

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES
1 8

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

BPA NO.

1. DATE OF ORDER AUG 22 2003		2. CONTRACT NO. (If any) GS-35F-0652N		6. SHIP TO:	
3. ORDER NO. DR-33-03-322		4. REQUISITION/REFERENCE NO.		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission ATTN: Anne Stracke	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div of Contracts Contract Management Center No. 1 Mail Stop, T-7-I-2 Washington, DC 20555				b. STREET ADDRESS Mail Stop, T-6-C-30	
7. TO:		c. CITY Washington		d. STATE DC	e. ZIP CODE 20555

a. NAME OF CONTRACTOR Webworld Studios		8. TYPE OF ORDER			
b. COMPANY NAME ATTN: Tony Kitzmiller		<input type="checkbox"/> a. PURCHASE ORDER		<input checked="" type="checkbox"/> b. DELIVERY/TASK ORDER	
c. STREET ADDRESS 898 N. Lexington Street		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.			
d. CITY Arlington,		e. STATE VA	f. ZIP CODE 22205		

9. ACCOUNTING AND APPROPRIATION DATA \$160,000.00		10. REQUISITIONING OFFICE OCIO Office of the Chief Information Officer			
B&R#: 310-15-523-340 Job Code#: J1080 BOC#: 252A		APPN#: 31X0200.310 FFS#: 10370708C			

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 B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE As Stated	
13. PLACE OF		16. DISCOUNT TERMS Net 30			
a. INSPECTION Destination		b. ACCEPTANCE		FOR INFORMATION CALL: (No collect calls) Michael Turner (301) 415-6535	

17. SCHEDULE (See reverse for Rejections) See CONTINUATION Page

ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	The Contractor shall provide the U.S. Nuclear Regulatory Commission with Expert Technical Support for Web Applications in accordance with the referenced GSA Contract and the attached Statement of Work. PERIOD OF PERFORMANCE: One year from the date of award LABOR RATES:					
001	Internet Project/Task Manager (CLIN 51-022)		Hours		\$7,350.00	
002	Document Specialist (CLIN 51-014)		Hours		\$46,350.00	
003	Internet Software Developer II (CLIN 51-025)		Hours		\$233,700.00	
	Government Discount 10%: - CLIN 51-022 less 10% discount of \$735.00 - CLIN 51-014 less 10% discount of \$4,635.00 - CLIN 51-025 less 10% discount of \$23,370.00 (10% discount applied to each invoice submitted for payment)				-\$28,740.00	

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		\$160,000.00	SUBTOTAL
21. MAIL INVOICE TO:							
a. NAME U.S. Nuclear Regulatory Commission Payment Team, Mail Stop T-9-H-4							
b. STREET ADDRESS (or P.O. Box) ATTN: DR-33-03-322							
c. CITY Washington		d. STATE DC	e. ZIP CODE 20555			\$160,000.00	17(j). GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature) <i>Barbara Melton</i>		23. NAME (Typed) Donald A. King, Contracting Office TITLE: CONTRACTING/ORDERING OFFICER	
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**ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION**

PAGE NO.
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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO. GS-35F-0652N	ORDER NO. DR-33-03-322
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ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	<p>The total estimated amount to the Government for full performance under this delivery order is \$258,660.00. The amount obligated by the Government with respect to this delivery order is \$160,000.00. The Contractor shall notify the Contracting Officer in writing whenever it has reason to believe that the costs it expects to incur under this contract in the next 30 days, when added to all costs previously incurred, will exceed 85 percent of the total amount obligated to the contract by the Government. (See FAR Clause 52-232-7, Time-and-Materials and Labor-Hour Contracts). The notice shall state the estimated amount of additional funds required to continue performance for the period specified in the Schedule. When and if the amount(s) paid and payable to the Contractor hereunder shall equal the obligated amount, the Contractor shall not be obligated to continue performance of the work unless and until the Contracting Officer shall increase the amount obligated with respect to this order. Any work undetaken by the Contractor in excess of the obligated amount specified above, is done so at the Contractor's sole risk.</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

52.252-2	CLAUSES INCORPORATED BY REFERENCE	FEB 1998
52.242-15	STOP-WORK ORDER	AUG 1989
52.249-6	TERMINATION (COST-REIMBURSEMENT)	SEP 1996

A.1 52.232-7 PAYMENTS UNDER TIME-AND-MATERIALS AND LABOR-HOUR CONTRACTS (DEC 2002)

The Government will pay the Contractor as follows upon the submission of invoices or vouchers approved by the Contracting Officer:

(a) Hourly rate. (1) The amounts shall be computed by multiplying the appropriate hourly rates prescribed in the Schedule by the number of direct labor hours performed. The rates shall include wages, indirect costs, general and administrative expense, and profit. Fractional parts of an hour shall be payable on a prorated basis. Vouchers may be submitted once each month (or at more frequent intervals, if approved by the Contracting Officer), to the Contracting Officer or designee. The Contractor shall substantiate vouchers by evidence of actual payment and by individual daily job timecards, or other substantiation approved by the Contracting Officer. Promptly after receipt of each substantiated voucher, the Government shall, except as otherwise provided in this contract, and subject to the terms of (e) below, pay the voucher as approved by the Contracting Officer.

(2) Unless otherwise prescribed in the Schedule, the Contracting Officer shall withhold 5 percent of the amounts due under this paragraph (a), but the total amount withheld shall not exceed \$50,000. The amounts withheld shall be retained until the execution and delivery of a release by the Contractor as provided in paragraph (f) below.

(3) Unless the Schedule prescribes otherwise, the hourly rates in the Schedule shall not be varied by virtue of the Contractor having performed work on an overtime basis. If no overtime rates are provided in the Schedule and overtime work is approved in advance by the Contracting Officer, overtime rates shall be negotiated. Failure to agree upon these overtime rates shall be treated as a dispute under the Disputes clause of this contract. If the Schedule provides rates for overtime, the premium portion of those rates will be reimbursable only to the extent the overtime is approved by the Contracting Officer.

(b) Materials and subcontracts. (1) The Contracting Officer will determine allowable costs of direct materials in accordance with Subpart 31.2 of the Federal Acquisition Regulation (FAR) in effect on the date of this contract. Direct materials, as used in this clause, are those materials that enter directly into the end product, or that are used or consumed directly in connection with the furnishing of the end product.

(2) The Contractor may include reasonable and allocable material handling costs in the charge for material to the extent they are clearly excluded from the hourly rate. Material handling costs are comprised of indirect costs, including, when appropriate, general and administrative expense allocated to direct materials in accordance with

the Contractor's usual accounting practices consistent with Subpart 31.2 of the FAR.

(3) The Government will reimburse the Contractor for supplies and services purchased directly for the contract when the Contractor--

(i) Has made payments of cash, checks, or other forms of payment for these purchased supplies or services; or

(ii) Will make these payments determined due--

(A) In accordance with the terms and conditions of a subcontract or invoice; and

(B) Ordinarily within 30 days of the submission of the Contractor's payment request to the Government.

(4) (i) The Government will reimburse the Contractor for costs of subcontracts that are authorized under the subcontracts clause of this contract, provided that the costs are consistent with paragraph (b) (5) of this clause.

(ii) The Government will limit reimbursable costs in connection with subcontracts to the amounts paid for supplies and services purchased directly for the contract when the Contractor has made or will make payments determined due of cash, checks, or other forms of payment to the subcontractor--

(A) In accordance with the terms and conditions of a subcontract or invoice; and

(B) Ordinarily within 30 days of the submission of the Contractor's payment request to the Government.

(iii) The Government will not reimburse the Contractor for any costs arising from the letting, administration, or supervision of performance of the subcontract, if the costs are included in the hourly rates payable under paragraph (a) (1) of this clause.

(5) To the extent able, the Contractor shall-

(i) Obtain materials at the most advantageous prices available with due regard to securing prompt delivery of satisfactory materials; and

(ii) Take all cash and trade discounts, rebates, allowances, credits, salvage, commissions, and other benefits. When unable to take advantage of the benefits, the Contractor shall promptly notify the Contracting Officer and give the reasons. The Contractor shall give credit to the Government for cash and trade discounts, rebates, scrap, commissions, and other amounts that have accrued to the benefit of the Contractor, or would have accrued except for the fault or neglect of the Contractor. The Contractor shall not deduct from gross costs the benefits lost without fault or neglect on the part of the Contractor, or lost through fault of the Government.

(c) Total cost. It is estimated that the total cost to the Government for the performance of this contract shall not exceed the ceiling price set forth in the Schedule and the Contractor agrees to use its best efforts to perform the work specified in the Schedule

and all obligations under this contract within such ceiling price. If at any time the Contractor has reason to believe that the hourly rate payments and material costs that will accrue in performing this contract in the next succeeding 30 days, if added to all other payments and costs previously accrued, will exceed 85 percent of the ceiling price in the Schedule, the Contractor shall notify the Contracting Officer giving a revised estimate of the total price to the Government for performing this contract with supporting reasons and documentation. If at any time during performing this contract, the Contractor has reason to believe that the total price to the Government for performing this contract will be substantially greater or less than the then stated ceiling price, the Contractor shall so notify the Contracting Officer, giving a revised estimate of the total price for performing this contract, with supporting reasons and documentation. If at any time during performing this contract, the Government has reason to believe that the work to be required in performing this contract will be substantially greater or less than the stated ceiling price, the Contracting Officer will so advise the Contractor, giving the then revised estimate of the total amount of effort to be required under the contract.

(d) Ceiling price. The Government shall not be obligated to pay the Contractor any amount in excess of the ceiling price in the Schedule, and the Contractor shall not be obligated to continue performance if to do so would exceed the ceiling price set forth in the Schedule, unless and until the Contracting Officer shall have notified the Contractor in writing that the ceiling price has been increased and shall have specified in the notice a revised ceiling that shall constitute the ceiling price for performance under this contract. When and to the extent that the ceiling price set forth in the Schedule has been increased, any hours expended and material costs incurred by the Contractor in excess of the ceiling price before the increase shall be allowable to the same extent as if the hours expended and material costs had been incurred after the increase in the ceiling price.

(e) Audit. At any time before final payment under this contract the Contracting Officer may request audit of the invoices or vouchers and substantiating material. Each payment previously made shall be subject to reduction to the extent of amounts, on preceding invoices or vouchers, that are found by the Contracting Officer not to have been properly payable and shall also be subject to reduction for overpayments or to increase for underpayments. Upon receipt and approval of the voucher or invoice designated by the Contractor as the "completion voucher" or "completion invoice" and substantiating material, and upon compliance by the Contractor with all terms of this contract (including, without limitation, terms relating to patents and the terms of (f) and (g) below, the Government shall promptly pay any balance due the Contractor. The completion invoice or voucher, and substantiating material, shall be submitted by the Contractor as promptly as practicable following completion of the work under this contract, but in no event later than 1 year (or such longer period as the Contracting Officer may approve in writing) from the date of completion.

(f) Assignment. The Contractor, and each assignee under an assignment entered into under this contract and in effect at the

time of final payment under this contract, shall execute and deliver, at the time of and as a condition precedent to final payment under this contract, a release discharging the Government, its officers, agents, and employees of and from all liabilities, obligations, and claims arising out of or under this contract, subject only to the following exceptions:

(1) Specified claims in stated amounts, or in estimated amounts if the amounts are not susceptible of exact statement by the Contractor.

(2) Claims, together with reasonable incidental expenses, based upon the liabilities of the Contractor to third parties arising out of performing this contract, that are not known to the Contractor on the date of the execution of the release, and of which the Contractor gives notice in writing to the Contracting Officer not more than 6 years after the date of the release or the date of any notice to the Contractor that the Government is prepared to make final payment, whichever is earlier.

(3) Claims for reimbursement of costs (other than expenses of the Contractor by reason of its indemnification of the Government against patent liability), including reasonable incidental expenses, incurred by the Contractor under the terms of this contract relating to patents.

(g) Refunds. The Contractor agrees that any refunds, rebates, or credits (including any related interest) accruing to or received by the Contractor or any assignee, that arise under the materials portion of this contract and for which the Contractor has received reimbursement, shall be paid by the Contractor to the Government. The Contractor and each assignee, under an assignment entered into under this contract and in effect at the time of final payment under this contract, shall execute and deliver, at the time of and as a condition precedent to final payment under this contract, an assignment to the Government of such refunds, rebates, or credits (including any interest) in form and substance satisfactory to the Contracting Officer.

(h) Interim payments. (1) Interim payments made prior to the final payment under the contract are contract financing payments. Contract financing payments are not subject to the interest penalty provisions of the Prompt Payment Act.

(2) The designated payment office will make interim payments for contract financing on the day after the designated billing office receives a proper payment request. In the event that the Government requires an audit or other review of a specific payment request to ensure compliance with the terms and conditions of the contract, the designated payment office is not compelled to make payment by the specified due date.

A.2 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.3 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 I-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)

LIST OF ATTACHMENTS

Attachment No. 1 - Statement of Work

Attachment No. 2 - NRC Three Tier Web Architecture

Attachment No. 3 - Draft Web Application Standards

Attachment No. 4 - NRC Form 187 - Contract Security and/or Classification Requirements

Attachment No. 5 - SF3881 - ACH Vendor/Miscellaneous Payment Enrollment Form

**Statement of Work
Expert Technical Support for Web Applications**

A.1 BACKGROUND

The Presidential Management Agenda, dated July 10, 2002, calls for "expanded use of the Internet and computer resources to provide Government services (Electronic-Government or E-Government)". The Office of the Chief Information Officer (OCIO) added a new line item to its FY 2003 budget to address support of Web Applications at the Nuclear Regulatory Commission (NRC). At the NRC, the web basically consists of static web pages; Web Applications are an entirely new technique for doing business here. A Web Application is described at the NRC as any initiative that goes beyond displaying and updating static content on a Web page. It includes any Web initiative which involves access to a database, or requires complex validation or processing.

In addition, the Information Technology Infrastructure Division (ITID) in the OCIO is in the process of implementing a three tier Web Application Architecture at the NRC. Web Application development standards need to be established and in place to support the new three tier Web Application environment. (Attachment 2 contains a Microsoft Powerpoint briefing on the NRC Three Tier Web Architecture.

A.2 OBJECTIVES

The objective of this procurement is to provide support to the NRC in establishing and maintaining Web Application standards as follows:

1. defining best practices for Web Applications;
2. participating in setting up and documenting Web Application standards for the NRC based on the best practices;
3. creating templates, user interfaces and modules of reusable code based on the standards;
4. providing expert technical support services for Web Application developers, business sponsors of Web Applications, and OCIO staff at the NRC concerning tools, techniques, coding and form standards, application design, user interface engineering, web usability, application security, application accessibility and database access capabilities;
5. providing technical assistance with setting up, documenting, and tuning the Web Application Development environment within the three tier Web environment;
6. provide the necessary resources to provide comprehensive services to perform routine and specific services for the Web Application development environment.

A.3 SCOPE

The contractor shall provide support for various Web Application related tasks, Monday - Friday during the hours of 7 AM to 6 PM. The contractor shall be available during the core hours of 9 am - 3:30 p.m., EST. A normal work week will consists of 40 hours.

This support shall consist of the following tasks:

A.3.1 TASKS

Task 1 shall be completed before work on Task 2, 3, and 4 are begun. Thereafter Tasks 2, 3 and 4 may be performed simultaneously during the period of performance.

A.3.2 Task 1 - Project Plan

The Contractor shall develop a detailed Project Plan outlining the approach to the work, significant milestones, and a projected spending for the duration of the contract. The plan shall reflect all tasking, milestones, labor category and/or staff assigned and the project number of hours estimated to complete each task by staff member. This plan shall be maintained in Microsoft Project 2000 format. The Project Plan shall also include dollars by labor category/assigned personnel which will support the contractor's estimate for the work executed under this contract. This plan will be progressed reasonably, at the level of details specified in the contractor's spending plan.

A.3.3 Task 2 - Develop Web Application Standards

The contractor shall review and make recommendations to the draft Web Applications Standards Documentation. Attachment 3 is a copy of the information presently contained in the draft Web Application Standards. This standard is in HTML format and is a very rough draft. The presentation and content of the standards are an evolving process.

The revised documentation shall be in an HTML format to allow posting on a NRC web site. The revised draft documentation will be reviewed and approved by the NRC Project Officer before being posted to the NRC web site.

This task shall include but is not limited to the following:

1. Evaluate the present draft Web Application Standards Documentation and recommend any additional standards
2. Identify and incorporate Web Application development best practices into the draft Web Application Standards Documentation
3. Identify and recommend application functions that could be incorporated into a library of reusable code
4. Assist with the creation of the library of reusable code
5. Participate in the further development of Web Application standards by coordinating with OCIO staff (ADD, ITID and WPDS (Web Publishing, and Distribution Services Division)) and/or their contractor staff to identify and obtain consensus of opinion on the proposed standards
6. Document the proposed standards in an HTML format to allow posting to an NRC web site

7. Recommend and create the Web Application template along with a standard user interface based on the procedures defined in the Web Application standards. The template shall minimally include but is not limited to:
 - ▶ the functional capabilities of logon, add, update, delete, find, browse, drill down, cancel,
 - ▶ report creation including reports returned to the screen or printed directly to a LAN printer,
 - ▶ Section 508 compliant,
 - ▶ the use of good web site usability features
 - ▶ error capture with understandable messages returned to the user,
 - ▶ the use of stored procedures to perform database access,
 - ▶ the use of multiple tables on an update screen and
 - ▶ application security.
8. Document the application template and the standard user interface in an HTML format to allow posting to an NRC web site.
9. Prepare examples using the template and the standard user interface, and document the examples in an HTML format to allow posting to an NRC web site.
10. Document the library containing reusable code that is shared by all Agency Web Application developers in an HTML format to allow posting to an NRC web site (as part of the Web Application documentation).
11. Review and update the Web Application documentation minimally on an annual basis or as a new version of the Web Application software is implemented by the Agency.

A.3.4 Task 3 - Develop Installation/Administration/Operations Documentation for the Cold Fusion Server

The contractor shall write the Installation/Administration/Operations Documentation for the Cold Fusion Web Application Server in the Web Application Development environment in the Three Tier Web Architecture. A draft document shall be provided to the NRC Project Officer for review and comment prior to the document being finalized.

This task shall include but is not limited to the following:

1. identifying, defining and documenting the Development Cold Fusion Web Application server administration activities that includes but is not limited to: creating ODBC data sources, assisting with the maintenance of security login IDs for the Web Applications, recommending backup schedules and implementing those schedules for the Development Cold Fusion application server.
2. documenting the Web Application software migration process from the development to the test environment for deployment of new and/or existing Web Applications. This shall be documented as part of the migration procedures in the documentation.

3. documenting the install and/or upgrade of the Web Application Server or other future releases of the Web Application Server in the Web Application development environment. This shall be documented as part of the installation procedures in the documentation.
4. reviewing and updating the documentation minimally on an annual basis or as a new version of the Web Application server is implemented by the Agency.

A.3.5 Task 4 - Ad hoc Web Application expert technical support

The contractor shall perform ad hoc Web Application expert technical support services upon request to Web Application developers, business sponsors, OCIO staff which includes but is not limited to the following:

1. Assisting in determining the best tools to use for developing Web Applications based on the available software in the NRC Toolkit.
2. Recommending standards and techniques to use in designing Web Applications so there is a consistency in the look and feel of the Agency's Web Application functionality.
3. Advising web developers on accessibility requirements based on Section 508 Standard and its impact to Web Applications (information on Section 508 can be found at <http://section508.gov/>)
4. Advising web developers on the best methods to implement web security
5. Assisting with determining the best database for the Web Application and giving guidance on the best techniques for table design
6. Assisting web developers with writing stored procedures and SQL for accessing the database.
7. Assisting with problem source identification and resolution for Web Applications in development, test and production web environments.
8. Assisting with the development of an application template and a standard user interface based on the web application standards.
9. Coordinating with OCIO/ADD staff, OCIO/ITID staff and OCIO/ITID contractors to ensure the SUN OS standards and the NT server standards set by OCIO/ITID, and the standards set by the OCIO/ADD database staff are followed.
10. Assisting with the maintenance of the development web environment; accessible to users between the core hours of 9 am - 3:30 pm EST. If the server fails, the contractor will work collaboratively, as needed, with OCIO staff and support contractors to keep downtime at a minimum.
11. Assisting with hardware capacity planning and upgrade for the Development Web Application server based on system requirements related to upgrading the server software to a newer version.

12. Assisting with performing testing of new Web Application software that may be recommended for inclusion in the NRC Toolkit. The test findings shall be documented in the format required for submission to the NRC Toolkit for approval.
13. Assisting in the install and/or upgrade of the Cold Fusion Application Server or other future releases of the Cold Fusion Application Server in the Web Application development environment.
14. Working with OCIO/ADD staff to define, document, and perform Web Application software migration from the development to the test environment for deployment of new and/or existing Web Applications. Migrations will be performed within 4 hours of receipt.
15. Attending status meetings with various OCIO/ADD staff, OCIO/ITID staff, OCIO/WPDSD and/or OCIO contractors on a weekly basis for approximately one hour per time.
16. Assisting with formulating a course based on the NRC Web Application Standards. This course will be updated a minimum of once a year, once the initial course is devised.

Any ad hoc request requiring more than eight hours of effort shall be approved by the NRC project officer.

A.4 ORAL BRIEFINGS AND PARTICIPATION IN MEETINGS

Contractor personnel shall attend and participate in regularly scheduled staff, planning and task control meetings as requested. Upon request, the Contractor shall prepare and present oral briefings on progress of work, unique or interesting technical findings, results of research and presentation of draft conclusions or reports. It is anticipated that meetings may occur weekly initially and taper to an as-needed basis and that one or two presentations a month may be necessary.

A.5 CURRENT ENVIRONMENT - (NRC TOOLKIT)

The contractor shall utilize approved Web Application software (unless otherwise directed or approved by the NRC project officer) in conjunction with SUN Solaris, NT, MS SQL Server, MS Access, or Sybase software to design, develop, implement, maintain, and support the NRC Web Application development environment. (Approved Web Application software is defined as any software that can be found in the official NRC Toolkit.)

The current NRC Web environment is as follows:

LAN OS:

- Novell Netware 4.2 soon to be upgraded to 6.1 (no date is specified yet for this)

Apps Servers

- Windows NT4 or Windows2000

Hardware for Sybase/ColdFusion/Web Servers

- Sun/Solaris E220R

Software for Sybase/ColdFusion/Web Servers

- Web Server: Iplanet, Version 6 (may be upgraded to Sun ONE Web Server)
- ColdFusion MX
- Sybase, Version 12.0.0.5
- Sybase Enterprise Connect Data Access (ECDA) data integration and security software.
- Operating System - Solaris 8

Client Software

- Development software: Visual Basic, MS Access, Studio MX
- CASE software: Erwin.
- Client workstation: Pentium 2/233 MHz or better workstation with a minimum of 128 MB of RAM and 4 GB hard disk.
- Client O/S software: Windows NT4.
- Client personal productivity software: WordPerfect 8, Quattro Pro 8, MS Project 2002

A.6 CONTRACTOR QUALIFICATIONS

The contractor shall have sufficient knowledge of web applications to perform any required analysis and to provide useful final products, with minimal input from OCIO staff and without the need for additional training.

Key personnel shall have the following skills:

1. Senior Level Web Application Programming experience demonstrated in prior assignments. Certification in a Web Application software is desired; primary focus specific to experience with Cold Fusion.
2. Work experience with development in an NT 32 bit operating environment or a Sun/Solaris environment. The primary focus should be in the Sun/Solaris environment.
3. Specialized experience in analysis and design of complex enterprise-wide Web applications.
4. Writing stored procedures against databases. Primary focus should be Sybase databases.
5. Excellent communications and interpersonal skills.
6. Demonstrated ability to revise/enhance web solutions including hardware, software, and communications.

7. Competency in writing user and technical documentation as demonstrated through prior assignments. The supported software of choice for the documentation is WordPerfect Version 8.
8. Competency in managing a project (e.g., costs, schedules, staff) as demonstrated through prior assignments.

A.7 DELIVERABLES/SCHEDULE/REPORTING

Deliverables	Schedule/Reporting Requirement
Task 1 - Project Plan)	Within 7 working days after contract award, the Contractor and NRC will hold a kickoff meeting in which the Draft Project Plan shall be provided to the NRC Project Officer for review and approval
Task 1 - Project Plan)	Within 2 working days after receipt, the NRC Project Officer shall provide her written comments on the Draft Project Plan and return the annotated Plan to the Contractor
Task 1 - Project Plan	Within 4 working days after receipt, the Contractor shall incorporate the NRC Project Officer's comments and submit two copies of the final project plan in Microsoft Project 2000 format
Task 2 - Develop Web Application Standards	<p>Within 4 months after contract award, the Contractor shall provide:</p> <ol style="list-style-type: none"> 1. a demo of the update to the draft Web Application Standards Documentation in HTML code; 2. draft library of reusable codes; and 3. draft web application template to the NRC Project Officer for review and approval

Deliverables	Schedule/Reporting Requirement
Task 2 - Develop Web Application Standards	1 month after receipt, the NRC Project Officer shall provide her written comments on the Draft Web Application Standards Documentation, draft library of reusable codes, draft web application template, and return the to the Contractor
Task 2 - Develop Web Application Standards	Within 7 months after contract award, the Contractor shall provide the final Web Application Standards Documentation, final library of reusable codes, and final web application template to the NRC Project Officer
Task 3 - Develop Installation/Administration/Operations Documentation for the Cold Fusion Server	Within 5 months after contract award, the Contractor shall provide the draft Installation/Administration/Operations Documentation to the NRC Project Officer for review and approval
Task 3 - Develop Installation/Administration/Operations Documentation for the Cold Fusion Server	Within 2 weeks after receipt, the NRC Project Officer shall provide her written comments on the Draft Installation/ Administration/Operations Documentation and return the annotated document to the Contractor
Task 3 - Develop Installation/Administration/Operations Documentation for the Cold Fusion Server	Within 8 months after contract award, the Contractor shall provide the final Installation/Administration/ Operations Documentation to the NRC Project Officer
Task 4 - Ad hoc Web Application Expert Technical Support	Within 11 months after contract award, draft course outline shall be provided to the NRC Project Officer (estimated 2 pages)
Monthly Progress Report	Written monthly progress reports of the activities for the past month, noting accomplishments, problems encountered, and proposed problem solutions

A.8 PERFORMANCE REQUIREMENTS

The deliverables required under this order must conform to the standards contained, or referenced, in the statement of work. Work is to be performed for the NRC using an existing General Services Administration (GSA) Federal Supply (FSS) Service Contract. Certification by the Government of satisfactory services provided is contingent upon the contractor performing in accordance with the terms and conditions of the referenced contract, this statement of work, and all amendments.

A. 9 GOVERNMENT FURNISHED EQUIPMENT/PROPERTY

The government will provide on-site office space for one contractor. Government-furnished equipment on-site shall include a desktop configuration for the on-site employee for general office use with connection to the Web Application Development Web server.

(a) The NRC will provide the contractor with the following items for use under this contract:

NRC will provide a workstation for one contractor, as well as standard office equipment and supplies (computer for access to systems being supported, desk, chair, telephone, file cabinet, etc.).

(b) The above listed equipment/property is hereby transferred from contract/agreement. N/A

(c) Only the equipment/property listed above in the quantities shown will be provided by the Government. The contractor shall be responsible and accountable for all Government property provided under this contract and shall comply with the provisions of the FAR Government Property Clause under this contract and FAR Subpart 45.5, as in effect on the date of this contract. The contractor shall investigate and provide written notification to the NRC Contracting Officer (CO) and the NRC Division of Facilities and Security, Physical Security Branch of all cases of loss, damage, or destruction of Government property in its possession or control not later than 24 hours after discovery. The contractor must report stolen Government property to the local police and a copy of the police report must be provided to the CO and to the Division of Facilities and Security, Physical Security Branch.

(d) All other equipment/property required in performance of the contract shall be furnished by the Contractor.

A.9 TRAVEL

Travel shall be limited to local travel only. The work under this effort shall require the Contractor to be on-site at NRC Headquarter's location in Rockville, Maryland. All domestic travel costs associated with the work performed under this effort shall be reimbursed by the Government in accordance with the Federal Travel Regulation and shall not exceed the amount reflect in the schedule with prior written approval of the Contracting Officer. The Contractor shall be reimbursed for reasonable travel costs incurred directly and specifically in the performance of this delivery order. The contractor shall provided supporting documentation to substantiate any travel costs billed to the Government, which shall include receipts for taxi fare, metro rail, bus

fare, parking, etc., and shall include an itemization of the trips taken by person, date, time, and place of departure and arrival.

When the Government changes the Federal Travel Regulations, or other applicable regulations it is the responsibility of the Contractor to notify the Contracting Officer in accordance with FAR Clause 52.232-7, Payments under Time-and-Materials and Labor- Hour Contracts, of this delivery order if the Contractor will be unable to make all of the required trips and remain within the cost of this delivery order due to changes.

A.10 2052.211-71 TECHNICAL PROGRESS REPORT (JAN 1993)

The contractor shall provide a monthly Technical Progress Report to the project officer and the contracting officer. The report is due within 15 calendar days after the end of the report period and must identify the title of the project, the contract number, appropriate financial tracking code specified by the NRC Project Officer, project manager and/or principal investigator, the contract period of performance, and the period covered by the report. Each report must include the following for each discrete task/task order:

- (a) A listing of the efforts completed during the period, and milestones reached or, if missed, an explanation provided;
- (b) Any problems or delays encountered or anticipated and recommendations for resolution. If the recommended resolution involves a contract modification, e.g., change in work requirements, level of effort (cost) or schedule delay, the contractor shall submit a separate letter to the contracting officer identifying the required change and estimated cost impact.
- (c) A summary of progress to date; and
- (d) Plans for the next reporting period.

A.11 2052.211-72 FINANCIAL STATUS REPORTS

The contractor shall provide a monthly Financial Status Report (FSR) to the NRC Project Officer and the NRC Contracting Officer. The FSR shall include the acquisition of, or changes in the status of, contractor-held property acquired with government funds valued at the time of purchase at \$50,000 or more. Whenever these types of property changes occur, the contractor shall send a copy of the report to the Chief, Property and Acquisition Oversight Branch, Office of Administration. The report is due within 15 calendar days after the end of the report period and must identify the title of the project, the contract number, the appropriate financial tracking code (e.g., Job Code Number or JCN) specified by the NRC Project Officer, project manager and/or principal investigator, the contract period of performance, and the period covered by the report. Each report must include the following for each discrete task:

- (a) Total estimated delivery order amount.
- (b) Total funds obligated to date.
- (c) Total costs incurred this reporting period.

- (d) Total costs incurred to date.
- (e) Detail of all direct and indirect costs incurred during the reporting period for the entire delivery order if applicable
- (f) Balance of obligations remaining.
- (g) Balance of funds required to complete delivery order .
- (h) Contractor Spending Plan (CSP) status: A revised CSP is required with the Financial Status Report whenever the contractor or the contracting officer has reason to believe that the total cost for performance of this contract will be either greater or substantially less than what had been previously estimated.

(1) Projected percentage of completion cumulative through the report period for the project/task order as reflected in the current CSP.

(2) Indicate significant changes in the original CSP projection in either dollars or percentage of completion. Identify the change, the reasons for the change, whether there is any projected overrun, and when additional funds would be required. If there have been no changes to the original NRC-approved CSP projections, a written statement to that effect is sufficient in lieu of submitting a detailed response to item "h".

(i) Property status:

(1) List property acquired for the project during the month with an acquisition cost between \$500 and \$49,999. Give the item number for the specific piece of equipment.

(2) Provide a separate list of property acquired for the project during the month with an acquisition cost of \$50,000 or more. Provide the following information for each item of property: item description or nomenclature, manufacturer, model number, serial number, acquisition cost, and receipt date. If no property was acquired during the month, include a statement to that effect. The same information must be provided for any component or peripheral equipment which is part of a "system or system unit."

(3) For multi-year projects, in the September monthly financial status report provide a cumulative listing of property with an acquisition cost of \$50,000 or more showing the information specified in paragraph (i)(2) of this clause.

(4) In the final financial status report provide a closeout property report containing the same elements as described above for the monthly financial status reports, for all property purchased with NRC funds regardless of value unless title has been vested in the contractor. If no property was acquired under the contract, provide a statement to that effect. The report should note any property requiring special handling for security, health, safety, or other reasons as part of the report.

(k) If the data in this report indicates a need for additional funding beyond that already obligated, this information may only be used as support to the official request for funding required in accordance with the FAR Clause 52.232-7, Payments under Time-and-Materials and Labor-Hour Contracts.

A.12 PLACE OF DELIVERY--REPORTS

The items to be furnished hereunder shall be delivered, with all charges paid by the Contractor, to:

- (a) Name: Anne Stracke, Project Officer (2 copies)
Address: U.S. Nuclear Regulatory Commission
Mail Stop T-6C30
Washington, DC 20555
- (b) Name: Sharon Stewart, Contracting Officer (1 copy)
Address: U.S. Nuclear Regulatory Commission
Mail Stop T-712
Washington, DC 20555

A.13 2052.215-71 PROJECT OFFICER AUTHORITY

The Contracting Officer's authorized technical representative hereinafter referred to as the project officer for this order is:

Name: Anne Stracke
Address: U.S. Nuclear Regulatory Commission
Mail Stop T-6C30
Washington, DC 20555
Telephone Number: (301) 415-5885
Email: als1@nrc.gov

- a. 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.
- b. 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:
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 GSA contract.
 3. In any way causes an increase or decrease in the total fixed price or the time required for performance of any orders.
 4. Terminates the order, settles any claim or dispute arising under the order, or issues any unilateral directive whatever.
- c. 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 CO. 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 CO.
- d. 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.
- e. 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 CO in writing within five (5) working days after the receipt of any instruction or direction and shall request the CO to modify the order accordingly. Upon receiving the notification from the contractor, the CO shall issue an appropriate modification or advise the contractor in writing that, in the CO's opinion, the technical direction is within the scope of this article and does not constitute a change under the "Changes" clause.
- f. Any unauthorized commitment or direction issued by the project officer may result in an unnecessary delay in the contractor's performance and may even result in the contractor expending funds for unallowable costs under the order.
- g. A failure of the parties to agree upon the nature of the instruction or direction or upon the contract action to be taken with respect thereto is subject to 52.233-1 - Disputes.

- h. In addition to providing technical direction as defined in paragraph (b) of the section, the project officer shall:
1. Monitor the contractor's technical progress, including surveillance and assessment of performance, and recommend to the CO changes in requirements.
 2. Assist the contractor in the resolution of technical problems encountered during performance.
 3. Review all costs requested for reimbursement by the contractor and submit to the CO recommendations for approval, disapproval, or suspension of payment for supplies and services required under orders.
 4. Assist the contractor in obtaining the badges for the contractor personnel.
 5. Immediately notify the Personnel Security Branch, Division of Facilities and Security (PERSEC/DFS) (via e-mail) when a contractor employee no longer requires access authorization and return the individual's badge to PERSEC/DFS within three days after their termination.

A.14 KEY PERSONNEL

(a) The personnel specified in this clause and/or other attachment are considered to be essential to the work being performed hereunder. Prior to diverting any of the specified individuals to other programs, the Contractor shall notify the Contracting Officer reasonably in advance and shall submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on the program. No diversion shall be made by the Contractor without the written consent of the Contracting Officer; provided, that the Contracting Officer may ratify in writing such diversion and such ratification shall constitute the consent of the Contracting Officer required by this clause. The contract may be amended from time to time during the course of the contract to either add or delete personnel, as appropriate.

INDIVIDUAL

POSITION/TITLE

Kevin Wick

Internet Software Develop II

A.15 2052.204-70 SECURITY

(a) Security/Classification Requirements Form. The attached NRC Form 187 (See List of Attachments) 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 30 or more days) to NRC Headquarters controlled buildings, or otherwise requires NRC photo identification or card-key badges.

(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 contract 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 contract 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. 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 and the Contracting Officer. These changes will be under the authority of the FAR Changes clause referenced in this document.

(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.

(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 contract 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.

A.16 2052.204-71 SITE ACCESS BADGE REQUIREMENT

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, Division of Facilities and Security (PERSEC/DFS). In this regard, all contractor personnel whose duties under this contract 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 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 contract work, and to assure the safeguarding of any Government records or data that contractor personnel may come into contact with.

A. 17 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 contract will 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 (MD) 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 Personnel Security Branch, Division of Facilities and Security (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 MD 12.3, Part I. The individual will be subject to a reinvestigation every 10 years. Timely receipt of properly completed security applications is a contract 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 MD 12.3 which is incorporated into this contract 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

MD 12.3. Any questions regarding the individual's eligibility for IT Level I approval will be resolved in accordance with the due process procedures set forth in MD 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 attached NRC Form 187 (See List of Attachments) 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 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 contract will 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 MD 12.3, Part I, which is hereby incorporated by reference and made a part of this contract 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 MD 12.3, Part I. The individual will be subject to a reinvestigation every 10 years. Timely receipt of properly completed security applications is a contract 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 MD 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 MD 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 MD 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 (See Section J for List of Attachments) 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 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.

A.18 APPROPRIATE USE OF GOVERNMENT FURNISHED INFORMATION TECHNOLOGY (IT) EQUIPMENT AND/ OR IT SERVICES/ ACCESS

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.

A19 SAFETY OF ON-SITE CONTRACTOR PERSONNEL

Ensuring the safety of occupants of Federal buildings is a responsibility shared by the professionals implementing our security and safety programs and the persons being protected. The NRC's Office of Administration (ADM) Division of Facilities and Security (DFS) has coordinated an Occupant Emergency Plan (OEP) for NRC Headquarters buildings with local authorities. The OEP has been approved by the Montgomery County Fire and Rescue Service. It is designed to improve building occupants' chances of survival, minimize damage to property, and promptly account for building occupants when necessary.

The contractor's Project Director shall ensure that all personnel working full time on-site at NRC Headquarters read the NRC's OEP, provided electronically on the NRC Intranet at <http://www.internal.nrc.gov/ADM/OEP.pdf>. The contractor's Project Director also shall emphasize to each staff member that they are to be familiar with and guided by the OEP, as well as by instructions given by emergency response personnel in situations which pose an immediate health or safety threat to building occupants.

The NRC Project Officer shall ensure that the contractor's Project Director has communicated the requirement for on-site contractor staff to follow the guidance in the OEP. The NRC Project Officer also will assist in accounting for on-site contract persons in the event of a major emergency (e.g., explosion occurs and casualties or injuries are suspected) during which a full evacuation will be required, including the assembly and accountability of occupants. The NRC DFS will conduct drills periodically to train occupants and assess these procedures.

A.20 2052.235-71 SAFETY, HEALTH, AND FIRE PROTECTION

The contractor shall take all reasonable precautions in the performance of the work under this contract to protect the health and safety of its employees and of members of the public, including NRC employees and contractor personnel, and to minimize danger from all hazards to life and property. The contractor shall comply with all applicable health, safety, and fire protection regulations and requirements (including reporting requirements) of the Commission and the Department of Labor. If the contractor fails to comply with these regulations or requirements, the contracting office may, without prejudice to any other legal or contractual rights of the Commission, issue an order stopping all or any part of the work. Thereafter, a start work order for resumption of work may be issued at the discretion of the contracting officer. The contractor may not make a claim for an extension of time or for compensation or damages by reason of, or in connection with, this type of work stoppage.

A.21 INTERNET "COOKIES"

Neither NRC nor its third party contractors that manage or develop the NRC web site shall send persistent cookies, place persistent cookies on users' computers, nor collect personally identifiable information from visitors to the NRC web site unless in addition to clear and

conspicuous notice, the following conditions are met: [there is] a compelling need to gather the data on the site; [there are] appropriate and publicly disclosed privacy safeguards for handling of information derived from "cookies"; and personal approval [is obtained from] the head of the agency.

A. 22 BILLING INSTRUCTIONS

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 and Property Management - 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 \$5,000 or more, shall additionally be sent to:

Chief, Property Management Branch
Division of Facilities and Property Management
Mail Stop - T-7-D-27
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 addressed to the above Designated Agency Billing Office and will only be accepted at the following location:

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

Agency Payment Office: U.S. Nuclear Regulatory Commission
 Division of Accounting and Finance GOV/COMM
 Mail Stop T-9H4
 Washington, DC 20555

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

Preparation and Itemization of the Voucher/Invoice: To be considered a proper voucher/invoice, all of the following elements must be included:

1. Contract number and delivery order 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, total amount, and cumulative amount.

For labor-hour delivery orders with a ceiling, provide a breakdown by task of labor hours by labor category, hours, fixed rate, current period dollars, and cumulative hours and dollars billed to date as authorized under the delivery order. For example:

Category	Current Hours	Fixed Rate	Current Billed	Cumulative	
				Hours	Total Billed
Sr. Scientist	100	35.00	\$3,500.00	500	\$ 17,500.00
Engineer	100	25.00	\$2,500.00	100	\$ 2,500.00
Totals:			\$6,000.00		\$ 20,000.00

Invoices for the order shall be broken down by task. You must also provide a consolidated summary (cover sheet) of the total amount billed inclusive of all tasks. The summary must contain the cumulative amount invoiced to date.

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. Travel Reimbursement (if applicable)

The contractor shall submit claims for travel reimbursement as a separate item on its fixed-price invoice/voucher in accordance with the following:

Travel reimbursement. Total costs associated with each trip must be shown in the following format:

<u>Start Date</u>	<u>Destination</u>	<u>Costs</u>
From:	From:	
To:	To:	\$

Provide supporting documentation (receipts) for travel expenditures in excess of \$75.00 in an attachment to the invoice/voucher.

Billing of Cost After Expiration of Order: If costs are incurred during the delivery order period and claimed after the order has expired, the period during which these costs were incurred must be cited. To be considered a proper expiration voucher/invoice, the contractor shall clearly mark it "EXPIRATION VOUCHER" or "EXPIRATION 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 order may not exceed the total U.S. dollars authorized under the order.

A.23 DURATION OF CONTRACT PERIOD

This contract shall commence on the effective date of the delivery order and will expire one year thereafter. The term of this delivery may be extended at the option of the Government for an additional one year period.

A. 24 ACRONYMS

ADD - Application Development Division, OCIO
ADM - Office of Administration

CO - Contracting Officer

ECDA - Enterprise Connect Data Access (from Sybase)

EST - Eastern Standard Time

HTML - HyperText Markup Language

INS - Immigration and Naturalization

IT - Information Technology

ITID - Information Technology Infrastructure Division, OCIO

LAN - local area network

LBI - Limited Background Investigation

MB - megabyte

MD - Management Directive

MS - Microsoft

NRC - Nuclear Regulatory Commission

NT - New Technology

OCIO - Office of Chief Information Officer

ODBC - Open Data Base Connectivity

OS - Operating System

PERSEC/DFS - Personnel Security Branch, Division of Facilities and Security, ADM

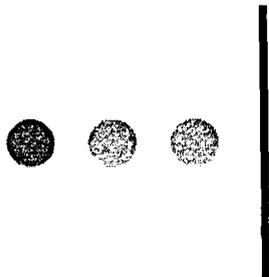
SOW - Statement of Work

SQL - Structured Query Language

WPDSD - Web Publishing, and Distribution Services, OCIO



NRC Three Tier Web Architecture Briefing



Overview of NRC's Web Architecture

➤ ***Current Status***

- Basic Web Environment
- Gartner Study
- Environment Design Goals

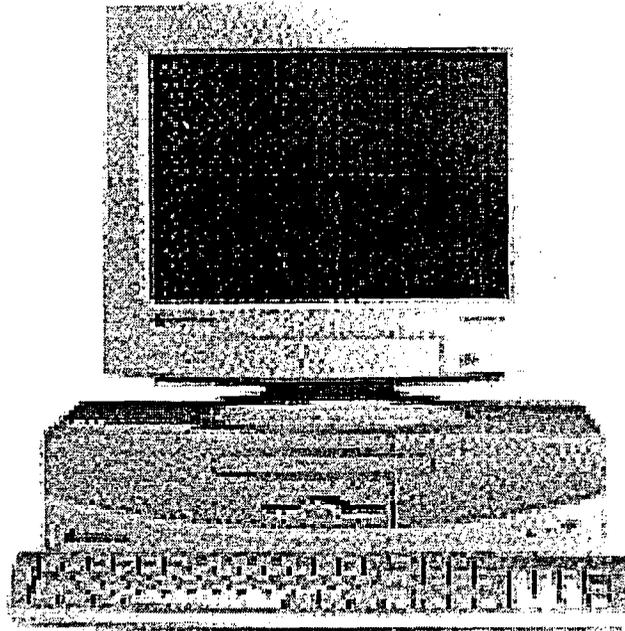
➤ **Objective**

- Three Tier Web Design
- Overview of Secure Pipe
- Firewall Components
- Developer Guidelines
- Web Support Matrix

➤ **Implementation Plan**

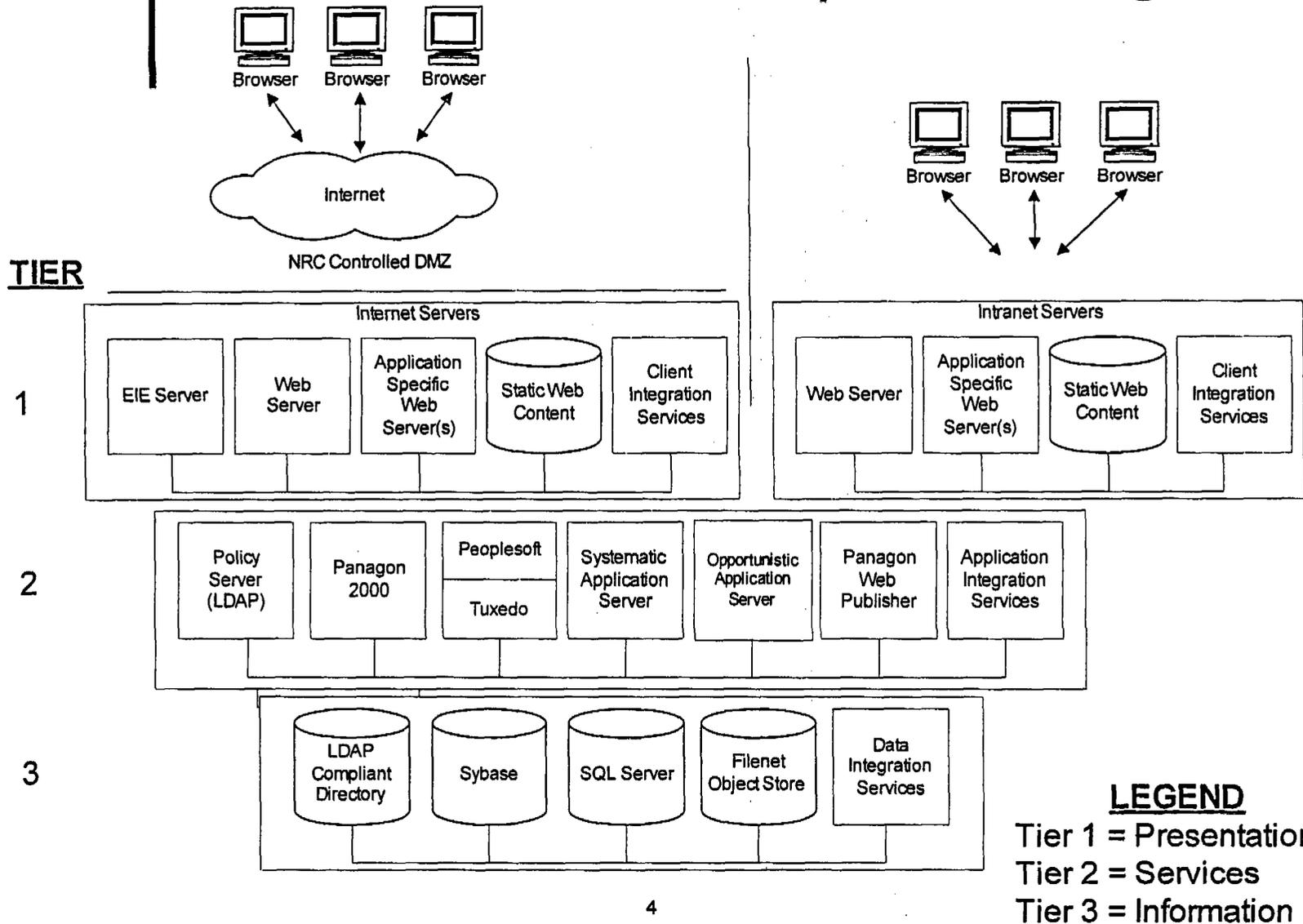


Basic Web (Current) Environment



Current NRC web server

Gartner Recommended Web Architecture - Conceptual Design



Gartner Strategic Elements

Strategic Element	Description
Support for Heterogeneity	The architecture must support the inherent heterogeneity of the Internet and web applications
High-level Architectural Model	A three tier architecture will be utilized
Client Architecture	All applications will (eventually) run in a browser utilizing a thin-client architecture
Service-Oriented	A service-oriented architecture will be utilized
Integration Approaches	<ul style="list-style-type: none"> - Loosely coupled and tightly coupled approaches will be supported - Composite applications built using browser integration will be the preferred integration approach
Integration Technologies	<p>Multiple integration technologies will be supported, particularly:</p> <ul style="list-style-type: none"> - Microsoft component architectures -XML
Classes of Web Application	Both opportunistic and systematic development must be supported by tools appropriate for each class of application
Web-enabling COTS	Do not web-enable COTS applications
Security Principles	<ul style="list-style-type: none"> -Security requirements will be driven by business risk/impact - Security implementation will utilize either a two-tier or three-tier approach
Applications Analysis	Initial analysis must be performed on all potential web applications to identify the appropriate implementation approaches and technologies



Environment Design Goals

➤ **Goals**

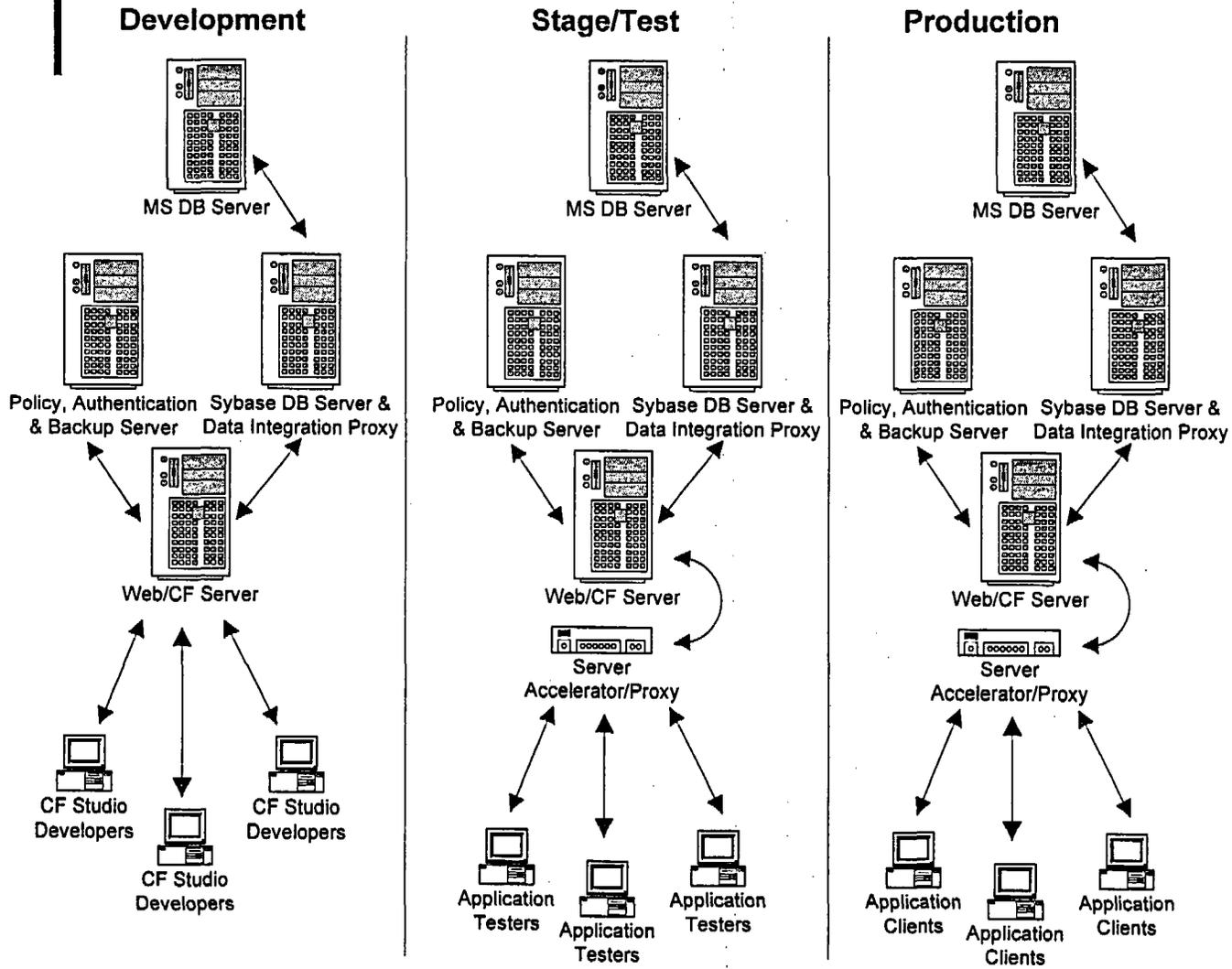
- **Provide separate, autonomous areas for Development, Testing/Staging and Production**
- **Provide the Developer Community with an environment that maximizes**
 - Productivity
 - Effectiveness
- **Provide a Testing/Staging environment that facilitates**
 - End-to-End Testing
 - Load/Scalability testing
 - Production readiness (data migration, etc.)
- **Provide a Production environment that is**
 - Scalable
 - Manageable
 - Makes efficient use of resources
 - Designed for High-Availability and end-user responsiveness

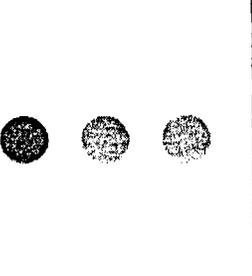


Overview of NRC's Web Architecture

- Current Status
 - Basic Web Environment
 - Gartner Study
 - Environment Design Goals
- **Objective**
 - Three Tier Web Design
 - Overview of Secure Pipe
 - Firewall Components
 - Developer Guidelines
 - Web Support Matrix
- Implementation Plan

NRC Three Tier Web Design

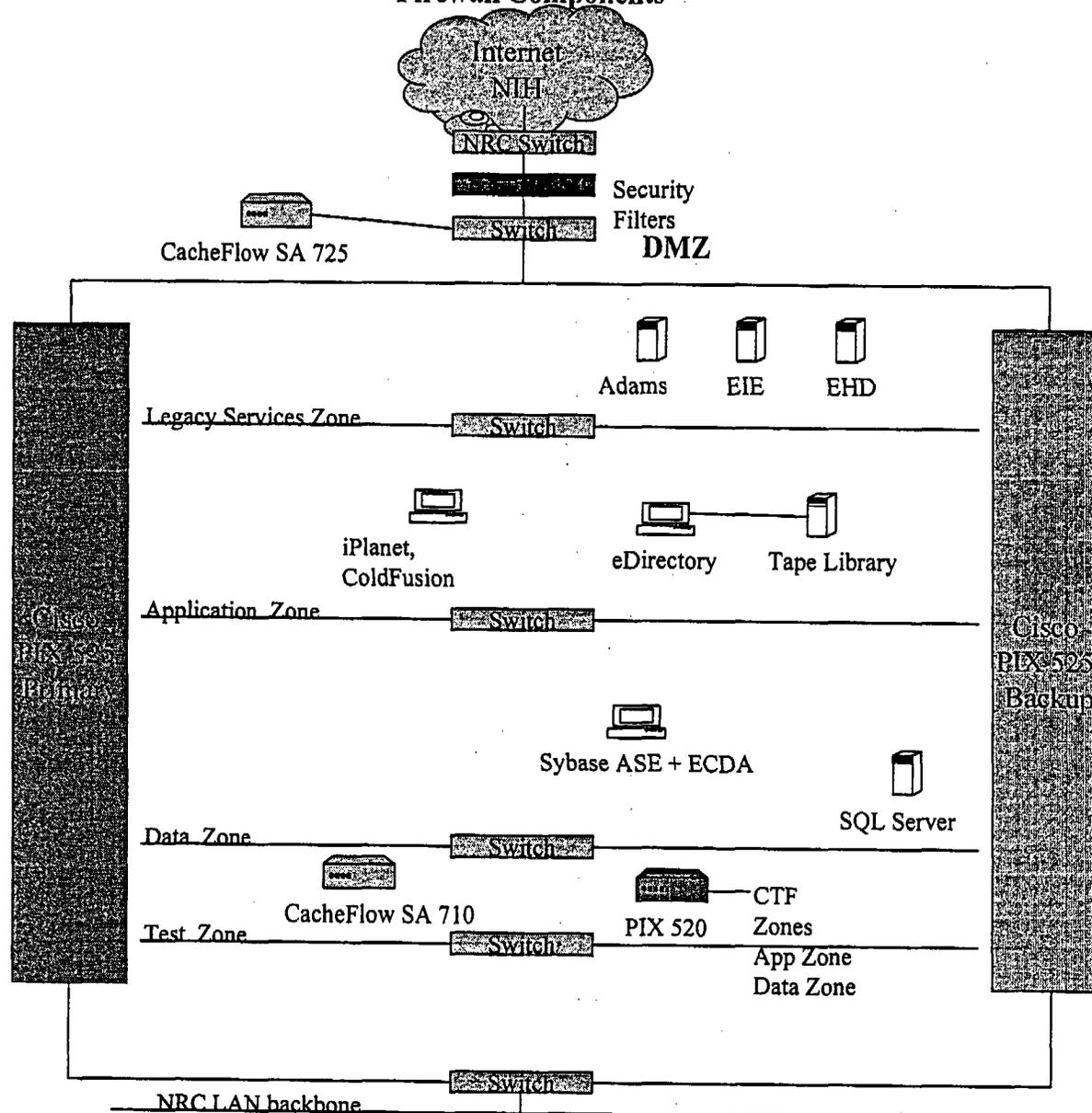


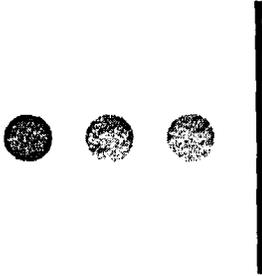


Overview of Secure Pipe

- A method of enabling Web applications to securely retrieve data from protected NRC databases
- Sybase Enterprise Connect Data Access (ECDA) data integration and security software is the core of this method
- ECDA gathers data from sources including Microsoft SQL Server and Sybase ASE, and adds security such as row-level access control and proxy tables
- Provides defense-in-depth by limiting access to databases to just one security application (ECDA)
- SSL transport encryption can be added as needed when the source database supports it. Not essential for moving public data across the NRC network

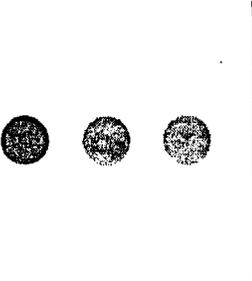
Three-Tier Web Architecture Firewall Components





Developer Guidelines

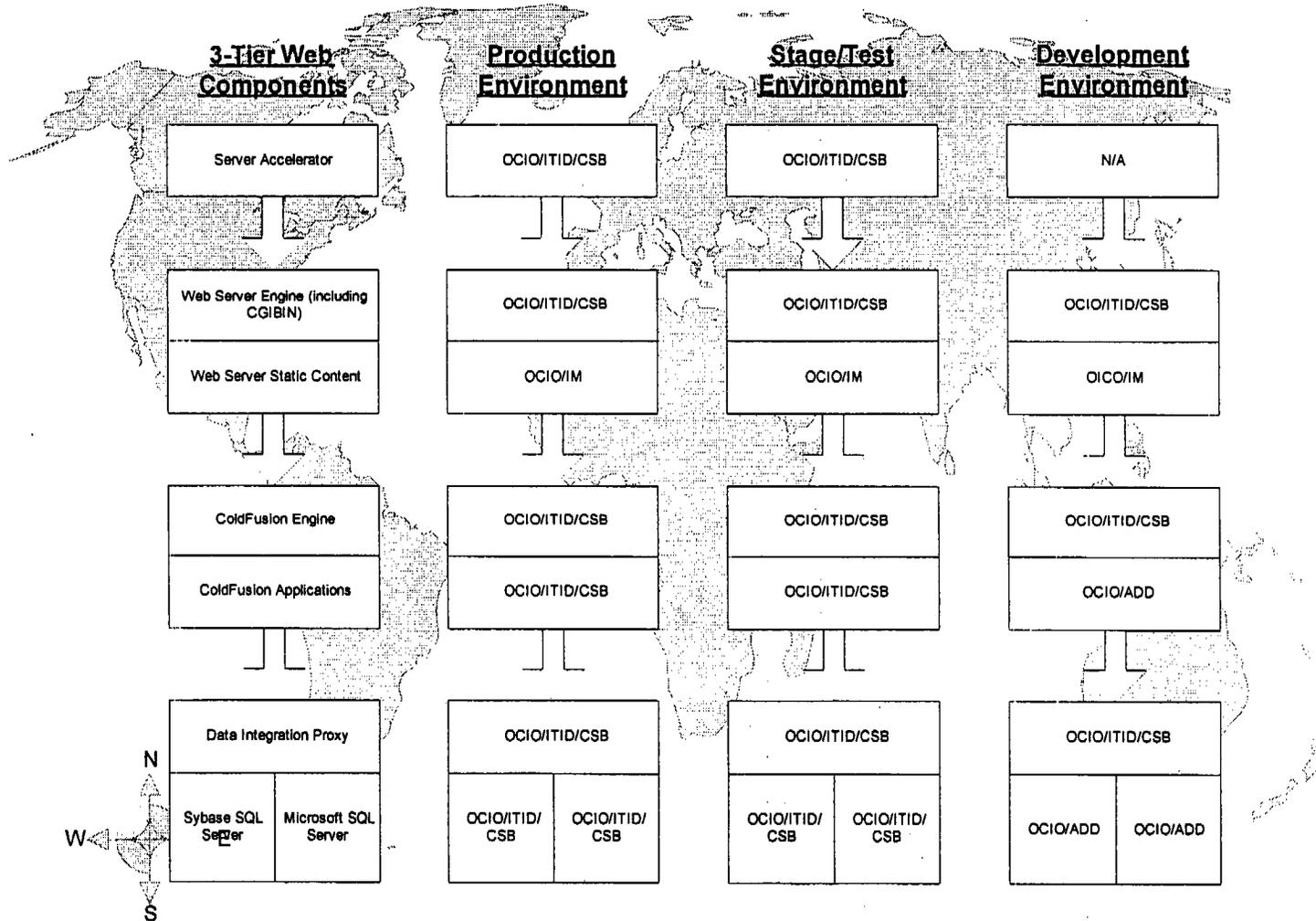
- ECDA simplifies development framework by providing a single source of data across all applications and platforms, including ColdFusion, Tuxedo and Sybase EAServer
- All data appears to be in a Sybase ASE database, accessed by a single ODBC or JDBC driver
- ECDA can retrieve data using a variety of protocols, including native Microsoft SQL Server
- Developers can write stored procedures in ECDA that work with data from multiple targets
- Limiting data access to stored procedures helps prevent data corruption



Developer Guidelines (cont.)

- Data expiration and refresh properties defined in the application business logic carry forward to the Web server and Web proxy to enable dynamic content
- All user authentication should be directed to the Novell eDirectory, from Web, application and data tiers. The eDirectory will include support for username/password and digital certificates, via LDAP, at a minimum

Three Tier Web Support Matrix



● ● ● | Overview of NRC's Web Architecture

➤ Current Status

- Basic Web Environment
- Gartner Study
- Environment Design Goals

➤ Objective

- Three Tier Web Design
- Overview of Secure Pipe
- Firewall Components
- Developer Guidelines
- Web Support Matrix

ATTACHMENT 3

Name	Modified	Size	Ratio	Packed	Path
Color_Palette_and_Color_Usage.html	09/11/2002 4:44 PM	18,604	79%	3,819	Attachme...
format_for_standard.html	08/30/2002 11:17 AM	17,315	71%	5,066	Attachme...
index.html	09/09/2002 10:42 AM	2,164	59%	891	Attachme...
keyboard_spec_v1.html	08/30/2002 10:50 AM	17,926	71%	5,159	Attachme...
websafe.html	09/11/2002 4:47 PM	26,916	87%	3,418	Attachme...
WebStandards.html	10/23/2002 10:45 AM	21,482	91%	1,886	Attachme...
6 file(s)		104,407	81%	20,239	

Web Application Standards Guidance

Home

Color Palette and Color Usage

Last Updated 09/10/02

General Description

Color can and should be used to make web pages more easily read and navigated. At the same time must be taken to assure that color coding does not confuse, mislead, or violate other requirements:

1. **Overall usage** must guide the user visually to information and functionality and facilitate the presentation. Page-wide standard colors, table colors, and other color standards are defined. Details presented in the color-usage table below.
2. **Tables:** Three types of tables are defined:
 - o **Layout Tables:** Tables used solely to control layout, rather than to present data. No colors m specified, and borders are set to zero width to make layout tables effectively invisible. Consequently, colors default to those inherited from the page.
 - o **Application Banner Tables:** Tables used solely at the top of the application page, identifyin application and the main links within the application.
 - o **Data Tables:** Tables used to present data. Three options are presented for color scheme, dep upon the size and complexity of the table in question. Table header colors and overall table c are consistent for all data tables; only the background colorization of data cells changes betw options.
3. **Color-coding may not be the only means of conveying information.** Consistent with Section 508 (Accessibility) another means of distinguishing such information or functionality must be provided.
4. **Websafe colors only** shall be used for text and other html-coded elements, excepting graphics whi discussed separately below. This includes elements coded in HTML, as well as those appearing in s sheets, generated dynamically, or otherwise incorporated into a web-based application.
5. **Graphic elements** fall into several categories. All graphics shall follow the guidance established by OCIO's graphics unit [[link to "Monique's Rules"](#)] and the Section 508 requirements [[ACCESSIBIL LINK](#)]. In addition:
 - o **Icons** used to indicate navigation options, branding, status, etc., shall be constructed of color selected from the websafe palette, and follow the color-selection guidance appearing below. Standard, approved icons shall be used whenever one has been established for a given naviga function.
 - o **Diagrams and Graphs** intended to convey information shall use limited numbers of clearly contrasting colors. When such graphics are constructed or generated for web-based applicatio usage, only websafe colors shall be used. When such graphics are scanned, converted or othe adapted for web-based application use this approach shall be approximated as nearly as pract
 - o **Photographs and other "naturalistic" or otherwise low-contrast graphics** shall follow th guidance for diagrams and graphs, above, whenever doing so will not sacrifice the utility or accuracy of the image.

Guideline Attributes

Spec Version # - 1.0

Spec Contributors - Lew Clayman

Example Products - all products

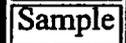
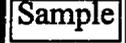
Related Guidelines - [Accessibility](#), [Content Layout Templates](#)

Interaction and Usage Specifications

Overall Usage:

The following table outlines the colors and purposes to be used for all html-based element (see also notes below)

Page Component	Page Sub-Component	Usage	HTML color code	Swatch	Sample	Coding Excerpt
Page-wide specifications		Background	#FFFFFF			<body ...bgcolor=
		Text	#000000		Sample	<body ...text=
		Links	#0000FF		Sample	<body ...link=
		Visited Links	#990099		Sample	<body ...vlink=
		Active Links	#FF0000		Sample	<body ...alink=
Application Page Header Table Specifications		Background	#0000CC			<table ...bgcolor=
		Border	#0000CC			<table ...borderco
		Text, first row	#FFFFFF		Sample Sample	<th ...text=
		Links, second row	#0000FF			<tr ...link= or <td ...link=
		Visited links, second row	#990099		Sample	<tr ...vlink= or <td ...vlink=
		Active Links, second row	#FF0000		Sample	<tr ...alink= or <td ...alink=
Data Table Specifications	All Data Tables	Background	#CCCCCC			<table ...bgcolor=
		Border	#999999			<table ...borderco
		Header Row/Column Background	#FFFF99		Sample Sample	<tr ...bgcolor= or <th ...bgcolor=
		Sub-Header Row/Column Background	#CCCCCC			<tr ...bgcolor= or <th...bgcolor=
	Option one: single color for tables of less than 6 data rows/columns	Data Row/Column Background	#FFFFFF		Sample Sample	<tr ...bgcolor= or <td ...bgcolor=

	Option two: color bar for tables of 6 or more data rows/columns.	Data Row/Column Background, odd- numbered rows	#FFFFFF			<tr ...bgcolor= or <td ...bgcolor=
		Data Row/Column Background, even- numbered rows/columns	#FFFCC		 	<tr ...bgcolor= or <td ...bgcolor=
	Option three: multi-color tables with special groupings. Limited rare and exceptional cases.	Data Row/Column Background, additional uses	#FFFFFF #FFFCC #CCCCCC #CCFFFF #CCFFCC #FFCCCC #CCCCFF #FFCCFF		(sample unavailable)	<tr ...bgcolor= or <td ...bgcolor=
Graphic elements	Icons: Navigational	Shades of gray, on transparent or white background area	#333333 #666666 #999999 #CCCCCC			N/A
	Icons: Branding	As approved, from websafe palette	tbd	tbd	tbd	N/A
	Icons: Status	As approved, from websafe palette	tbd	tbd	tbd	N/A

Notes:

- References to "Row/Column" or similar are to be applied with reference to the logical organi of the data table in question
- "Layout" tables are to be treated according to the page colorings, or according to the colorin any table cell in which they may be embedded. For the distinction between layout tables and d tables, see the Accessibility standards.

Open/Closed Issues

Open Issues

Closed Issues

Web Application Standards Guidance

####NAME OF SPEC####

Last Updated 08/30/02

General Description

SAMPLE GENERAL DESCRIPTION: Keyboard shortcuts provide an alternative to pointing dev navigating the page. There are three types of keyboard shortcuts used in standard graphical UIs

1. **Tab traversal**, using Tab and Shift-Tab keys, navigates through UI elements on a screen supported in Oracle HTML apps).
2. **Access Keys (Mnemonics)**, such as Alt-F to open the File menu in a Windows applicatio navigate to a specific UI element. (partially supported in Oracle HTML apps).
3. **Accelerator keys**, such as Ctrl-S for Save in a Windows application, bypass menu naviga perform an action (not supported).

Guideline Attributes**Spec Version # - 1.0****Spec Contributors - Marcia Socolik, Lew Clayman, Anne Stracke****Substantial Portion of Content Excerpted from****<http://technet.oracle.com/tech/blaf/specs/index.html>****Example Products - all products****Related Guidelines - Accessibility, Language, Content Layout Templates****Interaction and Usage Specifications****General**

At this time, access keys (mnemonics) can only be implemented for applications running Internet Explorer v.4.x and higher, and accelerator keys are not supported by either brow Netscape claims Navigator v.6 will fully support the HTML 4 specification, which include ACCESSKEY tag, but the preview release does not yet include this feature.

This specification avoids assigning letters used as mnemonics by either IE v.5.x or Navig

Current Navigator users can only rely on Tab traversal as an alternative to pointing devic whereas Internet Explorer users can rely on a combination of Tab traversal and mnemon

Tab Traversal

All active elements of the page are accessible by Tab traversal, using the Tab key to mov next control, and Shift-Tab to move to the previous control. When a control has focus, ac initiated by pressing Enter. The general default Tab traversal order for an entire HTML pa left to right, and from top to bottom. Tab traversal in a block of 2 column label/data layout follow this pattern, but a columnar pattern. See Content Layout Templates: Page Layout

Standard Web Widgets for further details regarding label/data 2 column layouts.

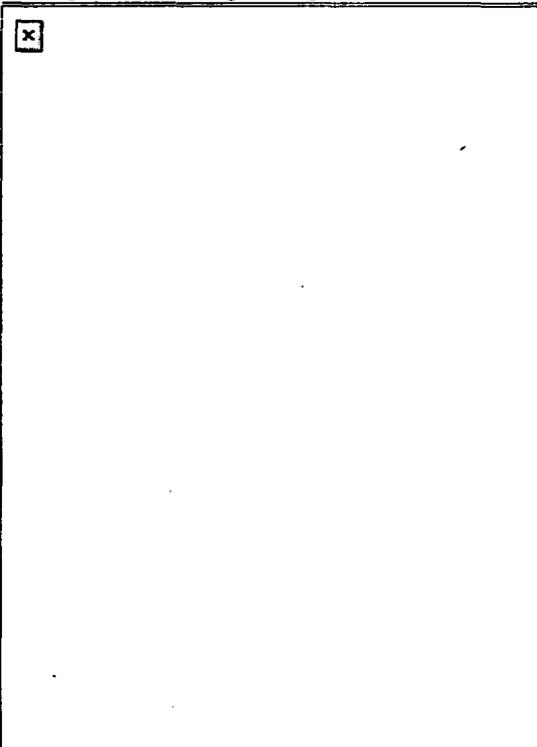
Note: Developers should avoid custom code using the HTML 4.0 TABINDEX attribute to control Tab traversal sequence within a page, as resulting pages will be too difficult to manage.

Active page elements that can be navigated with Tab traversal include:

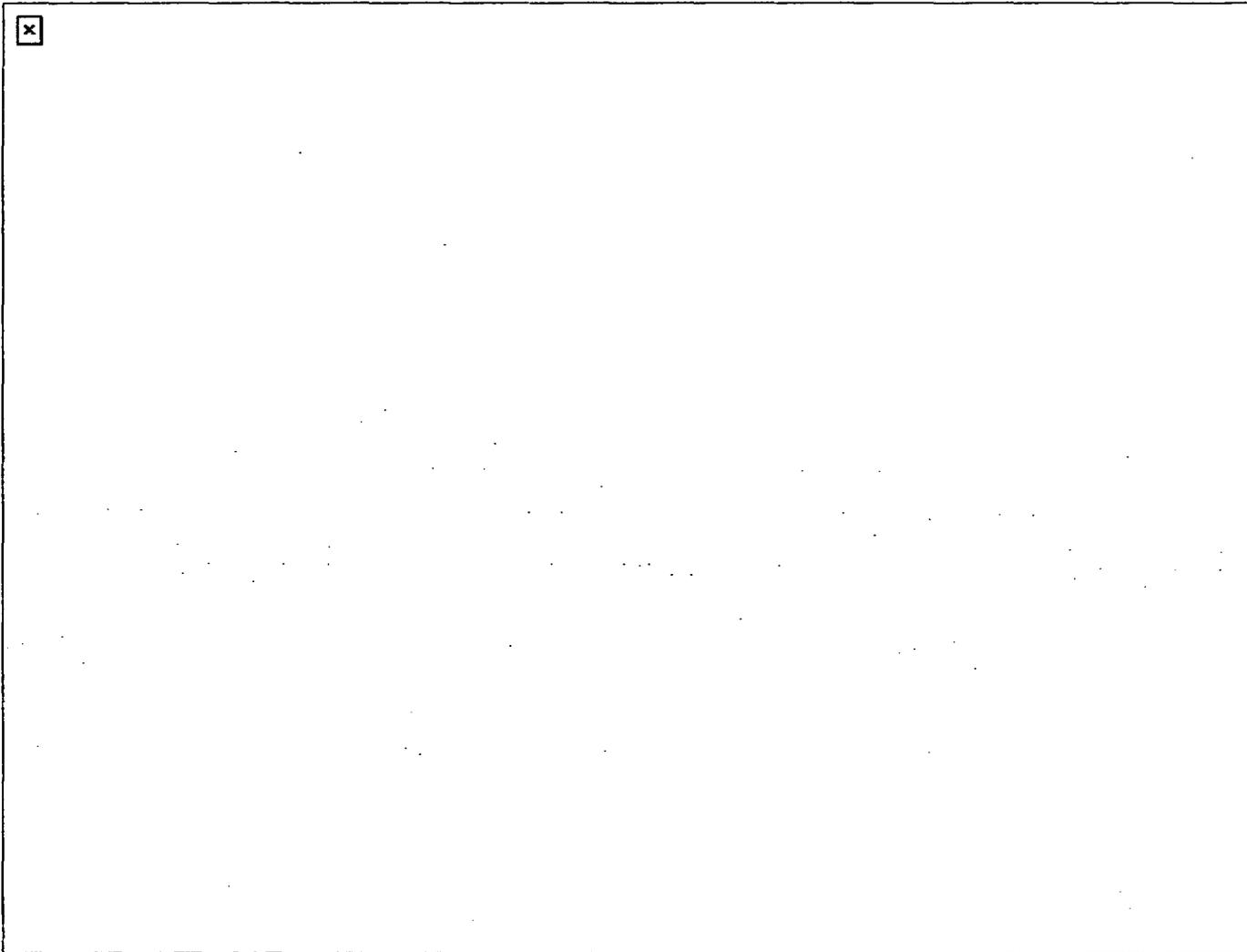
- Action/Navigation Button
- Link
- Global Button
- Standard Web Widgets in Label/Data Layout
 - List/Choice/Option
 - Radio Button
 - Check Box
 - Text Input field
- Tab/Navigation
 - Tabs in Tab Bar
 - Horizontal Navigation Sections
 - Side Navigation Sections
 - SubTab Navigation Sections
 - Task/Property Menu Items
- Table
- Breadcrumbs

The basic Tab traversal sequence between active elements of the page is from left to right to bottom:

Note: A 2 Column block of label/data tab traversal follows a columnar pattern. See Content Templates: Page Layout of Standard Web Widgets for further details.



When a table is nested within a table cell, Tab traversal runs through each cell in the nest before continuing on to the next cell in the parent table. In the following example, the left navigation area is contained in a nested table, so Tab traversal runs through the nested table before continuing on to the active elements at the right and bottom of the page:



Mnemonics

In a Windows environment, users of HTML applications can press the Alt key in combination with a predefined mnemonic character to move focus to a specific control within a page. In a Macintosh environment, the Cmd key fills the same function as the Alt key. In current browsers, mnemonics also activate some controls, such as radio buttons and check boxes, but do not activate Action/Navigation buttons or links, which are activated by pressing Enter.

The mnemonic character must appear in the label for that control. Standard Windows applications use an underscore to identify the mnemonic character.

If an HTML page has multiple instances of the same control, the target of the mnemonic is the first instance of the control on the current focus location. If the focus is at the top of the page, the first use of the mnemonic character is the target.

moves the focus to the first instance of the control, the second use to the second instance.

Note: Unlike HTML applications, mnemonics in standard Windows applications activate a control, unless it requires input from the user (such as a text field).

There are a number of constraints on use of mnemonics in HTML apps:

- Some letters are already assigned by the browsers, so the available pool of letters is limited.
- Underscore indicates a link in an HTML page, so mnemonics must either be assigned to controls without underscored links, or must be indicated in another way.
- Screen-readers cannot distinguish font attributes, so require that mnemonics be indicated by ALT text.
- The only controls with both labels and images are buttons.
- Users can quickly navigate to controls at the top of the page via Tab traversal, but require additional key strokes to reach controls that are lower in the page, such as Action/Navigation buttons.
- To facilitate user learning, mnemonics must be consistently assigned, both within and across applications.

Due to the limited number of available letters, it is essential to prioritize assignments to action/navigation buttons that are critical to user tasks. Unassigned letters in U.S. English (j, q, w, z) can be used in other action/navigation buttons whose label includes that letter. The most common assignments of these three letters will probably become standards in a future revision of this specification.

Assigned English Language Mnemonics

The principal controls and their associated mnemonics are as follows:

Control	Mnemonic	Type
Add	d	Action/Nav. button
Apply	p	Action/Nav. button
Back	k	Action/Nav. button
Cancel	l	Action/Nav. button
Create	c	Action/Nav. button
Finish	i	Action/Nav. button
Go	o	Action/Nav. button
Next	x	Action/Nav. button
No	n	Action/Nav. button
Search	r	Action/Nav. button
Submit	m	Action/Nav. button
Update	u	Action/Nav. button
Yes	y	Action/Nav. button
Unassigned letters	j, q, w, z	

Navigation with Mnemonics and Tab Traversal

Mnemonics move focus to Action/Nav. buttons without activating them. When users need activate a button that does not feature a mnemonic, they can use the mnemonic for an ad button, and then use Tab traversal to complete navigation. This is especially useful in ap contains many controls.

Numerals as Mnemonics

Applications that are used frequently may need additional keyboard shortcuts to speed u operations. In this case, development teams can assign number 0 through 9 to controls w usage on each page. Unlike mnemonic letters, these numeric key assignments should no assigned based on control labels, but rather, based on location in the page. The first con should be assigned the numeral 0, the second should be 1, and so on.

Mnemonic numerals are appended to control labels within parentheses, so can be assign links and other labeled controls. For example, if the control "Redline Document" is assign numeral "3", it's label would appear as:

"Redline Document (3)"

Localized Mnemonics

NLS has two options for localizing mnemonics for each target language, depending on av resources:

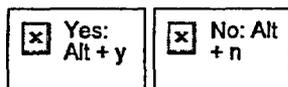
- Generate a language-specific list of mnemonics based on the English language list, different key assignments, or
- Append the English-language mnemonic letter within parentheses.

For example, in English the term "Go" could be assigned the mnemonic letter "o". Depen the NLS policy for French, this could appear as "Allez", with the mnemonic letter "i", or a (o)", with the letter "o" appended in parentheses.

The spreadsheet [mnemonics.xls](#) facilitates assignment of language-specific mnemonics.

Visual Specifications

Oracle HTML applications only assign mnemonics to specific Action/Navigation buttons, indicate the mnemonic letter with underscore. The Cabo GIF generator will render assign mnemonics along with other elements of the button.



Accessibility

All buttons with assigned mnemonics must be assigned ALT text for screen reader acces text must include both the full button name and the shortcut key, separated by a colon as

Submit Form: Access key = m

For more information on the use of ALT text, see "Rollovers" in [Inline Tips and Messagin](#)

Open/Closed Issues

Open Issues

07.11.00 - Two of the Mnemonics (Ctl+C and Ctl+Y) are already being used by JAWS different actions than we've proposed. Check with JAWS/Cabo team, which has pre

Closed Issues

- **06.05.00 - Tab traversal will not be controlled with TABINDEX attribute.**
 - **- The Jaws screen reader reads ALT tags, but does not read any HTML 4 accessibili**
The mnemonic Alt text syntax (Alt + x) is easy to understand. Alt - x works well, too.
 - **06.21.00 - Changed mnemonic ALT text syntax (Alt + X) to "Full control name: Acces**
X" for cross-platform compatibility.
 - **06.21.00 - Have reduced list of terms based on Language Spec. review, and assigne**
mnemonics to the highest priority terms.
 - **06.22.00 - We only use mnemonics for Action/Navigation buttons, so can use under**
identify the mnemonic letter.
 - **06.23.00 - IE 4.5 on the Mac does not support mnemonics.**
-

Web Application Standards Guidance

Overview of Standards

Last Updated 09/09/02

General Description

These draft standards define NRC practices to be followed when developing web-based applications. Doing so will establish a clear, common look and feel which communicates to the user clearly and requires minimal training.

The list of standards is available for reference.

Guideline Attributes

Spec Version # - 1.0

Spec Contributors - Marcia Socolik, Lew Clayman, Anne Stracke

Example Products - all products

Related Guidelines - ALL

[BLAF Guideline Specifications](#)[Education](#)[Coordination](#)

Select an individual guideline from the [List of Guidelines](#) or use the pulldown if available.

Keyboard Shortcuts

Last Updated 02.27.02

General Description

Keyboard shortcuts provide an alternative to pointing devices for navigating the page. There are types of keyboard shortcuts used in standard graphical UIs:

1. **Tab traversal**, using Tab and Shift-Tab keys, navigates through UI elements on a screen supported in Oracle HTML apps).
2. **Access Keys (Mnemonics)**, such as Alt-F to open the File menu in a Windows application navigate to a specific UI element. (partially supported in Oracle HTML apps).
3. **Accelerator keys**, such as Ctrl-S for Save in a Windows application, bypass menu navigation to perform an action (not supported).

Guideline Attributes

Spec Version # - 2.1

Spec Contributors - Betsy Nute, Mervyn Dennehy

UI Models - all models

Example Products - all products

Related Guidelines - [Accessibility](#), [Language](#), [Content Layout Templates](#)

Interaction and Usage Specifications

General

At this time, access keys (mnemonics) can only be implemented for applications running in Internet Explorer v.4.x and higher, and accelerator keys are not supported by either browser. Netscape Navigator v.6 will fully support the HTML 4 specification, which includes the ACCESSKEY tag, but the preview release does not yet include this feature.

This specification avoids assigning letters used as mnemonics by either IE v.5.x or Navigator 6.

Current Navigator users can only rely on Tab traversal as an alternative to pointing devices, while Internet Explorer users can rely on a combination of Tab traversal and mnemonics.

Tab Traversal

All active elements of the page are accessible by Tab traversal, using the Tab key to move to the next control, and Shift-Tab to move to the previous control. When a control has focus, action is initiated by pressing Enter. The general default Tab traversal order for an entire HTML page is from left to right and from top to bottom. Tab traversal in a block of 2 column label/data layout does not follow this pattern. See [Content Layout Templates: Page Layout of Standard Web Widgets](#) for further details.

details regarding label/data 2 column layouts.

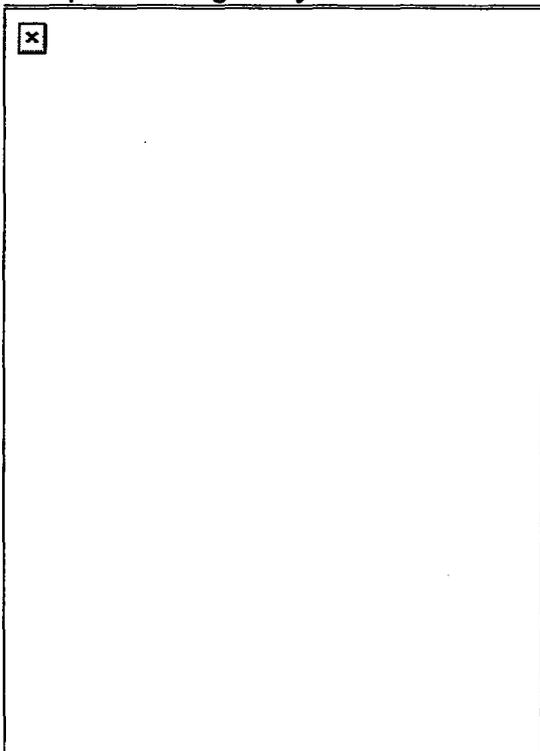
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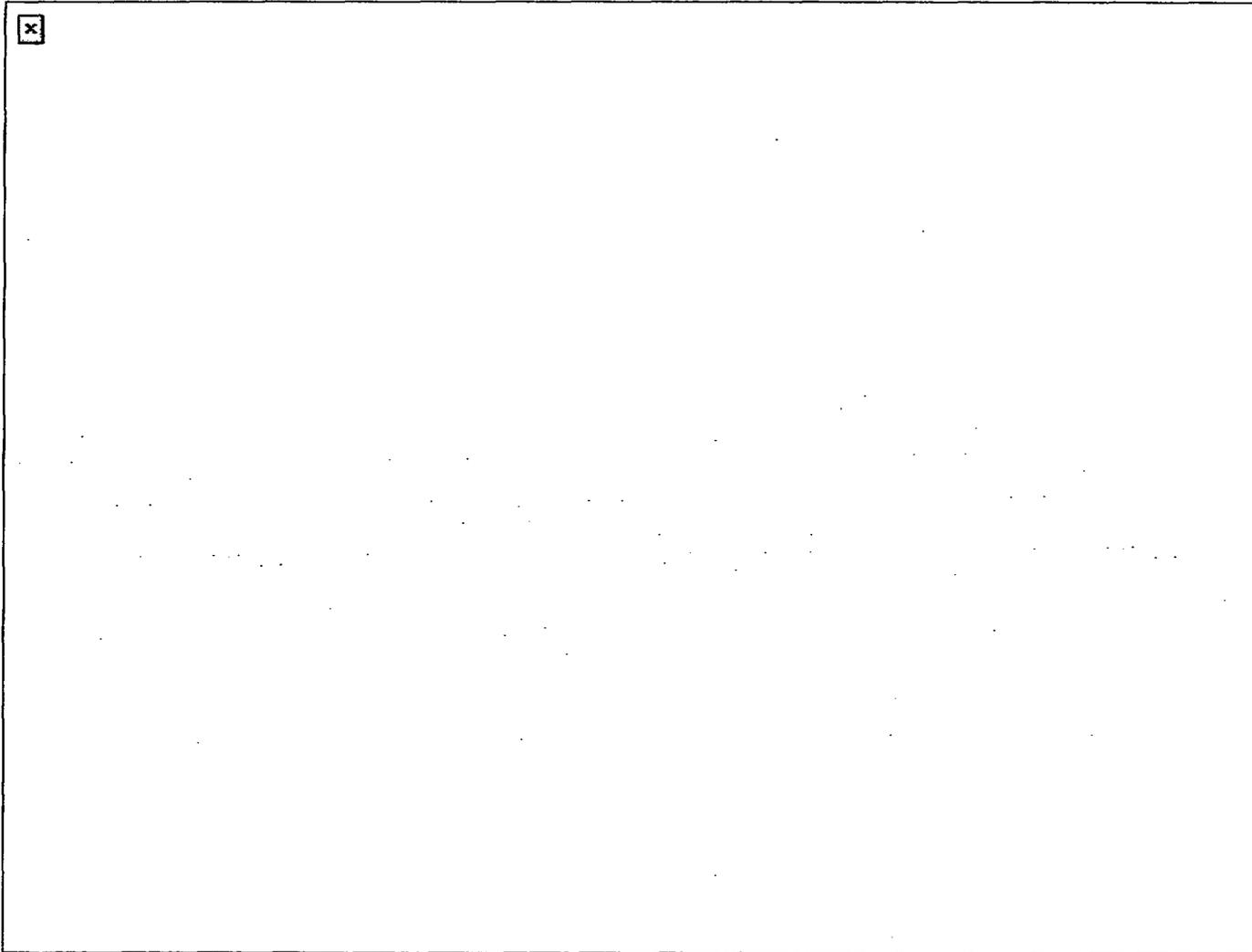
- Action/Navigation Button
- Link
- Global Button
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 - Radio Button
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When a table is nested within a table cell, Tab traversal runs through each cell in the nested tab continuing on to the next cell in the parent table. In the following example, the left navigation are contained in a nested table, so Tab traversal runs through the nested table before continuing on active elements at the right and bottom of the page:



Mnemonics

In a Windows environment, users of HTML applications can press the Alt key in combination with predefined mnemonic character to move focus to a specific control within a page. In an Apple environment, the Cmd key fills the same function as the Alt key. In current browsers, mnemonic activate some controls, such as radio buttons and check boxes, but do not activate Action/Navigation buttons or links, which are activated by pressing Enter.

The character must appear in the label for that control. Standard Windows applications use and identify the mnemonic character.

If an HTML page has multiple instances of the same control, the target of the mnemonic depends on current focus location. If the focus is at the top of the page, the first use of the mnemonic moves

to the first instance of the control, the second use to the second instance, and so on.

Note: Unlike HTML applications, mnemonics in standard Windows applications activate the target unless it requires input from the user (such as a text field).

There are a number of constraints on use of mnemonics in HTML apps:

- Some letters are already assigned by the browsers, so the available pool of letters is limited.
- Underscore indicates a link in an HTML page, so mnemonics must either be assigned only to controls without underscored links, or must be indicated in another way.
- Screen-readers cannot distinguish font attributes, so require that mnemonics be identified by text.
- The only controls with both labels and images are buttons.
- Users can quickly navigate to controls at the top of the page via Tab traversal, but require key strokes to reach controls that are lower in the page, such as Action/Nav. buttons.
- To facilitate user learning, mnemonics must be consistently assigned, both within and across applications.

Due to the limited number of available letters, it is essential to prioritize assignments to common action/navigation buttons that are critical to user tasks. Unassigned letters in U.S. English (j, q, w) will be used in other action/navigation buttons whose label includes that letter. The most common assignments of these three letters will probably become standards in a future revision of this spec.

Assigned English Language Mnemonics

The principal controls and their associated mnemonics are as follows:

Control	Mnemonic	Type
Add	d	Action/Nav. button
Apply	p	Action/Nav. button
Back	k	Action/Nav. button
Cancel	l	Action/Nav. button
Create	c	Action/Nav. button
Finish	i	Action/Nav. button
Go	o	Action/Nav. button
Next	x	Action/Nav. button
No	n	Action/Nav. button
Search	r	Action/Nav. button
Submit	m	Action/Nav. button
Update	u	Action/Nav. button
Yes	y	Action/Nav. button
<i>Unassigned letters</i>	j, q, w, z	

Navigation with Mnemonics and Tab Traversal

Mnemonics move focus to Action/Nav. buttons without activating them. When users need to act

button that does not feature a mnemonic, they can use the mnemonic for an adjacent button, and use Tab traversal to complete navigation. This is especially useful in a page that contains many

Numerals as Mnemonics

Applications that are used frequently may need additional keyboard shortcuts to speed up routine operations. In this case, development teams can assign number 0 through 9 to controls with high on each page. Unlike mnemonic letters, these numeric key assignments should not be assigned to control labels, but rather, based on location in the page. The first control should be assigned the 0, the second should be 1, and so on.

Mnemonic numerals are appended to control labels within parentheses, so can be assigned to other labeled controls. For example, if the control "Redline Document" is assigned the numeral label would appear as:

"Redline Document (3)"

Localized Mnemonics

NLS has two options for localizing mnemonics for each target language, depending on available resources:

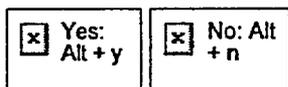
- Generate a language-specific list of mnemonics based on the English language list, but with key assignments, or
- Append the English-language mnemonic letter within parentheses.

For example, in English the term "Go" could be assigned the mnemonic letter "o". Depending on policy for French, this could appear as "Allez", with the mnemonic letter "i", or as "Allez (o)", with "o" appended in parentheses.

The spreadsheet [mnemonics.xls](#) facilitates assignment of language-specific mnemonics.

Visual Specifications

Oracle HTML applications only assign mnemonics to specific Action/Navigation buttons, and include mnemonic letter with underscore. The Cabo GIF generator will render assigned mnemonics along with other elements of the button.



Accessibility

All buttons with assigned mnemonics must be assigned ALT text for screen reader access. ALT text includes both the full button name and the shortcut key, separated by a colon as follows:

<input type="checkbox"/> Submit Form: Access key = m
--

For more information on the use of ALT text, see "Rollovers" in [Inline Tips and Messaging](#).

Open/Closed Issues

Open Issues

07.11.00 - Two of the Mnemonics (Ctl+C and Ctl+Y) are already being used by JAWS as d actions than we've proposed. Check with JAWS/Cabo team, which has precedence?

Closed Issues

- 06.05.00 - Tab traversal will not be controlled with TABINDEX attribute.
 - - The Jaws screen reader reads ALT tags, but does not read any HTML 4 accessibility tag mnemonic Alt text syntax (Alt + x) is easy to understand. Alt - x works well, too.
 - 06.21.00 - Changed mnemonic ALT text syntax (Alt + X) to "Full control name: Access key cross-platform compatibility.
 - 06.21.00 - Have reduced list of terms based on Language Spec. review, and assigned mn to the highest priority terms.
 - 06.22.00 - We only use mnemonics for Action/Navigation buttons, so can use underscore the mnemonic letter.
 - 06.23.00 - IE 4.5 on the Mac does not support mnemonics.
-

Web Application Standards Guidance

<u>Home</u>

Websafe Palette Usage

Last Updated 09/11/02

General Description

Because of various hardware and software restrictions, a very limited set of colors are reliably available in common among the most common web browsers. These colors form the "websafe" palette. By limiting our color usage to these colors to the degree possible, it is possible to reliably predict the display presented to the user, regardless of that user's individual configuration. The standards for color selection within web-based applications describe practices. This page provides background information on the websafe palette itself.

Guideline Attributes

Spec Version # - 1.0

Spec Contributors - Lew Clayman

Example Products - all products

Related Guidelines - [Accessibility](#), [Color Palette](#) and [Color Usage](#)**Interaction and Usage Specifications****Overall Usage:**

HTML colors are designated by a six-position hexadecimal code consisting of three, 2-position values representing the respective red, green, and blue components of the color, prefixed by the pound-sign character (#). Since each of the three components may have any one of 256 levels, there are a total of 256^3 or approximately 16 million possible colors, ranging from #000000 (black) through #FFFFFF (white).

Of those 16 million choices, a small subset of 216 colors are used by the most common browser products for display on color-limited installations. These 216 form the websafe palette. When a browser so configured encounters another color, it either substitutes one of the websafe colors or else substitutes a pattern of websafe color dots to approximate the requested non-websafe color. The results of such substitution are somewhat unpredictable and can result in harsh, distracting, and even unusable results. The simple prevention strategy is to limit color selection to the websafe palette.

The websafe palette colors may be readily determined by the simple characteristic that, for each of the two-character component levels, the acceptable values are limited to only six choices: 00, 33, 66, 99, CC, and FF. The resulting $6 \times 6 \times 6 = 216$ color codes may be thought of as an evenly-distributed sampling of the range of possible colors, or equally well as a set of virtual paint chips. They are presented in the table below. Note that for this special case, the ordinary color selection rules have been waived:

#000000	#000033	#000066	#000099	#0000CC	#0000FF	#330000	#330033	#330066	#330099	#3300CC	#3300FF
#003300	#003333	#003366	#003399	#0033CC	#0033FF	#333300	#333333	#333366	#333399	#3333CC	#3333FF
#006600	#006633	#006666	#006699	#0066CC	#0066FF	#336600	#336633	#336666	#336699	#3366CC	#3366FF

#009900	#009933	#009966	#009999	#0099CC	#0099FF	#339900	#339933	#339966	#339999	#3399CC	#3399FF
#00CC00	#00CC33	#00CC66	#00CC99	#00CCCC	#00CCFF	#33CC00	#33CC33	#33CC66	#33CC99	#33CCCC	#33CCFF
#00FF00	#00FF33	#00FF66	#00FF99	#00FFCC	#00FFFF	#33FF00	#33FF33	#33FF66	#33FF99	#33FFCC	#33FFFF
#660000	#660033	#660066	#660099	#6600CC	#6600FF	#990000	#990033	#990066	#990099	#9900CC	#9900FF
#663300	#663333	#663366	#663399	#6633CC	#6633FF	#993300	#993333	#993366	#993399	#9933CC	#9933FF
#666600	#666633	#666666	#666699	#6666CC	#6666FF	#996600	#996633	#996666	#996699	#9966CC	#9966FF
#669900	#669933	#669966	#669999	#6699CC	#6699FF	#999900	#999933	#999966	#999999	#9999CC	#9999FF
#66CC00	#66CC33	#66CC66	#66CC99	#66CCCC	#66CCFF	#99CC00	#99CC33	#99CC66	#99CC99	#99CCCC	#99CCFF
#66FF00	#66FF33	#66FF66	#66FF99	#66FFCC	#66FFFF	#99FF00	#99FF33	#99FF66	#99FF99	#99FFCC	#99FFFF
#CC0000	#CC0033	#CC0066	#CC0099	#CC00CC	#CC00FF	#FF0000	#FF0033	#FF0066	#FF0099	#FF00CC	#FF00FF
#CC3300	#CC3333	#CC3366	#CC3399	#CC33CC	#CC33FF	#FF3300	#FF3333	#FF3366	#FF3399	#FF33CC	#FF33FF
#CC6600	#CC6633	#CC6666	#CC6699	#CC66CC	#CC66FF	#FF6600	#FF6633	#FF6666	#FF6699	#FF66CC	#FF66FF
#CC9900	#CC9933	#CC9966	#CC9999	#CC99CC	#CC99FF	#FF9900	#FF9933	#FF9966	#FF9999	#FF99CC	#FF99FF
#CCCC00	#CCCC33	#CCCC66	#CCCC99	#CCCCCC	#CCCCFF	#FFCC00	#FFCC33	#FFCC66	#FFCC99	#FFCCCC	#FFCCFF
#CCFF00	#CCFF33	#CCFF66	#CCFF99	#CCFFCC	#CCFFFF	#FFFF00	#FFFF33	#FFFF66	#FFFF99	#FFFFCC	#FFFFFF

Open/Closed Issues

Open Issues

Closed Issues

Printable Page Flow		<input type="checkbox"/>
Search and Query Flow		<input type="checkbox"/>
Other Guidelines and Support Material		
Specification Name	Version 1.0	
ColdFusion Coding Standards	Propose use of standards developed by MD Cold Fusion Users Group (MDCFUG)	<input type="checkbox"/>
		<input type="checkbox"/>

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

Webworld Studios
898 N. Lexington St.
Arlington, VA 22205

A. CONTRACT NUMBER FOR COMMERCIAL CONTRACTS OR JOB CODE FOR DOE PROJECTS (Prime contract number must be shown for all subcontracts.)

RFQ RS-CIO-03-322

B. PROJECTED START DATE

08/04/2003

C. PROJECTED COMPLETION DATE

08/03/2005

2. TYPE OF SUBMISSION

- A. ORIGINAL
- B. REVISED (Supersedes all previous submissions)
- C. OTHER (Specify)

3. FOR FOLLOW-ON CONTRACT, ENTER PRECEDING CONTRACT NUMBER AND PROJECTED COMPLETION DATE

A. DOES NOT APPLY



B. CONTRACT NUMBER

DATE

4. PROJECT TITLE AND OTHER IDENTIFYING INFORMATION

Expert Technical Support for Web Applications

5. PERFORMANCE WILL REQUIRE

A. ACCESS TO CLASSIFIED MATTER OR CLASSIFIED INFORMATION

- YES (If "YES," answer 1-7 below)
- NO (If "NO," proceed to 5.C.)

NOT APPLICABLE

NATIONAL SECURITY

RESTRICTED DATA

SECRET

CONFIDENTIAL

SECRET

CONFIDENTIAL

1. ACCESS TO FOREIGN INTELLIGENCE INFORMATION



2. RECEIPT, STORAGE, OR OTHER SAFEGUARDING OF CLASSIFIED MATTER. (See 5.B.)



3. GENERATION OF CLASSIFIED MATTER.



4. ACCESS TO CRYPTOGRAPHIC MATERIAL OR OTHER CLASSIFIED COMSEC INFORMATION.



5. ACCESS TO CLASSIFIED MATTER OR CLASSIFIED INFORMATION PROCESSED BY ANOTHER AGENCY.



6. CLASSIFIED USE OF AN INFORMATION TECHNOLOGY PROCESSING SYSTEM.



7. OTHER (Specify)



B. IS FACILITY CLEARANCE REQUIRED? YES NO

C. UNESCORTED ACCESS IS REQUIRED TO PROTECTED AND VITAL AREAS OF NUCLEAR POWER PLANTS.

D. ACCESS IS REQUIRED TO UNCLASSIFIED SAFEGUARDS INFORMATION.

E. ACCESS IS REQUIRED TO SENSITIVE IT SYSTEMS AND DATA.

F. 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	SIGNATURE	DATE
----------------	-----------	------

7. CLASSIFICATION GUIDANCE

NATURE OF CLASSIFIED GUIDANCE IDENTIFICATION OF CLASSIFICATION GUIDES
 N/A

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

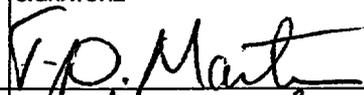
- AUTHORIZED CLASSIFIER (Name and Title) DIVISION OF FACILITIES AND SECURITY

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 James B. Schaeffer	SIGNATURE 	DATE 7/29/03
B. DIRECTOR, DIVISION OF FACILITIES AND SECURITY Thomas O. Martin	SIGNATURE 	DATE 7/29/03
C. DIRECTOR, DIVISION OF CONTRACTS AND PROPERTY MANAGEMENT (Not applicable to DOE agreements) Donald A. King	SIGNATURE 	DATE 8/14/03

REMARKS

ACH VENDOR/MISCELLANEOUS PAYMENT ENROLLMENT FORM

OMB No. 1510-0056
Expiration Date 06/30/93

This form is used for Automated Clearing House (ACH) payments with an addendum record that contains payment-related information processed through the Vendor Express Program. Recipients of these payments should bring this information to the attention of their financial institution when presenting this form for completion.

PRIVACY ACT STATEMENT

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this form is required under the provisions of 31 U.S.C. 3322 and 31 CFR 210. This information will be used by the Treasury Department to transmit payment data, by electronic means, to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.

AGENCY INFORMATION

FEDERAL PROGRAM AGENCY

U.S. NUCLEAR REGULATORY COMMISSION

AGENCY IDENTIFIER

NRC

AGENCY LOCATION CODE (ALC):

31000001

ACH FORMAT:

 CCD+ CTX CTP

ADDRESS

DIVISION OF ACCOUNTING AND FINANCE, MAIL STOP T-9 H4

WASHINGTON, DC 20555-0001

CONTACT PERSON NAME

FINANCIAL OPERATIONS SECTION

TELEPHONE NUMBER

(301) 415 - 7520

PAYEE/COMPANY INFORMATION

NAME

SSN NO. OR TAXPAYER ID NO.

ADDRESS

CONTACT PERSON NAME:

TELEPHONE NUMBER:

()

FINANCIAL INSTITUTION INFORMATION

NAME

ADDRESS

ACH COORDINATOR NAME:

TELEPHONE NUMBER:

()

NINE-DIGIT ROUTING TRANSIT NUMBER:

DEPOSITOR ACCOUNT TITLE:

DEPOSITOR ACCOUNT NUMBER:

LOCK BOX NUMBER:

ACH FORMAT:

 CHECKING SAVINGS LOCK BOX

SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL:

TELEPHONE NUMBER:

()