



UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D.C. 20555-0001

December 22, 2003

OAO Corporation
ATTN.: Mr. Robert Weisenbeck
7375 Executive Place
Seabrook, Maryland 20706

SUBJECT: TASK ORDER 32 ENTITLED "O&M SUPPORT FOR APPLICATION TESTING FOR WINDOWS XP MIGRATION - OCIO-07" UNDER DELIVERY ORDER NO. NRC-33-03-342-005

Dear Mr. Weisenbeck:

In accordance with the Section entitled "Task Order Procedures", of the subject delivery order, this letter hereby definitizes Task Order 32. This effort shall be performed in accordance with the enclosed Statement of Work (SOW).

The following individuals are considered essential to the successful performance of the work hereunder: Mike Daley and Angela Randall. The Contractor agrees that such personnel shall not be removed from the effort under the task order without compliance with the Key Personnel Clause (2052.215-70) of the delivery order.

Your contacts during the course of this task order are:

Technical Matters: Mark Resner - (301) 415-5949
Contractual Matters: Joyce Fields - (301) 415-6564

The period of performance for Task Order 32 shall commence December 15, 2003 and expire January 31, 2004. The total cost ceiling for this period is \$39,685.00.

This Task Order 32 obligates funds in the amount of \$18,000.00. The obligated amount shall, at no time, exceed the task order cost ceiling. When and if the amount(s) paid and payable to the Contractor hereunder shall equal the obligated amount, the Contractor shall not be obligated to continue performance of the work unless and until the Contracting Officer shall increase the amount obligated 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.

TEMPLATE - ADM001

ADM002

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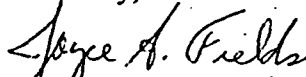
Task Order 32

Accounting data for this action is as follows:

Appropriations Symbol:	31X0200.410
Accounting ID Number:	N0334200532
B&R Number:	410-15-523-340
BOC Code:	252A
Job Code:	J1080
Commitment Number:	10470526C
Amount Obligated:	\$18,000.00

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

Sincerely,



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

Enclosure:
As stated

Task Order 32 OCIO-07 O&M Support for Application Testing for Windows XP Migration**A Background**

The Nuclear Regulatory Commission has been informed by the Microsoft Corporation that NRC's current desktop operating system, Windows NT 4.0, will no longer be supported after June 2003. NRC is planning to move to the Microsoft Windows XP system in Fiscal Year 2004.

CLIN 42, which was completed in FY 2003 under the previous OAO delivery order, performed cursory testing of the viability of 16-bit and 32-bit applications in the Windows XP environment. The scope of the abbreviated testing was to determine:

Will the system successfully open for use in the Windows XP operating system

If the system successfully opens, will the system perform its normal operations

The contractor has completed these tests for 53 applications, determined the likelihood of each system's ability to successfully run in the Windows XP environment, and documented problems encountered for each system.

The results of the testing identified a number of minor fixes that will need to be made to the tested applications. Because the XP image and test bed configuration has changed, the testing will need to be redone for the 53 applications with the new XP configuration.

B Objective

The objective of this task order is to retest and repair applications earlier tested. This task order will estimate, schedule, and repair/document the known application upgrade problems. Re-test all the applications in the final XP environment with end users to confirm and accept the successful migration of each office application to the new XP environment.

C Scope

The contractor shall supply the necessary materials and labor services to perform work described in the sections below. The work shall be accomplished in phases. Following are the defined phases:

Phase 1. Re-Test applications under the new XP environment release to ascertain that all previously identified problems remain and require repair. Document any new issues and establish the approach, and schedule for the repair, review/acceptance, and deployment packaging. The schedule must take advantage of obvious efficiencies that can be gained with like-kind fixes common to specific application types. The system owner shall be notified of the planned test date and schedule.

Phase 2. Repair Applications & Test: Fix known problems: Fix and test application problems which were documented in the deliverable report from CLIN 42 and

any alterations as discovered under Phase 1. These fixes include version upgrades and coding to fix display incompatibilities.

Phase 3. End User Functionality Testing: Coordinate with NRC technical lead to schedule end users in the XP test environment in the Consolidated Test Facility to confirm for each application that the functionality and screen appearance is operating in an acceptable manner. (If there is an appearance change, this activity may involve end user training).

Phase 4. With successful completion of Phase 3, package the application for deployment working with the NRC Technical Lead and the XP Migration team.

Phase 5. NRC plans to have other applications (those not identified as part of the 53) tested in the Consolidated Test Facility. If after completion of the XP testing of these other NRC applications, NRC determines these applications will not operate under the XP image, the contractor will analyze these applications and compute and report to NRC the time and cost to repair. If feasible, contractor will repair applications. If repair is not immediately possible, contractor will offer recommendations for repair and provide the cost estimate to bring applications under central CM.

D Statement of Work

The contractor shall re-test the applications with the new NRC XP image then develop an approach, plan, and schedule to perform repair/testing/deployment activities in the defined four Phases. The contractor shall create a Test Plan with test scripts prior to starting work on the repair to facilitate regression testing. The contractor shall document the results of the testing, including the acceptance test, and plan the deployment Phase work while testing of other applications moves forward in parallel.

The contractor shall attend NRC weekly XP technical meetings.

NRC will provide the contractor with 3 additional PC workstations to be used exclusively for the XP testing of applications. The NRC will update these workstations on a pilot basis with all workstation upgrades so that the contractor will have an early review of the planned NRC WOO rollout. The contractor shall test the 53 applications with the revisions made on the base XP image on these pilot workstations to assure that successful application performance continues.

Three weeks after task award, the contractor shall provide a schedule which suggests a date for acceptance testing in the CTF for each of the 53 applications. The schedule should look similar to the following table. The suggested date of testing is an approximate date and will be used by the NRC technical contact in order to schedule acceptance testing by the users following the XP testing by the contractors.

System Number	Application Name	Acronym	Suggested Date of Testing in XP

The contractor will assist NRC with the scheduling of the rollout of XP to NRC users. The contractor shall suggest a rollout order that minimizes difficulties for shared applications.

It is highly desirable, but not necessary, that the contractor utilize a testing methodology and automated test tools, such as the Rational tool set. It is suggested that the contractor use a structured test approach with documented Test Plans, Test Scripts, Problem Reports, and results to facilitate Central Configuration Management steps.

Phase 1. Re-Test on Latest XP NRC Image

The contractor shall review the "Windows XP Test Report" dated June 3, 2003 from CLIN 42 that summarized problems for the applications. The contractor shall re-test the applications on the frozen NRC XP image to determine if the problems noted in the report remain and still require attention and repair. Any new issues shall be documented. The contractor shall then prepare an approach and schedule to implement the fixes, test in the Consolidated Test Facility at NRC, demonstrate and test with the user, obtain acceptance, and plan the rollout strategy.

Phase 2. Repair and Correct Application Anomalies

The purpose of Phase 2 is to implement the plan to repair the systems needing alterations. The contractor shall follow standard configuration management procedures to check out code for repair and document the fixes made. These systems must again be tested and reviewed prior to Phase 3 steps for the application. The contractor must assure that the repairs made have not compromised the security of the system in a manner so as to present a greater risk than the application originally possessed.

Phase 3. End User Functionality/Appearance/ & Integration Testing

The purpose of Phase 3 is to port to the NRC Consolidated Test Facility each application for testing and acceptance by the end users. This step will also verify systems integration with standard NRC desktop software such as ADAMS, GroupWise, the WordPerfect suite, and print service availability, administration and operations functions.

The contractor shall work very closely with the NRC Technical Lead to plan and schedule acceptance review by the end users in NRC Headquarters. The contractor will identify and document problem conditions, thresholds, or limitations. If additional repairs are mandated, the contractor shall document the condition and the time to repair/re-test/ and verify the systems operation. A new deployment schedule will need to be prepared for this application.

Phase 4. Application Deployment

After Phase 3 has completed for each application, a deployment strategy must be developed and implemented. Working closely with the NRC Technical Lead and the Infrastructure Deployment Lead, the contractor shall package the application and hand-off the final executable code or assist in the deployment planning so as to coincide with the rollout strategy. The goal is to have applications ready at the same time that the user is receiving his upgrade with the intent

to cause no interruption to the NRC application availability.

Phase 5. Other Applications

NRC plans to have other applications tested in the Consolidated Test Facility. If after the testing is complete and it is determined that the applications do not work with the XP image, the contractor shall document the problems encountered for each system and classify systems into one of three categories as a result of testing:

1. The application requires minimal resources to fix. The contractor shall take the necessary steps to fix the application.
2. The application requires a commercial software package in order to run with the NRC XP image. Contractor will analyze and make a recommendation to NRC regarding which software package will correct the problem.
3. The application is not immediately repairable. The contractor has determined that repair of the application is not easy to facilitate. The contractor will offer recommendations for repair and prepare a report to the NRC that provides the cost estimate to bring applications under central CM.

E. Government Furnished Equipment

The NRC shall supply 3 PC workstations with the final production Windows XP operating system image installed and provide a disk with the XP image for installation on 3 other test machines. Three (3) additional PC workstations will be installed that will be subject to ongoing Workstation Upgrades (WOO) for you to test.

F. Place of Performance

Offsite in XP testing laboratory, and at the NRC Consolidated Test Facility

G. Schedule of Deliverables

Schedule of Deliverables

<u>Deliverable Name</u>	<u>Responsibility</u>	<u>Due Date</u>
Technical Approach Document Testing	Contractor	10 days after Phase 1
Project Schedule	Contractor	Initially 15 days after Phase 1, then updated every 2 weeks to Tech. Lead.

Progress Review Meetings	Contractor/NRC Task initialization	Once every week after
Financial Report of Work	Contractor other status meeting	Bi-Weekly at every
Summary of Applications test results and cost estimate to repair systems	Contractor	At the completion of Phase 1 tests - December 23, 2003.
Suggested office rollout order for the 53 applications	Contractor	4 weeks after Task Initiation
Special Reports of Work and	Contractor	At frequency Directed status.

H. Expertise/Skills

Demonstrated experience in application systems software and platforms defined for systems identified in relevant sections of this task order. Competency in technical, written communication, and analytical skills, documentation as demonstrated through prior assignments in the technical support area, and experience with applications running on a NOVELL LAN platform. Excellent planning and coordination skills sufficient to exercise the testing in a fast moving environment.

Because the fixes will require migration of Sybase PowerBuilder and Microsoft Access applications, expertise in these tools is required.

I. Level of Effort

The Government estimated level of effort is 2,000 staff hours or approximately 500 staff hours per Phase.

J. Assumptions

The Government estimates for level of effort assumes the following:

- XP image for production testing is frozen
- 90% of the problems have been identified in the CLIN 42
- effort to make fixes identified in CLIN 42 is minimal
- tests for integration, presentation, and printing in the CTF will uncover minimal additional problems
- end user functionality testing will not find many additional problems
- full functionality for ADAMS will be performed in a separate work order

- full functionality for HRMS will be performed in a separate work order

K. Task Order Manager

The manager for this task order is Patty Nibert, 301-415-6030.

Section 1 - Windows XP Test Results Summary

Name	Acronym	APP#	RESULT		RECOMMENDATIONS		
			Pass	Fail	Regression Testing Only	Additional Developments Required	Replatform
Agencywide Electronic Document Management System	ADAMS	9501	✓		✓		
ACRS/ACNW Document Management System	ADMS	3596	✓		✓		
Allegation Tracking System	ALTS	3527	✓		✓		
Allegation Management System	AMS	9615	✓			✓	
Commission / EDO Budget Tracking System	COMEDO	3545	✓		✓		
Central Office of Records Tracking System	COR	3620	✓		✓		
Large Conference Room Program	CRSS	3570	✓		✓		
HR Client/Server Reporting Interface	CSRI	F0016	✓		✓		
Enforcement Action Tracking System	EATS	6029	✓			✓	
Document Logging and Locator System	EDO-DOLLS	3528	✓			✓	
Office of Executive Director for Operations Document Logging and Locator System	EDOLS	3621	✓		✓		
EDO Work Item Tracking System	EWITS	3598	✓		✓		
FACFEES	FACFEES	3507	✓		✓		
FOIA Action Case Tracking System	FACTS	3501	✓		✓		
PC Materials Annual Fee System	FEESSET	9779-n	✓			✓	
Fees/FFS File Transfer Process	FEESFTP	9778	✓		✓		
Fees License Billing System	FEESLBS	3592	✓			✓	
FOLDER (File Locator System)	FOLDER	3608	✓		✓		

Foia Office Tracking System	FOSS	3502	✓		✓		
EDO Foreign Travel Service	FTTS	3554	✓			✓	
General License Tracking System	GLTS	B0041	✓			✓	
Human Resources Management System (StarFire)	HRMS	E0003-1	✓		✓		
Inspection Planning	IP	9709-1	✓			✓	
Inspection Procedure Authority System	IPAS	9709-4	✓			✓	
Inspection Planning Cycle	IPC	9709-3	✓			✓	
RPS- Item Reporting	IR	9709-6	✓			✓	
Inspection Report Tracking System	IRTS	9709-5	✓			✓	
Licensing and Other Planning	LOP/TRIM	9709-2	✓			✓	
Materials Fees	MATREV	3543	✓			✓	
MATSYS	MATSYS	3506	✓			✓	
Metrochek	METROCH EK	H0045	✓		✓		
Work Item Tracking System	NRR-WITS	3609	✓		✓		
Nuclear Regulatory Commission Report Processing System	NUREGS	3525	✓		✓		
Office of the Controller Salary and Benefits System	OSCB	3601	✓			✓	
Work Item Tracking System	OGC-WITS	3597	✓			✓	
OIG Commission EDO Budget Tracking System	OIG COMEDO	3613	✓		✓		
OIG Travel Management System	OIGTRV	3540	✓		✓		
Office of Investigation's Management System	OIMISWIN	9719	✓			✓	
Operator License Tracking	OLTS	A0048	✓			✓	
PC Materials Annual Fee System	PCMATAN N	9779-o	✓		✓		
Parking Management Information System	PMIS	H0037	✓			✓	
Public Meeting Notice System	PMNS	3569	✓		✓		

Project Tracking System	PTS	3590	✓			✓	
Resource and Assignment Tracking System	RATS	3548	✓			✓	
Reports	REPORTS	9709-9	✓			✓	
Research Information Management System	RIMS	3599	✓			✓	
Reactor Oversight Program	ROP	9709-11	✓			✓	
Reciprocity Tracking System	RTS	3615	✓		✓		
Security Access Method Module	SAM	9709-7	✓			✓	
SEC Tracking Reporting System	STARS	9509	✓			✓	
RPS - Tables Module	TABLES	9709-8	✓			✓	
Telephone Book Preparation Edit System	TELEDIT	3619	✓		✓		
Time, Resource, and Inventory Management	TRIM	9709-2	✓			✓	