

# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES  
1 10

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

BPA NO.

1. DATE OF ORDER <b>AUG 22 2004</b>		2. CONTRACT NO. (If any) NRC-33-04-319		6. SHIP TO:	
3. ORDER NO. TASK ORDER NO. 2		4. REQUISITION/REFERENCE NO. 10470806c		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div of Contracts Two White Flint North - MS T-7-I-2 Attn: Jeffrey R. Mitchell Washington, DC 20555				b. STREET ADDRESS Attn: Will Madison Mail Stop: T6-C30	
				c. CITY Washington	d. STATE DC
				e. ZIP CODE 20555	
7. TO:				f. SHIP VIA	
a. NAME OF CONTRACTOR FILENET CORPORATION				8. TYPE OF ORDER	
b. COMPANY NAME Attn: Susan Champi Professional Services District Manager				<input type="checkbox"/> a. PURCHASE ORDER <input checked="" type="checkbox"/> b. DELIVERY/TASK ORDER	
c. STREET ADDRESS 2200 Wilson Boulevard, Suite 307				Reference your Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated. Except for billing instructions on the reverse, this delivery/task order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY Arlington	e. STATE VA	f. ZIP CODE 22201			
9. ACCOUNTING AND APPROPRIATION DATA Job Code: J1017 BOC: 252A Contractors DUNS: 074958679				10. REQUISITIONING OFFICE 33	
BR# 410-15-524-350 Fund Source: 31x0200.410 Obligate \$8,300.00					
11. BUSINESS CLASSIFICATION (Check appropriate box(es))					
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input 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 As stated below	
				16. DISCOUNT TERMS Net 30	
13. PLACE OF		FOR INFORMATION CALL: (No collect calls)			
a. INSPECTION	b. ACCEPTANCE		Jeffrey R. Mitchell 301-415-6465		

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 deliver the following to the U.S. Nuclear Regulatory Commission (NRC): TASK ORDER NO. 2 UNDER CONTRACT NO. NRC-33-04-319 ENTITLED "AUTOMATING THE REMOVAL OF DOCUMENTS FROM THE ADAMS PUBLIC LEGACY LIBRARY AND PUBLICALLY AVAILABLE RECORDS SYSTEM LIBRARY"</p> <p>In accordance with Section C.7 entitled "Task Order Procedures" of the subject contract, this order definitizes Task Order No. 2. This effort shall be performed in accordance with the enclosed Statement of Work.</p> <p>The NRC accepts FileNET's Task Order #2 proposal dated August 3, 2004, which is hereby incorporated by reference.</p> <p>Period of Performance: July 14, 2004 through August 11, 2004 Task Order No. 2 Ceiling amount \$12,520 (\$9,520 Labor and \$3,000 Travel)</p> <p>FileNET Acceptance:  <i>Guil Fitzmaurice</i>            Name/Signature Title Date            Guil Fitzmaurice         </p>					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.		SUBTOTAL	
	21. MAIL INVOICE TO:					
	a. NAME U.S. Nuclear Regulatory Commission Payment Team, Mail Stop T-9-H-4					17(h) TOTAL (Cont. pages)
	b. STREET ADDRESS (or P.O. Box) Attn: (NRC-33-04-319 TO 2)					
c. CITY Washington		d. STATE DC	e. ZIP CODE 20555		17(i). GRAND TOTAL	

22. UNITED STATES OF AMERICA  
BY (Signature)

*Joyce A. Fields* 8/22/04

23. NAME (Typed)  
Joyce A. Fields  
Contracting Officer  
TITLE: CONTRACTING/ORDERING OFFICER

TEMPLATE - ADM001

OPTIONAL FORM 347 (8/95)  
ADM002



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

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

**A.2 OTHER APPLICABLE CLAUSES**

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

☐ 52.216-18, Ordering

☐ 52.216-19, Order Limitations

☐ 52.216-22, Indefinite Quantity

☐ 52.217-6, Option for Increased Quantity

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

☐ 52.217-8, Option to Extend Services

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

**A.3 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.

## NRC-33-04-319

### Task Order #2

#### Requirements for Automating the Removal of Documents from the ADAMS Public Legacy (PL\_ADAMS) Library

Currently, when documents need to be removed from the ADAMS Public Legacy Library NRC staff with System Administrator authority must delete the documents one-at-a-time and manually modify the document properties in the ADAMS Legacy Library to document what was done and when it was done. The purpose of these utility programs is to provide an automated process to remove documents with similar characteristics while still providing for the necessary level of documentation.

#### Requirements

- 1) The program must be written so that only an NRC user with System Administrator rights can execute it.
- 2) The program should be written so that there is a "report" mode (which will tell the user what documents would have been deleted) and a "fix" mode (which will actually delete documents).
- 3) The program must allow for an NRC user to construct a document selection statement to select the documents to be removed by specifying a particular value or values for the FileNet Docket Number property. For example, the user would be able to select the documents to be removed by specifying:
  - a) Docket Number = unique value only, or
  - b) Docket Numbers = unique values only

The program must be able to handle up to three unique docket numbers. Wild cards will not be accepted.

- 4) The program must permit flexibility in selecting documents to be removed based on values in multi-valued properties. The NRC user must be able to construct a selection statement that can exclude documents that have multiple values in multi-value properties or alternatively not exclude those documents. For example, if the selection statement includes Docket Number= 060-123456, and documents contain that specific Docket Number plus other Docket Numbers (Docket Number is a multi-value property) the user must be able to specify that if other values are present the document should not be selected for removal. The user must also be able to specify that as long as the specific value is present the document should be selected for removal regardless if other values are also included in a multi-value property. For example, the search contains the following Docket Numbers:

Docket Number = 059-100233

Docket Number = 060-100451

Docket Number = 058-100512

[ ] Can contain other Docket Numbers.

The Docket Numbers will cause the deletion of the record from the database and the associated Item from the shelves if found alone or in any combination, as long as the record contains no other Docket Numbers different from the three designated. If the check box were selected for "Can contain other Docket Numbers", any record found containing the unique Docket Numbers, regardless of other Docket Numbers in the field, would be deleted along with the associated Item.

- 5) The program must be capable of running in two basic modes.
  - a) "Fix" mode. In this mode, after NRC staff constructed the document selection statement, the program would perform all of the requirements without any human intervention.
  - b) "Report" mode. In this mode, after NRC staff constructed the document selection statement, the program would report the properties of each document that met the selection criteria. The report would be in the form of a text readable log file. The file should also be printable. Once the report finishes, the program will prompt the user before performing the "fix." Before any "fix" runs, the program will prompt with an "Are You Sure?" dialog box.

The "Are you sure?" dialog box will include the library being run against, e.g.:

Running Fix Process on  
"Public Legacy"  
"Are you sure?"  
[Yes] [Cancel]

- c) The delete program must use a "secure" delete function, such as FileNets Secure Document Delete three scrubs method, to insure that the target item file is completely erased.
- 6) In "report" mode, all data from the properties must be captured and displayed in the report.
- 7) A second program will update the Legacy Library (internal repository). This program must be capable of running in a "report" (create a log file) or "modify" mode. This program must be capable of reading the log file that was produced as a result of the delete (fix or report) program that ran on the Public Legacy system. The Public Legacy log file will be used to indicate which documents on the Legacy Library to update.
- 8) For any document removed from Public Legacy, the program on the Legacy Library must:
  - a) Change the value in the Availability property to "Non-Publicly Available"
  - b) Remove the value in the Date to be Released property
  - c) Change the value in the Document Sensitivity property to "Sensitive"

- d) Add an RC (Record Corrected) Code to the Keyword Property. If there are already existing values in the Keyword property, the new OARC code is to be added as a separate value. The Correction Code format is:  
**RCYYYYMMDDARP**

RC=Record Corrected

YYYYMMDD= Year/Month/Day that document was deleted from the Public Legacy Library

ARP= Automated Removal Program

Example: RC20040731ARP

- 9) The programs must generate a report that contains the following data for each document and removed from Public Legacy:
- a) Criteria used to select documents
  - b) ADAMS Accession Number of each document removed
  - c) Date Removed from Public Legacy
  - d) Any other fact that may come to light in the course of testing these programs, such as no associated item in a shelf (database record is still deleted)

**Estimate for work and travel:**

- Assisted processing (on-site) – this is as requested by NRC on 6/16/04 for assistance in automating the delete process for a set of three specific Docket Numbers
  - This will provide an on-site resource to develop the utility required to execute the delete processing and recording for a specific set of three Docket Numbers. The individual will also run the process for NRC. The task includes running a report of candidates for deletion for NRC verification and running the actual process that will delete the items from PL and update the properties on LL.
- 2 weeks on-site
- 2 weeks of travel at (estimated) \$1500 per week
- Optional at the discretion of the NRC:  
Development of the tool to meet the requirements listed above for deleting from Legacy based on a user defined set of Docket Numbers.
  - This estimates assumes that the assisted processing was accomplished prior to the initiation of the development of the user tool.
- 3 weeks
- 2 weeks of travel at (estimated) \$1500 per week

## **Requirements for Automating the Removal of Documents from the ADAMS Publically Available Records System (PARS) Library**

- **Note:** This entire portion of the task order is optional at the discretion of the NRC. Currently, when documents need to be removed from the ADAMS PARS Library NRC staff with System Administrator authority must unfile the documents one-at-a-time and manually modify the document properties in the ADAMS Main Library to document what was done and when it was done. The purpose of this program is to provide an automated process to remove documents with similar characteristics while still providing for the necessary level of documentation.

### **Requirements**

10. The program must be written so that only an NRC user with System Administrator rights can execute it.
11. The program should be written so that there is a "Report" mode (which will tell the user what documents would have been deleted) and a "Unfile" mode (which will actually unfile documents from replication folders in the ADAMS Main Library).
12. The program must allow for an NRC user to construct a document selection statement to select the documents to be removed by specifying a particular value or values for the FileNet Docket Number properties. For example, the user would be able to select the documents to be removed by specifying:
  - a. Docket Number = unique value only, or
  - b. Docket Numbers = unique values only

The program must be able to handle up to three unique docket numbers. Wild cards will not be accepted.

13. The program must permit flexibility in selecting documents to be removed based on values in multi-valued properties. The NRC user must be able to construct a selection statement that can exclude documents that have multiple values in multi-value properties or alternatively not exclude those documents. For example, if the selection statement includes Docket Number= 060-123456, and documents contain that specific Docket Number plus other Docket Numbers (Docket Number is a multi-value property) the user must be able to specify that if other values are present the document should not be selected for removal. The user must also be able to specify that as long as the specific value is present the document should be selected for removal regardless if other values are also included in a multi-value property. For example, the search contains the following Docket Numbers:

Docket Number = 059-100233  
Docket Number = 060-100451  
Docket Number = 058-100512

[ ] Can contain other Docket Numbers.

The Docket Numbers will cause the unfiled of the record from all replication folders if found alone or in any combination, as long as the record contains no other Docket Numbers different from the three designated. If the check box were selected for "Can contain other Docket Numbers", any record found containing the unique Docket Numbers, regardless of other Docket Numbers in the field, would be unfiled from replication folders.

14. The program must be capable of running in two basic modes.
  - a. "Unfile" mode. In this mode, after NRC staff constructed the document selection statement, the program would perform all of the requirements without any human intervention.
  - b. "Report" mode. In this mode, after NRC staff constructed the document selection statement, the program would display the properties of each document that met the selection criteria. The report would be in the form of a text readable log file. The file should also be printable. Once the report finishes, the program will prompt the user before performing the "Unfile." Before any "Unfile" runs, the program will prompt with an "Are You Sure?" dialog box.

The "Are you sure?" dialog box will include the library being run against, e.g.:

```
Running Unfile Process on
"ML_ADAMS"
"Are you sure?"
[Yes]   [Cancel]
```

15. Before any document is unfiled from any replication folder and removed from PARS the following data must be captured from the PARS Library for each document to be removed: Last Access User, Last Access Date, and Date Added. This data must be included in the data that is added to the Keyword property for each document in the Main Library record. See Requirement number 10.
16. The program must determine if the document to be removed from PARS is part of a public ADAMS Package. If it is, the program must (remove) unfile the Package from PARS if:
  - a. the document being removed in the first document in the package, or
  - b. there are less than 2 documents in the package that are still Publicly Available after the documents to be removed have been removed.
  - c. For any Package removed from PARS, the program must annotate the Comments Property of the Package in the Main Library to add an OARC (Official Agency Record Corrected) Code. The format of the code and the text to be entered is as follows:

"OARC(insert date removed from PARS)ARP=Unfiled from (insert date of Replication Folder) Replication Folder". There must be a description of each Replication folder that the Package was unfiled from. Note: Any existing text in the Comments property must be retained. The new text will be appended to the



end of the existing text. See examples below:

Example 1- OARC20040731ARP=Unfiled from July 20, 2001 Replication Folder

Example 2- OARC20041117ARP=Unfiled from April 12, 2004 and October 04, 2004 Replication Folders

Note: Date Format is YYYYMMDD= Year/Month/Day

ARP= Automated Removal Program

17. For any Package removed from PARS the program must also:
  - a. Change the Availability Property to "Non-Publicly Available"
  - b. Remove the value in the Date to be Released Property
18. In the ADAMS Main Library, the program must Unfile the document from all replication folders where it is filed. The program is NOT to unfile the document from non-Replication folders.
19. For each document unfiled from Replications folders, the program must modify the Main Library Document Properties as follows:
  - a. Change the value in the Availability property to "Non-Publicly Available"
  - b. Remove the value in the Date to be Released property
  - c. Change the value in the Document Sensitivity property to "Sensitive"
  - d. Add an OARC (Official Agency Record Corrected) Code to the Keyword Property. If there are already existing values in the Keyword property the new OARC code is to be added as a separate value. The Correction Code format is: OARCYYYMMDDARP

OARC=Official Agency Record Corrected

YYYYMMDD= Year/Month/Day that document was unfiled from Replication folder(s)

ARP= Automated Removal Program

Example: OARC20040731ARP

Immediately following the correction code in the Keyword property add the equal sign (=) followed by a description of all of the Replication folders that the document was removed from, and the data captured in Requirement Number 5 above. See examples below:

Example 1- OARC20040731ARP=Unfiled from April 12, 2004 Replication Folder. Last Access User=WED1, Last Access Date=10/24/2003, Date Added to PARS=10/21/2004

Example 2- OARC20040601ARP=Unfiled from April 12, 2004 and May 14, 2004 Replication Folders. Last Access User=WED1, Last Access Date=10/24/2003, Date Added to PARS=10/21/2004

20. The program must generate a report that contains the following data for each document and Package removed from PARS:
- Criteria used to select documents
  - ADAMS Accession Number of each document and package removed
  - Date Removed from PARS (date the document/package was unfiled from the replication folder(s) on ML\_ADAMS)
  - Association of any Packages and documents removed

**Estimate for work and travel:**

- Optional at the discretion of the NRC:  
Assisted processing (on-site) – this is as requested by NRC on 6/17/04 for assistance in automating the unfile process for a set of three specific Docket Numbers
  - This will provide an on-site resource to develop the utility required to execute the unfile processing and recording for a specific set of three Docket Numbers. The individual will also run the process for NRC. The task includes running a report of candidates for unfile for NRC verification and running the actual process that will unfile the items from and update the properties on ML\_ADAMS.
- 3 weeks on-site
- 3 weeks of travel at (estimated) \$1500 per week
- Optional at the discretion of the NRC:  
Development of the tool to meet the requirements listed above for unfile from ML\_ADAMS based on a user defined set of Docket Numbers.
  - This estimate assumes that the assisted processing was accomplished prior to the initiation of the development of the user tool.
- 5 weeks
- 3 weeks of travel at (estimated) \$1500 per week

Should the NRC decide to move forward on any of the optional tasks, NRC will inform FileNet far enough in advance so that appropriate FileNet resources can be scheduled.

**Period of Performance**

The period of performance on Task Order #2 is Day of Award through August 11, 2004.

\* TRAVEL: All travel shall be reimbursed in accordance with Federal Travel Regulations. FAR 31.205-46.