

UNITED STATES
NUCLEAR REGULATORY COMMISSION

WASHINGTON, D.C. 20555-0001

July 23, 2004



OA O Corporation
ATTN.: Mr. Robert M. Weisenbeck
30 West Gude Drive
Suite 300
Rockville, Maryland 20850

SUBJECT: MODIFICATION NO. 2 TO TASK ORDER 23 ENTITLED: "O & M DATA
SUPPORT OF HUMAN RESOURCES AND FINANCIAL SYSTEMS" UNDER
DELIVERY ORDER NO. NRC-33-03-342-005

Dear Mr. Weisenbeck:

This Modification No. 2 reduces the scope of Task Order No. 23 in accordance with the attached Statement of Work and OA O's April 22, 2004 proposal. Therefore, the task order total cost ceiling is decreased from \$607,391.86 by \$366,821.60 to \$240,570.26.

The period of performance for this Task Order No. 23 remains, October 18, 2003 through October 17, 2005.

This Modification No. 2 obligates funds in the amount of \$75,000.00, thereby raising the total obligated amount from \$150,000.00 to \$225,000.00. The obligated amount shall, at no time, exceed the task order cost ceiling \$240,570.26. 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 task order. Any work undertaken by the Contractor in excess of the obligated amount specified above is done so at the Contractor's risk.

Accounting data for this action is as follows:

Appropriations Symbol:	31X0200.384
Accounting ID Number:	N0334200523
B&R Number:	484-15-512-120
BOC Code:	2574
Job Code:	G8402
Commitment Number:	(Not Provided)
Amount Obligated:	\$75,000.00

Summary of Obligations:	
Fiscal Year 03	\$ 75,000.00
Fiscal Year 04	\$150,000.00
Cumulative Total	\$225,000.00

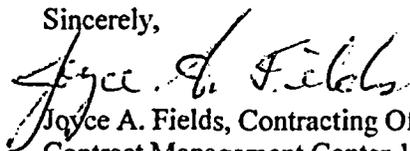
TEMPLATE - ADM001

ADM002

Task Order No. 23 - Modification No. 2
Page 2

The issuance of this task order does not amend any terms or conditions of the subject delivery order.

Sincerely,

A handwritten signature in cursive script that reads "Joyce A. Fields". The signature is written in black ink and is positioned above the printed name.

Joyce A. Fields, Contracting Officer
Contract Management Center 1
Division of Contracts

Operational and Maintenance Data Support of HR and Financial Systems

23.A Background

The Office of Human Resources (HR) requires data entry, analysis, and verification; as well as administrative, and report generation support for its financial and training systems. Currently, HR uses the Federal Financial System (FFS), and the HR Financial Control System (FCS) to maintain financial data and uses PeopleSoft Training Administration as the agency's training system.

HR staff will continue to receive requests for financial and training data and information from internal and external customers. The contractor shall provide maintenance, operations, training and data analysis, and data entry support for these existing applications, as well as provide the necessary transitional support for HR as the NRC moves to a new training system. In addition, the contractor may assist in the analysis, development, implementation rollout and/or integration of other web-based HR systems and reporting tools.

23.B Scope

To provide data analysis, data entry, and transitional support for Office of Human Resources systems.

The Contractor shall perform application systems operational and maintenance support for systems listed below in the statement of work section, subparagraph "Maintenance," following guidance provided in the SDLCMM, NRC's CM rules, and utilizing the CM Library as the source for obtaining a current copy of production application systems which require maintenance. Application maintenance is defined as modification and/or correction of code and/or data which are part of an application system in order to make the application system perform as intended in support of a business process/area for which it was written. These modifications/corrections may include those made to programs, scripts, job control languages, data, etc. Maintenance also includes, but is not limited to, analysis of conditions and outputs in order to identify root causes of problems and define methods for correction, troubleshooting, and establishment and execution of backups, restores, archives, housekeeping, etc.

In the performance of maintenance efforts, the Contractor shall appropriately checkout a copy of the current production version of an application system through the CM Library gatekeeper, make changes to the copy provided, and submit the changed application system (new code, documentation, builds, etc.) back through the CM Library gatekeeper for deployment by NRC. Additionally, during interim periods of development and deployment, HR must have access to all of its application systems and related SDLCMM artifacts (documents, draft reports, test data, test results, source, executables, builds, etc.) and the vendor products necessary for maintenance. To address this need, a project level CM Library may be utilized. The Contractor shall assist in its execution and maintenance. Application system product delivery to this environment is defined within the SDLCMM. The Contractor shall apply and enforce the defined procedures at the project level to ensure a controlled environment (check-out and check-in, along with

access controls plans and procedures) and provide recommendations to the NRC regarding enhancement or changes to currently documented procedures to improve controls throughout the period of performance of this work effort. The Contractor shall make recommendations to the NRC Task Order Manager and prepare the proper documentation necessary (e.g. updates or additions to the HR Standard Reports Library).

The Contractor shall be considered a technical resource to HR staff and remain available until deployment is completed to provide deployment support as part of the maintenance process.

The Contractor shall perform operational support tasks for systems listed below in the statement of work section, subparagraph "Operational Support," following guidance provided by the Task Order Manager. Individual efforts required of the Contractor shall be to provide operational support for agency applications in the form of data support, report generation, and production support for the identified HR systems. The Contractor shall also produce necessary documentation of work performed.

23.C. Statement of Work

1. Operational Support

a. Systems to be Covered under Operational Support

System Name	System Number	System Acronym	Software	Platform
Federal Financial System		FFS		
HR Internal Financial Control System		FCS		
PeopleSoft Training Administration		PeopleSoft		

b. Definition

Operational support may take various forms, including:

1. Data Services and Support:

- a. data interpretation,
- b. OCR, scanning,
- c. verification, and
- d. entry;

- Federal Financial System (FFS) and supporting databases - data entry and verification
- HR Training System - data entry and verification (PeopleSoft Training Administration, Cold Fusion, Access DB, WordPerfect 8.0)

2. Report/Output Generation:

The contractor may assist in the generation of existing reports in the HR Standard Reports Library. Outputs may include hard copy and electronic (BRIO, Crystal Reports 6.0, PS Query, Cognos, or other reporting tools; .pdf or .html format) for inclusion on the Internal Web or a shared network drive. Report generation may be required from a variety of HR systems either on a scheduled or ad-hoc basis of (a) standard reports or (b) quick query or new reports using newly defined criteria. HR currently uses BRIO, Crystal Reports, SQR, PS Query and other tools to access and to develop a means to extract and distribute standardized and parameter-driven reports and data to stakeholders. Routinely, such data/information is placed on a shared network drive so that information vital for effective decision-making is readily available to HR staff and clients on an as needed basis.

c. Work of Contractor and NRC Technical Direction

The Contractor shall provide operational support in the form of data analysis and data entry support, and verification for the Federal Financial System (FFS). In addition, the contractor shall provide data entry support for HR's Financial Control System (FCS) and other databases that supports the FFS. The level of effort will be approximately 950 hours per year.

The Contractor shall provide operational support in the form of data analysis and data entry support and verification for the agency training system, and other HR systems as needed. The level of effort will be approximately 950 hours per year.

d. Operational Support Work Effort Reporting

An activity report is required bi-weekly that describes the counts of transactions and types for Data Support services provided by system for the two-week period beginning on a Monday and ending on a Friday. The report shall be provided to the NRC Task Order Manager by no later than noon on Monday following the closing Friday of the two-week period. An activity report defining the system being queried, the query constructed, the requestor (name, office and phone number), the level of effort expended, and the output criteria is required biweekly by system for work performed. This report shall be delivered to the NRC Task Order Manager no later than two work days into the next biweekly period.

23.D Place of Performance

The data analysis, data entry and data verification support shall be performed on-site during NRC official duty hours. Access to the NRC facilities shall be provided by the NRC, as required during non-business hours.

23.E Schedule of Deliverables

<u>Deliverable Name</u>	<u>Responsibility</u>	<u>Delivery Schedule</u>
-------------------------	-----------------------	--------------------------

Maintenance Work Plan and Estimate to NRC Task Order Manager	Contractor	Whenever work effort will exceed 20 hours
Work Plan and Estimate Approval e-mail	NRC work effort manager	Upon review and approval of Work Plan and Estimate
Work effort approach of Ceiling Notification e-mail	Contractor	When 23 or less hours are available
New Versions of Application Products to CM	Contractor	When maintenance effort tested and ready for deployment
Special Reports of Work and Status - Maintenance	Contractor	At frequency directed
Ad-Hoc Report Outputs (2.c)	Contractor	Two work days from receipt of request
Special Reports of Work and Status - Operational Support	Contractor	At frequency Directed

23.F Expertise/Skills

Demonstrated experience using systems identified in relevant sections of this Task Order as requiring operational support. Competency in communication and analytical skills as demonstrated through prior assignments in the operational support area, and experience with applications running on a NOVELL LAN platform. Demonstrated ability to independently perform data analysis, entry and verification.

The contractor shall provide personnel with the following skills:

1. Working experience with and knowledge of FFS
2. Working experience with and knowledge of Novell LAN platform
3. Working experience with Cold Fusion and MS Access

23.G Period of Performance

The period of performance for this task order is from the date of award until October 17, 2005.

23.H Task Order Manager

The manager for this Task Order is Robert J. Smith, phone 415-7100.

23.I Level of Effort

The Government's estimated level of effort is 2,000 staff hours per year.