APPLICABLE	NATIONAL SECURITY		RESTRICTED DATA	
			SECRET	CONFIDENTIAL	SECRET	CONFIDENTIAL
1. ACCESS TO FOREIGN INTELLIGENCE INFORMATION		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. RECEIPT, STORAGE, OR OTHER SAFEGUARDING OF CLASSIFIED MATTER. (See 5.B.)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. GENERATION OF CLASSIFIED MATTER.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. ACCESS TO CRYPTOGRAPHIC MATERIAL OR OTHER CLASSIFIED COMSEC INFORMATION.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. ACCESS TO CLASSIFIED MATTER OR CLASSIFIED INFORMATION PROCESSED BY ANOTHER AGENCY.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. CLASSIFIED USE OF AN INFORMATION TECHNOLOGY PROCESSING SYSTEM.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. OTHER (Specify)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. IS FACILITY CLEARANCE REQUIRED? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO						
C. <input type="checkbox"/> UNESCORTED ACCESS IS REQUIRED TO PROTECTED AND VITAL AREAS OF NUCLEAR POWER PLANTS.						
D. <input type="checkbox"/> ACCESS IS REQUIRED TO UNCLASSIFIED SAFEGUARDS INFORMATION.						
E. <input checked="" type="checkbox"/> ACCESS IS REQUIRED TO SENSITIVE IT SYSTEMS AND DATA.						
F. <input checked="" type="checkbox"/> UNESCORTED ACCESS TO NRC HEADQUARTERS BUILDING.						
FOR PROCEDURES AND REQUIREMENTS ON PROVIDING TEMPORARY AND FINAL APPROVAL FOR UNESCORTED ACCESS, REFER TO NRCMD 12.						

6. INFORMATION PERTAINING TO THESE REQUIREMENTS OR THIS PROJECT, EVEN THOUGH SUCH INFORMATION IS CONSIDERED UNCLASSIFIED, SHALL NOT BE RELEASED FOR DISSEMINATION EXCEPT AS APPROVED BY:

NAME AND TITLE

Keith Shaw, Project
Officer

SIGNATURE



DATE

3/11/03

7. CLASSIFICATION GUIDANCE

NATURE OF CLASSIFIED GUIDANCE IDENTIFICATION OF CLASSIFICATION GUIDES

8. CLASSIFIED REVIEW OF CONTRACTOR / SUBCONTRACTOR REPORT(S) AND OTHER DOCUMENTS WILL BE CONDUCTED BY:

☐

AUTHORIZED CLASSIFIER (Name and Title)

☐

DIVISION OF FACILITIES AND SECURITY

9. REQUIRED DISTRIBUTION OF NRC FORM 187 Check appropriate box(es)

☐

SPONSORING NRC OFFICE OR DIVISION (Item 10A)

☐

DIVISION OF CONTRACTS AND PROPERTY MANAGEMENT

☐

DIVISION OF FACILITIES AND SECURITY (Item 10B)

☐

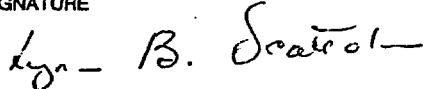

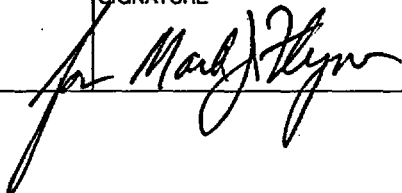
CONTRACTOR (Item 1)

☐

SECURITY/CLASSIFICATION REQUIREMENTS FOR SUBCONTRACTS RESULTING FROM THIS CONTRACT WILL BE APPROVED BY THE OFFICIALS NAMED IN ITEMS 10B AND 10C BELOW.

10. APPROVALS

SECURITY/CLASSIFICATION REQUIREMENTS FOR SUBCONTRACTS RESULTING FROM THIS CONTRACT WILL BE APPROVED BY THE OFFICIALS NAMED IN ITEMS 10B AND 10C BELOW.

NAME (Print or type)	SIGNATURE	DATE
A. DIRECTOR, OFFICE OR DIVISION	SIGNATURE	DATE
Lynn B. Scattolini, Director IRDMD/OCIO		3/11/03
B. DIRECTOR, DIVISION OF FACILITIES AND SECURITY	SIGNATURE	DATE
Thomas O. Martin, Director		8/25/03
C. DIRECTOR, DIVISION OF CONTRACTS AND PROPERTY MANAGEMENT (Not applicable to DOE agreements)	SIGNATURE	DATE
Kathryn O. Greene, Director		8/26/03

REMARKS