



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

MAR 4 2004

OA0 Corporation  
ATTN.: Mr. Robert M. Weisenbeck  
30 West Gude Drive, Suite 300  
Rockville, Maryland 20850

SUBJECT: TASK ORDER 35 ENTITLED "O&M SUPPORT FOR APPLICATION REPAIR  
AND REGRESSION TESTING FOR WINDOWS XP MIGRATION (OCIO-08)"  
UNDER DELIVERY ORDER NO. NRC-33-03-342-005

Dear Mr. Weisenbeck:

This confirms verbal authorization provided to you on March 12, 2004, by Carolyn Cooper, of my staff, to initiate the subject task order, with a temporary cost ceiling of \$5,000.00. The task order shall be performed in accordance with the enclosed Statement of Work (SOW) and your proposal dated March 5, 2004, which is incorporated herein by reference.

Task Order No. 35 shall be effective March 16, 2004 through December 31, 2004. The total cost ceiling for Phases 2, 3, and 4 of this task order is \$200,873.95, which is inclusive of the \$5,000.00 temporary cost ceiling provided. The contractor shall provide a cost proposal for Optional Phase 5 as a deliverable under this task order.

Task Order 35 obligates funds in the amount of \$100,000.00. 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 equals the obligated amount, the Contractor shall not be obligated to continue performance of the work unless and until the Contracting Officer increases 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. It is estimated that this amount will cover performance through July 31, 2004.

Accounting data for this action is as follows:

Appropriations Symbol:	31X0200.410
Accounting ID Number:	N0334200535
B&R Number:	410-15-523-340
BOC Code:	252A
Job Code:	J1080
Commitment Number:	10470612C
Amount Obligated:	\$100,000.00

The following individuals are considered essential to the successful performance of the work hereunder: [REDACTED] 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.

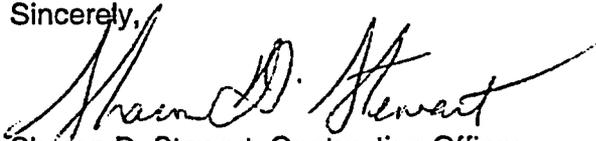
Your contacts during the course of this task order are:

Technical Matters: Patricia Nibert - (301) 415-6030  
Contractual Matters: Carolyn Cooper - (301) 415-6737

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

Please indicate your acceptance of this task order by having an official who is authorized to bind your organization, execute three copies of this document in the spaces provides below and return two copies to the Contract Specialist. You should retain the third copy for your records.

Sincerely,



Sharon D. Stewart, Contracting Officer  
Contract Management Center 1  
Division of Contracts  
Office of Administration

Enclosure: As stated

ACCEPTED:

William M. Costanza  
NAME

Contracts Manager  
TITLE

03/26/04  
DATE

## Task Order 35

### O&M Support for Application Repair and Regression 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. **Phase 1, the retesting of applications, documenting and establishing an approach, has been completed. This Statement of Work is being modified to further refine the original requirements. The purpose of this task is to initiate Phases 2, 3, and 4, as defined in Task Order 32. Phase V is included as an optional Task that may be activated subsequent to the NRC XP rollout.**

#### B Objective

The objective of this task order is to repair and perform regression testing of the 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. **Completed on 2/13/04.** 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.

- 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. The contractor shall create a Project Management Plan which describes the schedule associated with the applications repair**
- 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 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 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.

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 - Completed on February 13, 2004**

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 NRC technical lead will contact the contractor and request support to assist to resolve these issues. The contractor shall visit the user with the technical lead to perform analysis of the application. After analysis the contractor shall provide a cost estimate to repair the application and request authorization from the technical lead to proceed. The contractor shall classify the system into one of three categories:

1. The application requires minimal resources to fix. The contractor shall take the necessary steps to fix the application.
2. The application requires an upgraded commercial software package in order to run on the NRC XP image. Contractor will analyze and make a recommendations to NRC regarding which software package will correct the problem. The user will contact the NRC CSC to have the upgraded software installed. After installation, the contractor shall assist in restoration of the application.
3. The application is not immediately repairable. The contractor shall prepare a cost estimate to provide repairs of the application that shall also cover the cost to document the system and bring the application under OCIO management and Central Configuration Management coverage.

**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. Period of Performance/Requested Completion Date**

The requested completion date for this Task is NLT December 31, 2004.

**H. Schedule of Deliverables**

<u>Deliverable Name</u>	<u>Responsibility</u>	<u>Due Date</u>
Weekly Status Report	Contractor	Due to Task Manager Fridays COB

<b>System Test Schedule (Tests to be done in the CTF)</b>	<b>Contractor</b>	<b>Weekly</b>
<b>Project Schedule System Repair Schedule</b>	<b>Contractor</b>	<b>Initially, one week after task initialization updated as requested by NRC Task Manager</b>
<b>Suggested office rollout order for the 53 applications</b>	<b>Contractor</b>	<b>2 months after Task Initiation</b>
<b>Progress Review Meetings</b>	<b>Contractor/NRC</b>	<b>Once every week after Task initialization</b>
<b>Financial Report of Work</b>	<b>Contractor</b>	<b>Bi-Weekly at every other status meeting</b>
<b>Special Reports of Work and status.</b>	<b>Contractor</b>	<b>At frequency As Directed</b>

**Deliverable for Phases II and III**

- **The contractor shall deliver a weekly status report of the repairs made to the applications being tested. The weekly report will be delivered by Friday COB. The report should contain the following information:**

**Number of applications repaired:**

**Number of applications completed through User Acceptance Test (UAT):**

**Percentage complete:**

- **The contractor shall deliver a weekly System Test Schedule to the NRC technical lead. This schedule will include the names of the applications that are ready for testing by the user. Upon receipt of this report, the NRC technical lead will schedule a time with the user of the application in the Consolidated Test Facility for an acceptance test. If fixes are needed to the application after testing by the user, the contractor will make the necessary repairs and the NRC technical lead will schedule a time for retesting with the client.**
- **The contractor shall deliver a MS Project schedule with applications grouped by application language.**

**The milestones should read:**

- **Code, Unit Test**
- **Conduct System Test**
- **Ready for UAT**
- **UAT complete**

**The dates for “Ready for UAT” and “UAT complete” will be the same until the UAT is complete and signed off by the client.**

#### **Deliverable for Phase IV**

**The contractor shall package the application and the installation particulars, to include procedures for installation of software and deliver to the XP Migration Team.**

#### **Deliverable for Phase V**

**The contractor shall perform an analysis and provide a report of condition with a cost estimate to repair the application. Upon approval from the NRC task lead, the contractor shall effect repairs.**

#### **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. 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

**J. Period of Performance**

The period of performance for Phases, 2, 3, and 4 is from March 16, 2004 through December 31, 2004. The Optional task, Phase 5, may be exercised as early as July.

**K. Task Order Manager**

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