

**ORDER FOR SUPPLIES OR SERVICES**

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

BPA NO. **NRC-33-03-344**

1. DATE OF ORDER <b>JUN 15 2004</b>		2. CONTRACT NO. (If any) GS-35J-0102J		6. SHIP TO:	
3. ORDER NO. NRC-33-03-384-002		4. REQUISITION/REFERENCE NO. CIO-33-344		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission ATTN: John Skoczlas	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div of Contracts Two White Flint North - MS T-7-I-2  Washington, DC 20555				b. STREET ADDRESS 11545 Rockville Pike Mail Stop T-6-C-30	
7. TO:				c. CITY Washington	d. STATE DC
a. NAME OF CONTRACTOR AQUAS, INCORPORATED				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER	
c. STREET ADDRESS 5480 WISCONSIN AVE, SUITE 210				<input type="checkbox"/> a. PURCHASE ORDER	<input checked="" type="checkbox"/> b. DELIVERY/TASK ORDER
d. CITY CHEVY CHASE		e. STATE MD	f. ZIP CODE 208153529	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.	
9. ACCOUNTING AND APPROPRIATION DATA 410-15-523-340 J1080 252A 31X0200.410				10. REQUISITIONING OFFICE CIO  Office of the Chief Information Officer	
11. BUSINESS CLASSIFICATION (Check appropriate box(es))					
<input checked="" type="checkbox"/> a. SMALL		<input type="checkbox"/> b. OTHER THAN SMALL		<input checked="" type="checkbox"/> c. DISADVANTAGED	<input checked="" type="checkbox"/> d. WOMEN-OWNED
12. F.O.B. POINT N/A		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE October 31, 2004		16. DISCOUNT TERMS N/A
13. PLACE OF			FOR INFORMATION CALL: (No collect calls)		
a. INSPECTION		b. ACCEPTANCE  Carolyn A. Cooper (301)415-6737			

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	<p>The contractor shall provide the necessary personnel needed to meet the requirements described in the attached statement of work. The contractor shall fulfil the Office of the Chief Information Officer's requirement entitled, "EIE CPIC Development Support" in accordance with the contractor's technical proposal dated April 27, 2004, which is incorporated herein and made a part of this order, at the prices specified in the Schedule of Prices (Attachment No. 1).</p> <p>The total estimated ceiling amount of this order is \$13,754.92. The total amount obligated with respect to this order is \$13,754.92.</p> <p>The ordering period of this order shall commence on the date of award through October 31, 2004.</p> <p>The NRC Project Officer for this order is Myron Kemerer. He may be reached on (301)415-8735. The NRC Task Manager assigned to work on this order is John Skoczlas. He may be reached on (301)415-7186.</p>					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		\$13,754.92	SUBTOTAL	
	21. MAIL INVOICE TO:								17(f) TOTAL (Cont. pages)
	a. NAME U.S. Nuclear Regulatory Commission Payment Team, Mail Stop T-9-H-4								
	b. STREET ADDRESS (or P.O. Box) Attn: (NRC-33-03-384-002)								17(f). GRAND TOTAL
c. CITY Washington			d. STATE DC	e. ZIP CODE 20555			N \$13,754.92		

22. UNITED STATES OF AMERICA BY (Signature) 		23. NAME (Typed) Carolyn A. Cooper Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER	
--	--	---	--

**TEMPLATE - ADM001**

**TASK ORDER TERMS AND CONDITIONS \_\_\_\_\_**  
**NOT SPECIFIED IN THE CONTRACT \_\_\_\_\_**

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

**A.2 OTHER APPLICABLE CLAUSES**

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

52.216-18, Ordering

52.216-19, Order Limitations

52.216-22, Indefinite Quantity

52.217-6, Option for Increased Quantity

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

52.217-8, Option to Extend Services

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

**A.3 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.

SCHEDULE OF PRICES

<u>LABOR CATEGORY</u>	<u>HOURS</u>	<u>GSA RATE</u>	<u>DISCOUNTED GSA RATE</u>	<u>TOTAL</u>
Project Manager	[REDACTED]	[REDACTED]	[REDACTED]	\$ 1,043.68
Principal Functional Analyst	[REDACTED]	[REDACTED]	[REDACTED]	\$ 5,724.60
Economist	[REDACTED]	[REDACTED]	[REDACTED]	\$ 4,670.80
Subject Matter Expert	[REDACTED]	[REDACTED]	[REDACTED]	\$ 2,315.84
TOTAL LABOR	[REDACTED]			\$ 13,754.92

**STATEMENT OF WORK**  
**EIE CPIC DEVELOPMENT SUPPORT**

Background

In 1998 the NRC piloted a project to accept electronic submittals into the agency using a process that provided for digital signatures and secure transmissions via the internet. That project became the Electronic Information Exchange (EIE) system. After two (2) years of successful testing, the project was put into production with the issuance of RIS 2001-05 in January of 2001. Initially the submittals were limited to Part 50 licensing documents. Later, Part 30, 40 and 70 documents were included. In 2002, Criminal History Clearances were added, which included scanned fingerprint files. In January of 2004, the E-rule became effective, which allows for the submittal of most documents into the agency in an electronic format. Almost all licensing related submittals are sent as electronic files via EIE or on a compact disk.

Currently, the NRC receives over 1,000 electronic submittals per week. The existing EIE system is based on an outdated, two tier technology and is not consistent with the agency's emerging enterprise. The software was custom designed and is not flexible for application development. The EIE system needs to be upgraded to meet new requirements for High Level Waste (HLW), Government Paperwork Elimination Act (GPEA), and other new requirements, such as document dispatch. The entire system needs to be rearchitected from the current 2 tier technology to the agency's enterprise three tier architecture. This will be a major effort requiring hardware, software, and database changes. Because of the cost involved in the effort, it is necessary that this project undergo the process to obtain approval under the requirements of the Capital Planning and Investment Control (CPIC.) It is anticipated that the contractor will provide all the necessary support required to complete the CPIC approval process, starting from the business case development, through the entire documentation process necessary for project approval.

The Electronic Information Exchange system is in need of major upgrades and re-architecture so that it may meet the new requirements of High Level Waste Licensing proceeding and the Government Paper Work Elimination Act. Because the upgrades are significant, the project will require approval through the CPIC process. The contractor shall provide support to accomplish the approval for this project.

Scope of Work

Task 1

The contractor shall review all government furnished documentation (see attachment list) and make a determination whether additional input by the Project Manager, Contractor, GSA or any other source is required to complete a CPIC Business Case and an OMB Form 300 for the EIE Upgrade Project. The CPIC Business Case for a Tier 1 Project consists of at a minimum:

Project Management Plan  
System Requirements Specifications  
Alternatives Analysis  
System Operations Concept  
Security Plan

### **Task 2**

The contractor shall provide all necessary personnel, resources and expertise, using existing or to be developed documentation, to complete a Business Case with all NRC standard formatting as required by the NRC CPIC process for the EIE Upgrade. Included in the CPIC Business Case is the following:

Project Management Plan  
System Requirements Specifications  
Alternatives Analysis  
System Operations Concept  
Security Plan

Detailed information on the contents of the Business case may be found on the NRC Website at <http://www.internal.nrc.gov/OCIO/cpic/index.html> and clicking on SOP-2.

### **Task 3**

The contractor shall provide all necessary personnel, resources, and expertise to complete the OMB Form 300 for the EIE System in a form ready for transmission by NRC to OMB in an electronic format. The Form 300 shall be follow the same format as the attached submittal for EIE for the 2003 submittal that is attached.

### **Deliverables**

1) Draft Business Case to be submitted to the NRC Project Officer, with a copy to the Contracting Officer, within 25 days after the initiation of work. The NRC Project Officer will review the draft business case and provide comments to the Contractor within five working days of receipt. The final CPIC Business Case shall be submitted within 5 days after receipt of the NRC comments and shall be consistent with NRC packaging requirements outlined in NRC's CPIC process.

The contractor shall also prepare a set of briefing slides containing a Business Case summary in MS Powerpoint Format. The slides are to be used by the EIE Project Manager to present the business case to the Information Technology Business Council for recommendation of approval.

2) Draft OMB Form 300 document and documentation to be submitted to the NRC Project Officer, with a copy to the Contracting Officer, within 45 days after the initiation of work. The NRC Project Officer will review the draft OMB Form 300 and provide comments to the Contractor within five working days of receipt. The Final OMB Form 300 shall be submitted within 5 days after receipt of the NRC's comments and shall be in electronic format.

**Period of Performance**

The period of performance of the subject order shall be three months after contract award.

**Key Personnel**

Key personnel must possess demonstrated analytical skills to build a CPIC business case in accordance with the System Development Life Cycle Methodology. In addition, key personnel shall be experienced in the performance of business process improvement analysis and associated graphical modeling tools as well as the use of the Rational Unified Process and the Rational Suite of tools to document user requirements. Key positions may not be reassigned or changed without prior approval of the NRC PM.

Attachments: (Previously Submitted to Contractor)

- CPIC 1 EIE Contingency Plan
- CPIC 2 EIE Risk Assessment
- CPIC 3 EIE System Security Plan
- CPIC 4 EIE Software Requirements Analysis
- CPIC 9 EIE CPIC Analysis Document
- CPIC 10 EIE Form 300 (2003 Submittal)
- CPIC 11 EIE Draft Project Management Plan (System Rearchitecture)

Note: CPIC 5 (Long Term Project Plan), CPIC 6 (HLW/GPEA Project Plan), CPIC 7 (Short Term Project Plan), and CPIC 8 (EIE 3.0 Project Plan) documents have been superseded but are available for review.