

# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 3

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

BPA NO.

1. DATE OF ORDER 03-02-2005		2. CONTRACT NO. (If any) GS35F0652N		6. SHIP TO:	
3. ORDER NO. NRC-33-05-335		4. REQUISITION/REFERENCE NO.		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 Contract Management Center No. 1 Washington, DC 20555				b. STREET ADDRESS Attn: Anne Stracke, M/S T6C30 OIS/BPIAD/ATDB	
				c. CITY Washington	d. STATE DC
				e. ZIP CODE 20555	

7. TO:

NAME OF CONTRACTOR

WEBWORLD STUDIOS, INC.

898 N LEXINGTON ST

ARLINGTON VA 222055133

f. SHIP VIA

8. TYPE OF ORDER

☐ a. PURCHASE ORDER

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.

☒ b. DELIVERY/TASK ORDER

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.

9. ACCOUNTING AND APPROPRIATION DATA  
510-15-5F1-340 J1204-2 252A 31X0200.510  
Obligate: \$169,389

\$169,389.00

10. REQUISITIONING OFFICE CIO

OIS/BPIAD/ATDB

11. BUSINESS CLASSIFICATION (Check appropriate box(es))

☒ a. SMALL ☐ b. OTHER THAN SMALL ☐ c. DISADVANTAGED ☐ d. WOMEN-OWNED

12. F.O.B. POINT Destination		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE See attached	16. DISCOUNT TERMS N/A
13. PLACE OF		FOR INFORMATION CALL: (No collect calls)		
a. INSPECTION	b. ACCEPTANCE	B. Meehan 301-415-6730		

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 U.S. Nuclear Regulatory Commission hereby accepts Webworld Technologies offer dated December 3, 2004, for the Enterprise Architecture Repository System Support project, in accordance with the statement of work (sow) (section c) at the prices listed in the price schedule (Attachment 1) of this order. Webworld Technologies' offer is hereby incorporated and made a part of this order.</p> <p>The period of performance of this order shall be from March 14, 2005 through one year thereafter.</p> <p>The ceiling amount for this order is \$169,389. The amount obligated with respect to this order is \$169,389.</p> <p>DUNS # 95-746-1023</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-33-05-335)						
c. CITY Washington			d. STATE DC	e. ZIP CODE 20555		17(i). GRAND TOTAL \$169,389.00	

UNITED STATES OF AMERICA  
BY (Signature)

*Barbara D. Meehan*

23. NAME (Typed)  
Barbara D. Meehan  
Contracting Officer  
TITLE: CONTRACTING/ORDERING OFFICER

OPTIONAL FORM 347 (6/85)

TEMPLATE - ADM001 SISP Review Complete

ADM002

If desired, this order (or copy thereof) may be used by the Contractor as the Contractor's invoice, instead of a separate invoice, provided the following statement, (signed and dated) is on (or attached to) the order: "Payment is requested in the amount of \$\_\_\_\_\_. No other invoice will be submitted." However, if the Contractor wishes to submit an invoice, the following information must be provided: contract number (if any), order number, item number(s), description of supplies or services, sizes, quantities, unit prices, and extended totals. Prepaid shipping costs will be indicated as a separate item on the invoice. Where shipping costs exceed \$10 (except for parcel post), the billing must be supported by a bill of lading or receipt. When several orders are invoiced to an ordering activity during the same billing period, consolidated periodic billings are encouraged.

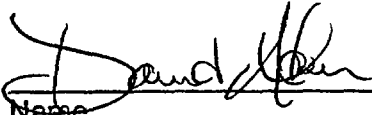
Quantity in the "Quantity Accepted" column on the face of this order has been: ☐ inspected, ☐ accepted, ☐ received by me and conforms to contract. Items listed below have been rejected for the reasons indicated.

## REPORT OF REJECTIONS

OPTIONAL FORM 347 BACK (REV. 6/95)

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

ACCEPTED:

  
Name

5/14/05  
Date

Title: VP Technology Services

# **ENTERPRISE ARCHITECTURE REPOSITORY SYSTEM (EARS) SUPPORT**

## **STATEMENT OF WORK**

### **C.1 BACKGROUND**

The President's Office of Management and Budget requires all Federal agencies to develop and maintain an Enterprise Architecture Modernization Blueprint to be used for evaluation and approval of new investments in information technology. The United States Nuclear Regulatory Commission's Office of the Chief Information Officer, Business Process Improvement and Applications Division, Assurance and Technology Direction Branch (ATDB) has been tasked with building an Enterprise Architecture Repository System (EARS) to collect and maintain this information. In addition, the EARS support activities will begin to develop an agency-wide data model and a framework for modernization that will eventually allow the agency to obtain web-based access to and views of data in other repositories, particularly data required for compliance with the Federal Information Security Management Act (FISMA).

### **C.2 CONTRACT OBJECTIVE**

The purpose of this contract is to provide technical services to expand and maintain the data in the EARS system, begin to develop data models for the agency, and to provide a consolidated view and reporting capability to meet FISMA reporting requirements using existing data elements in existing NRC repositories.

### **C.3. SCOPE OF WORK**

The contractor shall provide technical services to expand the information and capabilities of the EARS system to provide a consolidated web-based view of the elements in the EARS repository, the System Security data, the Property data, the Rational Clearcase and ClearQuest data, the LANDesk data, and the Desktop system inventory data maintained by the ISSC contract at NRC. The contractor shall provide web-based printing and reporting and web search capabilities required to meet FISMA reporting requirements for the data elements available from these repositories of data.

### **C.4 CONTRACTOR RESPONSIBILITIES**

In addition to the above, the contractor shall comply with and enforce all regulations, orders, policies, and/or procedures issued as directives or memoranda by the NRC and its Contracting Officer, Technical Representative or designee. The contractor shall develop a solution that will operate in the NRC infrastructure 3-Tier Web Architecture environment. The contractor shall ensure that all internal NRC data provided by the NRC is protected from disclosure to individuals who have not been cleared for access to NRC internal IT systems. At the end of this task order, the contractor shall return any data provided and destroy copies of NRC internal information in the contractor's systems and files. The contractor takes full responsibility for the use and protection of NRC data in the contractor's possession. At the termination of this task order, the contractor shall surrender all developed code, documents, and other elements necessary for the continued maintenance of the solution developed. All elements, including hardware and software licenses required for development and on-going maintenance shall be proposed as part of the cost of this task order if not specifically furnished by NRC.

## **C.5. PERFORMANCE REQUIREMENTS**

### **C.5.1 Deliverables.**

The contractor shall provide the following deliverables.

#### **C.5.1.1 Personnel.**

The contractor shall deliver personnel who are cleared for access to NRC systems. Personnel not cleared for access to NRC as indicated by the issuance of an NRC badge, shall not work on this task order.

The contractor shall provide personnel who are knowledgeable in developing applications for web environments on Sun Solaris and Microsoft Windows 2000 operating systems. The contractor shall provide personnel skilled in the technologies used in the EARS system, the Rational System, and the 3-Tiered Web Architecture at NRC, including: Popkin System Architect, MacroMedia Cold Fusion, Microsoft SQL Server database, Sybase, and Rational Requisite Pro. The contractor shall provide personnel skilled in data modeling and development of data structures and data dictionaries for obtaining consolidated views of data residing in several external databases and repositories.

#### **C.5.1.2 Project Management Plan and Other Deliverables Not Specifically Mentioned in Section C.**

The contractor shall deliver a Project Management Plan within 5 days of award, as defined in S-1052 in the stds.zip file attached to this task order. The plan shall be provided electronically, in Microsoft Project, Corel WordPerfect, or Microsoft Word form. The Project Management Plan shall describe additional documents and deliverables not specifically mentioned here and will be subject to the approval of NRC before proceeding further with the project. All deliverables listed in the NRC approved Project Management Plan are hereby included as deliverables required for the successful completion of this task.

C.5.1.3 The contractor shall deliver a System Requirements Specification with all of the requirements categories listed as defined in S-3051 in the System Development Life Cycle Management Methodology Standards attached to this task order. The plan shall be provided using NRC's Rational Requisite Pro software. NRC will provide the contractor with access to its Requisite Pro system or the contractor may use their own system and deliver the output in Rational Requisite Pro format.

C.5.1.4 The contractor shall deliver a System Operations Concept (SOC) as described in S-3053 in the System Development Life Cycle Management Methodology Standards attached to this task order. The SOC shall be provided electronically, in Microsoft Project, Corel WordPerfect, or using products in the Microsoft Office Suite.

C.5.1.5 The contractor shall deliver an Alternative Analysis as described in S-3054 in the System Development Life Cycle Management Methodology Standards attached to this task order. The Alternative Analysis shall be provided electronically, in Microsoft Project, Corel WordPerfect, or using products in the Microsoft Office Suite.

C.5.1.6 The contractor shall deliver system documentation, system code, software, hardware, as described in the Project Management Plan approved by NRC.

C.5.1.7 The contractor shall provide a Test Plan and a Tactical Integration Plan in the format described in the System Development Life Cycle Management Methodology Standards attached to this task order. These plans shall include documentation describing step by step methods to install, test, and migrate the software into NRC's production 3-Tier Web Architecture.

C.5.1.8 The contractor shall provide an update to NRC's Encyclopedia using Popkin's System Architect that contains data definitions and links to the appropriate data-owning applications and databases that will be needed for the consolidated view and reports required for FISMA. The update shall include a plan for merging this new Encyclopedia information into NRC's existing enterprisewide Encyclopedia. The data elements to be included in this model include those listed in the attached: NRC System Inventory dated April 5, 2004.

C.5.1.9 The contractor shall provide recommendations to NRC regarding a re-design of the data elements in these data repositories to assign ownership of each data element to a single organization and to eliminate duplication of data collection and the need for re-synchronization of duplicate data. This recommendation shall include the rationale for choosing the owning organization for each data element and reasons why this organization can maintain this data element most efficiently.

C.5.1.10 The contractor shall provide a web-based application using Macromedia Cold Fusion that presents a consolidated view of the data elements required for FISMA reporting and up to ten (10) printed and web viewable electronic reports. The data elements in the consolidated view and each of the 10 reports will be jointly identified by NRC and the contractor during the development of the System Requirements Specification. One of the reports that will be automated is required by the Office of Management and Budget as discussed in OMB Memoranda 04-25 which can be found at <http://www.whitehouse.gov/omb/memoranda/fy04/m04-25.pdf>. The contractor shall provide an automated process for generating and populating this report on demand using the data elements directly, or calculations based on the data elements that are available and relevant, as indicated in the NRC FISMA Gap Analysis Report. A draft version of the Gap Analysis report which was prepared for NRC is provided as an attachment with this task order. The final version will be provided after contract award and is not expected to change significantly.

At a minimum, the consolidated view will contain elements from the EARS repository, the System Security data, the Property data, the Rational Clearcase and ClearQuest data, the LANDesk data, and the Desktop system inventory data maintained by the ISSC contract at NRC. The data elements from these repositories to be included at a minimum in this consolidated view include those listed in the attached: NRC System Inventory dated April 5, 2004. Up to two additional repositories may be added during the development of the System Requirements Specification with an expected total number of additional data elements identified of no more than 30.

C.5.1.11 The contractor shall install the software in the NRC Development environment on the 3-Tier Web Architecture and execute the tests described in the Test Plan to demonstrate that all requirements specified in the System Requirements Specification have been satisfied.

## C.5.2. PERFORMANCE REQUIREMENTS, MEASUREMENTS, and CONSEQUENCES

Requirement	Measurement	Consequences for Failure to Meet Requirement
Deliverables shall be delivered on time as indicated in the proposed schedule.	Deliverable shall be delivered to the designated contracting officer or the contracting officer's technical representative who will verify the date on which it was received.	Invoices for the cost of the deliverable will not be processed or honored until after the deliverable is received.
Deliverables shall be complete and accurate, and in the format requested or agreed to in the Project Management Plan and the System Requirements Specification or as specified in this Statement of Work.	The contracting officer's technical representative will inspect the deliverables for completeness, accuracy, and format.	The invoice for this deliverable will be rejected. Within fifteen days (15) the Contractor will be provided with a list of required corrective actions and asked to make the requested corrections within thirty (30) days of receipt of the list and deliver again. If the second delivery contains the requested corrections, a new invoice for the original agreed upon amount will be processed at that time without penalty. If the second delivery does not contain the requested corrections, NRC will declare that the deliverable was not received. No payments will be made for this deliverable and no future deliveries of this particular deliverable will be accepted unless agreed to by the NRC in writing.

## C.6 PERSONNEL SECURITY REQUIREMENTS

Contractor personnel shall have clearances commensurate with the level of access required for performance under this contract. The NRC will incur no costs associated with waiting for or obtaining appropriate security clearances for persons performing on this contract, beyond the normal cost of providing, receiving, and processing the applications for clearance, and providing finger-printing services.

## C.7 TRAVEL

The NRC will not pay travel expenses separately under this agreement. If travel is required, whether local or otherwise, it must be included in the cost of the deliverables.

## C.8 GOVERNMENT FURNISHED EQUIPMENT

The NRC shall provide no equipment, software, or office space under this agreement, except as noted below.

The NRC shall provide copies of or access to the internal NRC databases to be accessed by the system in producing the consolidated view. The NRC shall provide a single desktop system that can be used to access the NRC internal network and the databases included in the consolidated view. The NRC will provide access to one license of Popkin System Architect for use on NRC's internal system only. The contractor has the option of using a contractor license of Popkin System Architect at a contractor location, provided a plan for re-synchronizing the data in the Popkin SA Encyclopedia at NRC is provided.

**ATTACHMENTS:**



## System Development and Life-Cycle Management (SDLCM) Methodology

<b>Subject</b>	<b>Type</b>	<b>Standard</b>
Project Management Plan	<b>Identifier</b>	S-1052
Refer questions to: OCIO/Applications Development Division	<b>Effective Date</b>	July 2003
	<b>Revision No.</b>	3

### A. PURPOSE

This standard specifies the content and format requirements for a Project Management Plan (PMP).

### B. APPLICABILITY

A Project Management Plan (PMP) is prepared for all IT Projects that use the SDLCM. The initial version of the PMP is prepared as part of the Business Case during the Selection Phase of an IT project. The Project Manager is responsible for developing and maintaining the PMP. The plan is made available to all members of the Project team preferably in electronic form, in the IT Investment Control Book. This Plan shall address all aspects of the Project from staffing to development of policy and guidance documents associate with the business rules of the Project and/or its approval and status (Management Directives, Rule Changes, Commission Papers, etc.) to deliver dates for products and acquisitions (contract awards, Hardware/Software acquisitions, training, etc.) and critical reviews. It shall incorporate the milestones and risks of the Software Development Plan within the Earned Value Methodology and the Risk Management Processes. It should further define critical path items and dependencies, and provide an Earned Value Methodology for reporting progress.

### C. REFERENCE PUBLICATIONS

The following publications contain related information:

- *SDLCM Methodology Standard, S-1051, Project Charter*
- *SDLCM Methodology Standard, S-3051, System Requirements Specification*
- *SDLCM Methodology Standard, S-3052, Current System Assessment Document*
- *SDLCM Methodology Standard, S-3053, System Operations Concept*
- *SDLCM Methodology Standard, S-3162, Context Diagrams*
- *SDLCM Methodology Standard, S-3151, Data Models*
- *SDLCM Methodology Standard, S-2001, Quality Assurance Plan*
- *SDLCM Methodology Standard, S-2501, Configuration Management Plan*
- *SDLCM Methodology Standard, S-1057, Software Development Plan*

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#### D. STANDARD

The Project Management Plan (PMP) communicates to the NRC Senior Management, Business Advocates, Stakeholders, and Project Team members the overall plan for performing and managing the Project from start to end. It is a working document that is created initially as an activity within Component 1 of the SDLCM Methodology. The PMP grows and is updated at defined milestones during the Project's life cycle and as the Project matures.

The Project Management Plan, defines the activities to be accomplished to satisfy Project requirements. It includes the plan to produce both the systems, as well as, the guidance and policy changes and documentation that will be needed to support or guide these systems. It includes implementation of the environment changes to support these systems and the training of users and operational staff. The PMP provides a master schedule for the overall Project and a staffing plan for the performance of the activities. It also describes the management and technical approach to accomplish the Project objectives.

The level of detail and content of the PMP may vary with Project size and complexity, development approach, or management style.

This standard should be tailored to be consistent with the size, scope, and complexity of the Project. Add sections and subsections for special topics. Sections and subsections that are not applicable should *not* be deleted; indicate "not applicable" under the headers for these sections.

Include a level of detail that allows for successful management of the Project. An example of tailoring this standard is:

The PMP for a Project that is for a study to create an automated system but not the actual development of the automated systems, may include only sufficient detail to manage these activities. If additional work is authorized following this effort, the PMP is updated to include the remainder of the Project's activities.

***Some of the information contained in the PMP is based on information developed for the Project Charter, Exhibit 300, Business Case, Alternatives Analysis, Quality Assurance Plan, Configuration Management Plan, Current System Assessment Document, System Operations Concept and the System Requirements Specification. Reference, copy and build on this information as appropriate; do not redevelop it. When appropriate, use references and pointers to other documents and plans rather than repeating material unnecessarily. Repeat important material as necessary to clarify or to emphasize aspects of the plan.***

The following paragraphs describe the content of each section of the PMP.

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## PROJECT MANAGEMENT PLAN

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## 1. INTRODUCTION

This section contains an abstract of the Project. Using the Project Charter as a starting point, identify the applicable Project, define the scope of the PMP, specify the applicable references to other Project documents (such as the Project Charter, Software Development Plan, Current System Assessment Document, System Operations Concept, System Requirements Specification), and define any terms unique to this plan or to the Project.

### 1.1 Background

Describe the background for the Project from the client's perspective. Explain why the Project is being initiated, its importance to the client, the specific results or long-term objectives that are desired, and this Project's contribution to the overall strategy. Include the problem to be solved or the products to be developed in sufficient detail to support planning.

Refer to the Project Charter, Current System Assessment Document, System Operations Concept and the System Requirements Specification, as appropriate, for background material. If necessary, copy important information from these documents and build on it to clarify or emphasize aspects applicable to this plan.

### 1.2 Objectives

Specify the objectives that this Project is to support from the customer's perspective, the critical functions the Project should achieve, and the quantifiable criteria the Project must meet to succeed. If the PMP is for a new system or service, identify any high-level requirements or, if applicable, reference an existing document (such as the System Requirements Specification) that contains the requirements.

Refer to the Project objectives contained in the Project Charter, Quality Assurance Plan, Configuration Management Plan, Current System Assessment Document, System Operations Concept and the System Requirements Specification, as appropriate. If necessary, copy important information from these documents and build on it to clarify or emphasize aspects applicable to this plan.

### 1.3 Scope

Define for whom the work is being done (office, business functional area, etc.) and describe any necessary activities, acquisitions, policy and procedures verification, accesses, and interfaces are required. Describe any management agreements on which the success of the plan is based.

Describe any external influences and impacts, such as all organizations involved in implementing the Project Management Plan (commission approvals, rule changes, publishing of management directives, infrastructure support for automation efforts, etc.), data and system interfaces, customer or other business needs, and regulatory requirements that are addressed by the Project.

Specify any constraints, or restrictions, associated with the Project. A constraint may relate to Project approach, priorities, personnel, time, technologies, environments, decision cycles, tools,

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and techniques, or other aspects of the Project. In addition, discuss how management will control identified constraints to ensure Project success.

Refer to the Project scope contained in the Project Charter, Alternatives Analysis, Current System Assessment Document, System Operations Concept and the System Requirements Specification, as appropriate. If necessary, copy important information from these documents and build on it to clarify or emphasize aspects applicable to this plan.

## **1.4 Assumptions and Risks**

### **1.4.1 ASSUMPTIONS**

Specify the major assumptions used to establish the Project estimates, plans, and approach.

Note: Assumptions that apply to the PMP are items that form the basis for Project decisions, but have not been explicitly stated as requirements or background to the Project.

Include each identified open issue if the Project is to continue while issues remain unresolved. Include the degree of criticality in the description of each assumption.

Refer to the assumptions contained in the Project Charter, Configuration Management Plan, Quality Assurance Plan, Current System Assessment Document, System Operations Concept and the System Requirements Specification, as appropriate. If necessary, copy important information from these documents and build on it to clarify or emphasize aspects applicable to this plan.

### **1.4.2 RISK MANAGEMENT**

Describe the overall activities that the Project will undertake to reduce risk. Describe the Project's approach to risk management. If this is a Tier 1 project, describe the tasks that will be performed for development of the Risk Management Plan prior to entering the Control Phase. When a Risk Management Plan is developed, reference it here.

#### **1.4.2.1 RISK DESCRIPTION**

Describe the Project's level of risk. Identify major Project risks, their areas of impact, and their potential effect on Project success. Describe the risks from the perspective of both customer and Project Team.

##### **1.4.2.1.1 Capital Asset Risks**

Use the Risk Assessment checklist in the Office of Management and Budget (OMB) Circular A-11 Part 7 Capital Asset Management to evaluate the risks for this Project.

##### **1.4.2.1.2 Security Risks**

Conduct an Information Systems Security Risk Assessment (National Institute of Standards and Technology Publication 800-30) and describe the results here. Reference any IS Security Risk Assessment documents that were produced for this Project.

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#### 1.4.2.1.3 Privacy Impact Risks

Conduct a Privacy Impact Assessment (NRC PIA Format) and describe the results here. Reference any Privacy Impact Assessment documents that were produced for this project.

#### 1.4.2.2 RISK MANAGEMENT PROCESS(ES)

Describe the process established to manage risks, including the monitoring of risks and identification of activities to reduce the occurrence of specific risks. Specify the level of involvement of business area customer, Office of the Chief Information Officer (OCIO) personnel, and contractor personnel in managing the identified risk factors.

#### 1.4.2.3 RISK MITIGATION

Describe the process established to mitigate risks. Include the development of appropriate risk mitigation plans for each risk identified.

### 1.5 Applicable Documents

Specify any documentation used to support the creation of the PMP (e.g., budget planning, Capital Planning and Investment Control Screening Form, Commission Papers, etc.), to provide additional information related to the Project, or to be used in completing the Project, including standards and process documentation (e.g., Management Directives, 10 CFR, Strategic Plans, Operating Plans, Industry standards, Generic Communications, SDLCMM, etc.)

List the documents. Cite documents by publisher or source. Include the document number or other unique identifier (if any), the title, version or release designators (if any), and the date. Note, that any documents actually cited in the text should be listed in the references section at the end of the document.

### 1.6 Plan Overview

Discuss the organization of the PMP. Describe each major section of the plan in terms of its basic content and relationship to the Project.

Describe how the plan will be maintained throughout the life of the Project (for example, via document change notices). Identify Project milestones at which the PMP will be updated.

### 1.7 Relationship to Other Plans

This paragraph is used when the Project is a documented part of a higher level effort such as the Agency Strategic Plan or an Operating Plan, etc. Describe the relationship, if any, of the PMP to related program, service, enterprise, or Project plans.

### 1.8 Definition of Terms

List the terms/acronyms and corresponding definitions specific to the Project planning process and the Project.

## 2. APPROACH

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Describe the framework for managing and integrating the Project and specify the overall schedule and organization critical to the Project's success.

## **2.1 Management Approach**

Describe the management approach for ensuring that Project commitments are met. Define the rationale for this approach. Identify the applicable policies, directives, procedures, and standards to be employed on the Project.

### **2.1.1 Software Development Life Cycle Methodology Compliance Strategy (SDLCM S-5051 Section 4.3).**

Include plans for compliance with the SDLCM, including schedules and costs associated with creating SDLCM planning, design, and operational documents.

### **2.1.2 Deployment Overview/Rollout/Cutover/ Decommissioning Strategy (SDLCM S-5051 Sections 1.1, 2.1, 2.12)**

Include plans for implementation of the new or upgraded system, and decommissioning of any old systems. Include the schedule and cost of developing a Tactical Integration Plan (TIP) and a Decommissioning Plan and executing these plans.

## **2.2 Technical Approach**

Describe the technical approach to be followed for this Project. Identify the delivery method or the life-cycle model (for example, the waterfall, incremental, evolutionary, package-based life-cycle models) that will be used in developing the Project. (Life-cycle models are addressed in the *SDLCM Methodology Handbook*.) Include a high-level description of the approach and the levels of testing that will be performed to ensure that the Project meets its requirements.

## **3. PROJECT OVERVIEW**

### **3.1 Description**

Provide a brief description of the project. If applicable, reference or paraphrase information that is included in the Business Case, Project Charter, Current System Assessment Document, System Operations Concept, and the System Requirements Specification. Reference, do not copy and paste information that is already in the Project Control Book and approved as part of the Business Case.

Define the work to be performed and identify any related Project(s).

Identify the high-level system(s), both existing and proposed that are included in the Project. Refer to the Current System Assessment Document, System Operations Concept (SDLCM S-3053), and the System Requirements Specification (SDLCM S-3051) for the context diagram and any other high-level diagrams needed to show the relationship of components of the systems included in the Project.

Provide background and technical summary information so that the overall scope of the Project is understandable.

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### **3.2 Constraints and Limitations**

Identify all known constraints and limitations, such as technology, schedule, budget, NRC or customer facilities and/or equipment.

### **3.3 Cost Estimate Profile**

Reference the cost estimation portions of the Business Case documents developed in the Selection Phase, giving their electronic file names. Ensure that these documents have been entered into the Project Control Book. Reference the location of the Project Control Book if not previously identified. Identify any background and assumptions associated with the Project cost estimation process. This should include identification of any methods used for cost estimation (for example, tools, historical information, experience, industry standards). Each method employed should be associated with the portion of the Project, or work agreement where the method was applied. Be sure to identify this information for all portions of the Project, including recurring cost, if applicable.

### **3.4 Earned Value Methodology**

Reference the file location of or describe the Earned Value Methodology that will be used for reporting progress on this Project.

## **4. PROJECT ORGANIZATION**

Describe the organization that will implement the PMP. Include an organization chart of the Project team.

### **4.1 Organizational Responsibility and Authority**

#### **4.1.1 ROLES AND RESPONSIBILITIES**

Describe the team members' responsibilities, deliverables, and reporting relationships. Reference applicable Service Level Agreements.

#### **4.1.2 SKILLS**

Identify any special skills needed to perform the work described in this PMP. Address how these skills requirements are being met (for example, assignment of skilled personnel, training).

#### **4.1.3 STAKEHOLDERS**

Identify the stakeholders in this project. Specify the method for communicating and coordinating with both management and technical stakeholders, particularly between the Project team, the OCIO, and the sponsoring organization, and any other organizations involved in or who are stakeholders in the project.

Identify any steering committees, working groups, or boards that will be used to help govern or to provide for technical interchange during Project implementation. If the Project requires

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changes in the agency's Enterprise Architecture, include plans for obtaining approval from OCIO on the proposed changes.

#### **4.1.4 STAFFING PROFILE**

Include the staffing profile proposed for the Project. The staffing profile should identify the number and type of personnel needed for the Project, broken down by role and time period. If skills are to be addressed through the use of contractor personnel, define the personnel and skills needed and approach to be taken to establish such contracts, evaluate these personnel, etc. This section expands on the information that was provided in the Charter for the Project. Include Data and System Security expertise in your staffing plans.

#### **4.1.5 CONTRACTOR ROLES**

Describe the roles and responsibilities of contractors if any are required in the program or Project organization.

#### **4.1.6 ACQUISITION PLAN**

Describe the planned method for acquiring contractor, hardware, software, support services, and other skilled resources required for this project.

#### **4.1.7 DATA MANAGEMENT**

Describe any database systems, data warehouse systems, or other electronic data that will be used for this Project or that will interface with the system produced by this Project. Describe the strategy for populating, migrating, interfacing with or transmitting this data in support of this Project. If applicable, use the Data Conversion plan standard form (SDLCM S-1054) and the Interface Requirements standard form (SDLCM S-3164).

#### **4.1.8 OPERATIONS AND MAINTENANCE**

Describe any new or additional operations and maintenance requirements for the system produced by this Project. Indicate the strategy for satisfying these requirements.

### **4.2 Quality Assurance, Configuration Management, Project Data Management, and Records Management**

Describe Quality Assurance (QA), Configuration Management (CM), Data Management (DM), and Records Management as they apply to the Project.

#### **4.2.1 QUALITY ASSURANCE**

If this plan covers a maintenance Project for which a Quality Assurance Plan has been developed, i.e., the QAP exists, then update and/or reference that document, as appropriate. Otherwise, describe the approach to quality assurance using the QAP Standard outline (S-2001). The approach should ensure that all development products (documentation, hardware, software, and data) meet Project requirements and applicable standards. Describe the

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organization, methods, and standards used to ensure the quality of the Project's processes and products.

#### 4.2.2 CONFIGURATION MANAGEMENT

If this plan covers a maintenance Project for which a Configuration Management Plan has been developed, i.e., the CMP exists, then update and/or reference that document, as appropriate. Otherwise, describe the configuration management approach for the Project using the CMP Standard outline (S-3501). Identify the Project baselines to be established.

##### 4.2.2.1 Configuration Management System

Identify the Project-specific systems, commercial software, documents and Project databases that will be used to accomplish configuration management.

##### 4.2.2.2 Configuration Management Staffing

Identify the person(s) responsible for Configuration Management and describe their roles.

##### 4.2.2.3 Configuration and Change Management Procedures and Controls

Describe the tools and procedures used to ensure the integrity of the system configuration; how changes are requested from the baseline and how such changes are approved and implemented, and who makes the changes.

#### 4.2.3 PROJECT DATA MANAGEMENT

Describe the process for creating, accessing, copying, and maintaining Project documents and other Project-related data. Identify the person(s) responsible for Data Management and describe their roles. Specify the documents and data to be managed, and their storage locations; and describe rules about retaining Project documents once the Project is completed.

Explicitly identify the DM activities that will be performed on the Project and the schedule for their performance. The schedule may be provided separately in this section or it may be included as part of the overall Project schedule.

#### 4.2.4 RECORDS MANAGEMENT

Describe the records management approach for the Project. Specify the records to be managed and retained during the Control (development) Phase and during the Operations and Evaluation Phase. Specify their storage locations; and describe the records management rules for retention once the Project is completed. Reference the appropriate records management procedures and standards that will be followed on the Project. Identify a specific point of contact for coordination within the Records Management Branch.

### 4.3 SDLCM Methodology Tailoring

Specify any tailoring of the *SDLCM Methodology* applicable to the Project. The tailoring may be done incrementally as approval is granted to perform work in each component area of the methodology.

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Identify any exceptions, and approvals of any exceptions, to NRC and SDLCM Methodology policies, directives, procedures, and standards that apply to this Project.

#### **4.4 Training and Documentation**

Identify training and system documentation requirements, if any are required (examples would be training to achieve certification of agency personnel in process and business knowledge to use the system, end-user automated application training, training on the overall system (automated and manual portions), operations training for infrastructure operations personnel, training for Systems Administrators and Data Administrators, etc.). Reference the Tactical Integration Plan standard (SDLCM S-5051) for guidance. It is especially important that NRC operations center training be coordinated with affected personnel. Training considerations include:

- Operations personnel training in the User Manual
- Maintenance personnel training in the Operator Manual
- Contractor training, as necessary.

#### **4.5 Contract Management**

Identify contract and subcontract management procedures. Descriptive material may either be included in this section of the PMP or included by reference to another document. When applicable, Independent Verification and Validation (IV&V) is described in this section. By reference, include the agency's central CM and IV&V approach.

Include a Work Breakdown Structure (WBS). Describe how the Project has been decomposed into major units of work. Include all components of the solution and identify those that have been authorized for work.

Include a description of the units of work (or activities) and the deliverables that one or more persons are to complete within a given period of time.

#### **4.6 Deliverables**

Identify and briefly describe the major work products whose satisfactory delivery is necessary for Project completion. Include NRC staff developed products (e.g., rule changes, Commission Papers, Management Directives, etc), contract deliverables, etc.

#### **4.7 Project Schedule**

The Project schedule addresses the entire Project, including automated and manual processes. Include both depictions of the Project schedule, as applicable. The Gantt or milestone charts show the timing of all activities (inclusive of the Software Development Plan and other milestones for development of manual processes, equipment orders, equipment placement, training sessions, etc.) within the Project. The task assignment schedules show how units of work are assigned to team members.

If appropriate, include a network diagram that shows all key interdependencies or critical paths.

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#### 4.7.1 GANTT OR MILESTONE CHARTS

Include Gantt or milestone charts (or similar diagrams) to show the start and finish dates, as well as the duration of the development and delivery of all major activities of the Project. The top level is a one-page chart that shows the approximate start and end dates of each major component over the anticipated duration of the Project. The detailed level shows the major units of work that make up the Project.

#### 4.7.2 TASK ASSIGNMENT SCHEDULES

Include task assignment schedules to show how units of work identified in the detailed schedule have been assigned to team members. Use task assignment schedules to show each major activity or unit of work, its budgeted time for completion, and its planned start and end dates.

#### 4.7.3 REPORTING AND COMMUNICATIONS

### 4.8 Project Reviews and Reporting

Specifies the formal and informal interfaces between the Project Manager and other NRC organizations and contractors. Also specifies the policies and intervals of reporting status data, problem areas, and developing and reporting corrective actions. The Control Phase Procedure (P-1052) and the Operations and Evaluation Phase Procedure contained in the SDLCMM shall be referenced for further guidance on reviews and reporting.

### 4.9 Project Tracking

Specifies the mechanism for tracking the progress of the tasks of the Project. Specify mechanism for tracking cost, schedule, task progress, action items, contractor issues, reviews, etc. Include metrics collection and consider statistical techniques, as appropriate, to assess the status of the Project and to provide historical data for future Projects. In cases where outputs from Project tracking software is to be used in Project tracking and/or reporting, identify the particular outputs, including where and how they will be utilized. Refer to *CPIC Guidance (MD 2.2)* for explanation of required metrics collection.

### 4.10 Internal Communications

Specifies the method of ensuring effective communications for the Project. A standard Project management software package is an example of the type of communication to be described.

### 4.11 External Communications

Specifies all formal communication mechanisms between the Project team and outside parties, such as contractors and vendors.

Document the Program Manager responsibility for communications with contractors and vendors. This entails documenting contractor contacts affecting cost, schedule, and technical requirements; coordinating program staff contacts with the contractor; coordinating modifications with the contractor; and ensuring that NRC employees document significant technical or program management discussions held with contractors.

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When the Project includes contractors, ensure that only the contract specialist, on the advice of the Program Manager, has the authority to give direction to contractors or vendors.

## 5. DEVELOPMENT CYCLE DOCUMENTATION

A figure illustrating the documentation tree should be included in this section to show the relationships among the Project deliverables. The documentation suite identified in the *SDLCMM Handbook* should be followed. If a document required by the SDLCMM is omitted, or if two or more documents are combined, a short justification of the exclusion should be provided with explanation of where the information that would have been provided in that document resides and appropriate requests for waivers/deviations from the SDLCMM shall be applied for and approval obtained.

### REFERENCES/APPENDIXES

List all cited references. Include the following appendices, and others, as necessary.

#### **Appendix A - Quality Assurance Plan (use S-2001)**

[http://www.internal.nrc.gov/OCIO/sdlcm/standards/2001\\_23.wpd](http://www.internal.nrc.gov/OCIO/sdlcm/standards/2001_23.wpd)

#### **Appendix B - Configuration Management Plan (use S-2501)**

[http://www.internal.nrc.gov/OCIO/sdlcm/standards/2501\\_23.wpd](http://www.internal.nrc.gov/OCIO/sdlcm/standards/2501_23.wpd)

**Appendix C - SDLCM Methodology Tailoring** (This section describes the documents, reviews, and approvals that are required during the project. It is a checklist of the IT Investment Control Book contents.)

#### **Appendix D - Risk Management Plan** (Guidance can be found at:

<http://csrc.nist.gov/publications/nistpubs/800-30/sp800-30.pdf> )

**Appendix E - Security Plan** (General security information and guidance can be found at : <http://csrc.nist.gov/publications/nistpubs/index.html> . Guidance on the contents of a Security plan can be found at:

<http://csrc.nist.gov/publications/nistpubs/800-18/Planguide.doc> )

#### **Appendix F - Tactical Integration Plan**

<http://www.internal.nrc.gov/OCIO/sdlcm/standards/5051S1.wpd>

**Appendix G - Service Level Agreements or Statements of Work** (A standard SOW can be found at: <http://www.internal.nrc.gov/OCIO/sdlcm/standards/1053S1.wpd> (Include or provide the location of any SLA's or SOW's that have been approved or proposed.)

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**Appendix H - Change Requests** (Include any Engineering Change Requests or Technical Change Requests for this project.)

**Appendix I - Approvals and Correspondence** (Include any additional approvals, such as the approval of the Screening Form and the Business Case for this project.)

**Appendix J - Earned Value Reports** (During Selection Phase, this contains the expected format and expected contents of the EV reports. During the Control Phase, include or provide the location of the actual Earned Value Reports.)

**Appendix K - Status Reports** (During the Selection Phase, this contains the expected format and expected contents of the Status Reports. During the Control Phase, this would include or provide the location of the actual Status Reports.)

## **D ORDER TERMS, CONDITIONS, AND REQUIREMENTS**

### **D.1 PERFORMANCE REQUIREMENTS**

The deliverables required under this order must conform to the standards contained, or referenced, in the statement of work.

### **D.2 PLACE OF PERFORMANCE**

Place of performance shall be: at contractor site and NRC Headquarters offices. The NRC anticipates that the largest percentage (more than 50%) of the work being performed will be at the contractor's site rather than the government site. The office space that is provided by NRC is mainly to allow for the use of the System Architecture software, Rational Requisite, and for any installation and initial testing of the system using the NRC infrastructure. The office space will consist of a desktop system attached to the NRC Local Area Network (which will also require that the contractor is cleared for access to NRC systems). This office space will be available to a contractor during normal business hours of the NRC (approximately 7 am - 5 pm). A NRC issued badge is necessary to enter the building unescorted. This same space will be used by the contractor whenever the data needs to be re-synchronized in the encyclopedia within the same business hours provided above.

### **D.3 KEY PERSONNEL**

The following individuals are considered key to this effort:



All personnel designated as "key" are subject to the following clause:

#### **NRCAR 2052.215-70 KEY PERSONNEL**

The contractor agrees that key personnel may not be removed from the contract work or replaced without compliance with paragraphs (1) and (2) of this clause.

1. If one or more of the key personnel, for whatever reason, becomes, or is expected to become, unavailable for work under this contract for a continuous period exceeding 30 work days, or is expected to devote substantially less effort to the work than indicated in the proposal or initially anticipated, the contractor shall immediately notify the contracting officer and shall, subject to the concurrence of the contracting officer, promptly replace the personnel with personnel of at least substantially equal ability and qualifications.
2. Each request for approval of substitutions must be in writing and contain a detailed explanation of the circumstances necessitating the proposed substitutions. The request must also contain a complete resume for the proposed substitute and other information requested or needed by the contracting officer to evaluate the proposed substitution.

The contracting officer and the project officer shall evaluate the contractor's request and the contracting officer shall promptly notify the contractor of his or her decision in writing.

3. If the contracting officer determines that suitable and timely replacement of key personnel who have been reassigned, terminated, or have otherwise become available for the contract work is not reasonably forthcoming, or that the resultant reduction of productive effort would be so substantial as to impair the successful completion of the contract or the order, the order may be terminated by the contracting officer for default or for the convenience of the Government, as appropriate. If the contracting officer finds the contractor at fault for the condition, the contract price or fixed fee may be equitably adjusted downward to compensate the Government for any resultant delay, loss or damage.

(End of Clause)

#### **D.4 REPORTING REQUIREMENTS**

##### **Weekly Reports and Meetings**

The contractor shall provide weekly Activity Reports to include any exceptions or changes from the existing plans. The weekly report will be delivered by Tuesday COB for review prior to a regular Wednesday Project Meeting. The weekly will include a proposed agenda for the meeting to cover management issues and any technical issues that would impact schedule, cost, or technical risk.

##### **Project Management Plan**

The contractor shall submit a detailed Project Management Plan to cover tasks under each of the above noted Tasks. The plan will show tasking and subtasking, milestones, labor categories and/or staff assigned and the projected number of hours estimated to complete each task/subtask by staff member. This plan will be maintained in Microsoft Project® 4.0 format. This plan will be progressed at the above level of detail on a monthly basis for the duration of the task. The Project Management Plan will also include dollars by labor category/assigned personnel which will support the contractor's estimate for each task executed under this contract.

##### **Monthly Reports**

The contractor shall provide a Monthly Status Report to the NRC Project Officer and the Contracting Officer by the 15th of each month. Each monthly report will include updates to the Project Management Plan (Work Breakdown Schedule) listing the reasons for changes, proposed adjustments and justification, cost and schedule impacts. The Project Management Plan will be progressed with the latest hours/costs and submitted as part of the monthly report. If at any time the project deviates from 5% in cost or schedule from the project management plan, the contractor shall schedule an update with the NRC task manager. The report shall also contain the BPA number, order number, and task; the period covered by the report; a summary of work performed during the reporting period for each task, including appropriate statistics and plans for

the next reporting period; a discussion of project plans, hardware problems, current operational problems, and the proposed corrective action, and analysis of the impact on other tasks within the scope of the SOW; and a status of expenditures under the order for the reporting period, cumulative expenditures to date, funds obligated to date, and balance of funds required to complete the order.

## **D.5 SECURITY**

- a. **Security/Classification Requirements Form.** The NRC Form 187 (See Appendix G) furnishes the basis for providing security and classification requirements to prime contractors, subcontractors, or others (e.g., bidders) who have or may have an NRC contractual relationship that requires access to classified information or matter, access on a continuing basis (in excess of 30 or more days) to NRC Headquarters controlled buildings, or otherwise requires NRC photo identification or card-key badges.
- b. It is the contractor's duty to safeguard National Security Information, Restricted Data, and Formerly Restricted Data. The contractor shall, in accordance with the Commission's security regulations and requirements, be responsible for safeguarding National Security Information, Restricted Data, and Formerly Restricted Data, and for protecting against sabotage, espionage, loss, and theft, the classified documents and material in the contractor's possession in connection with the performance of work under this contract. Except as otherwise expressly provided in this contract, the contractor shall, upon completion or termination of this contract, transmit to the Commission any classified matter in the possession of the contractor or any person under the contractor's control in connection with performance of this contract. If retention by the contractor of any classified matter is required after the completion or termination of the delivery order and the retention is approved by the contracting officer, the contractor shall complete a certificate of possession to be furnished to the Commission specifying the classified matter to be retained. The certification must identify the items and types or categories of matter retained, the conditions governing the retention of the matter and their period of retention, if known. If the retention is approved by the contracting officer, the security provisions of the delivery order continue to be applicable to the matter retained.
- c. In connection with the performance of the work under this contract, the contractor may be furnished, or may develop or acquire, proprietary data (trade secrets) or confidential or privileged technical, business, or financial information, including Commission plans, policies, reports, financial plans, internal data protected by the Privacy Act of 1974 (Pub. L. 93-579), or other information which has not been released to the public or has been determined by the Commission to be otherwise exempt from disclosure to the public. The contractor agrees to hold the information in confidence and not to directly or indirectly duplicate, disseminate, or disclose the information in whole or in part to any other person or organization except as may be necessary to perform the work under this contract. The contractor agrees to return the information to the Commission or otherwise dispose of it at the direction of the contracting officer. Failure to comply with this clause is grounds for termination of this contract.

- d. **Regulations.** The contractor agrees to conform to all security regulations and requirements of the Commission which are subject to change as directed by the NRC Division of Facilities and Security and the Contracting Officer. These changes will be under the authority of the FAR Changes clause referenced in this document.
- e. **Definition of National Security Information.** The term National Security Information, as used in this clause, means information that has been determined pursuant to Executive Order 12958 or any predecessor order to require protection against unauthorized disclosure and that is so designated.
- f. **Definition of Restricted Data.** The term Restricted Data, as used in this clause, means all data concerning design, manufacture, or utilization of atomic weapons; the production of special nuclear material; or the use of special nuclear material in the production of energy, but does not include data declassified or removed from the Restricted Data category pursuant to Section 142 of the Atomic Energy Act of 1954, as amended.
- g. **Definition of Formerly Restricted Data.** The term Formerly Restricted Data, as used in this clause, means all data removed from the Restricted Data category under Section 142-d of the Atomic Energy Act of 1954, as amended.
- h. **Security Clearance Personnel.** The contractor may not permit any individual to have access to Restricted Data, Formerly Restricted Data, or other classified information, except in accordance with the Atomic Energy Act of 1954, as amended, and the Commission's regulations or requirements applicable to the particular type or category of classified information to which access is required. The contractor shall also execute a Standard Form 312, Classified Information Nondisclosure Agreement, when access to classified information is required.
- i. **Criminal Liabilities.** It is understood that disclosure of National Security Information, Restricted Data, and Formerly Restricted Data relating to the work or services ordered hereunder to any person not entitled to receive it, or failure to safeguard any Restricted Data, Formerly Restricted Data, or any other classified matter that may come to the contractor or any person under the contractor's control in connection with work under this contract, may subject the contractor, its agents, employees, or subcontractors to criminal liability under the laws of the United States. (See the Atomic Energy Act of 1954, as amended, 42 U.S.C. 2011 et seq.; 18 U.S.C. 793 and 794; and Executive Order 12958.)
- j. **Subcontracts and Purchase Orders.** Except as otherwise authorized in writing by the contracting officer, the contractor shall insert provisions similar to the foregoing in all subcontracts and purchase orders under this contract.
- k. **In performing the delivery order work,** the contractor shall classify all documents, material, and equipment originated or generated by the contractor in accordance with guidance issued by the Commission. Every subcontract and purchase order issued hereunder involving the origination or generation of classified documents, material, and equipment must provide that the subcontractor or supplier assign classification to all documents, material, and equipment in accordance with guidance furnished by the contractor.

- l. **Site Access Badge Requirements.** During the life of this contract, the rights of ingress and egress for contractor personnel must be made available, as required, provided that a badge is issued after favorable adjudication from the Personnel Security Branch, Division of Facilities and Security (PERSEC/DFS). In this regard, all contractor personnel whose duties under this delivery order require their presence on-site shall be clearly identifiable by a distinctive badge furnished by the Government. The Project Officer shall assist the contractor in obtaining the badges for the contractor personnel. It is the sole responsibility of the contractor to ensure that each employee has a proper Government-issued identification/badge at all times. All prescribed identification must be immediately (no later than three days) delivered to PERSEC/DFS for cancellation or disposition upon the termination of employment of any contractor personnel. Contractor personnel must have this identification in their possession during on-site performance under this contract. It is the contractor's duty to assure that contractor personnel enter only those work areas necessary for performance of delivery order work, and to assure the safeguarding of any Government records or data that contractor personnel may come into contact with.
- m. **Security Requirements for Information Technology Services.** The proposer/contractor must identify all individuals and propose the level of Information Technology (IT) approval for each, using the following guidance. The NRC sponsoring office shall make the final determination of the level, if any, of IT approval required for all individuals working under this contract.

The Government shall have and exercise full and complete control over granting, denying, withholding, or terminating building access approvals for individuals performing work under this contract.

#### Contractor Security Requirements for Level I

Performance under this delivery order will involve prime contractor personnel, subcontractors or others who perform services requiring direct access to or operate agency sensitive information technology systems or data (IT Level I).

The IT Level I involves responsibility for the planning, direction, and implementation of a computer security program; major responsibility for the direction, planning, and design of a computer system, including hardware and software; or the capability to access a computer system during its operation or maintenance in such a way that could cause or that has a relatively high risk of causing grave damage; or the capability to realize a significant personal gain from computer access. Such contractor personnel shall be subject to the NRC contractor personnel security requirements of NRC Management Directive (MD) 12.3, Part I and will require a favorably adjudicated Limited Background Investigation (LBI).

A contractor employee shall not have access to NRC facilities, sensitive information technology systems or data until he/she is approved by Personnel Security Branch, Division of Facilities and Security (PERSEC/DFS) first for temporary access (based on a favorable adjudication of their security forms and checks) and final access (based on a favorably adjudicated LBI) in accordance with the procedures found in NRC MD 12.3, Part I. The individual will be subject to a reinvestigation every 10

years. Timely receipt of properly completed security applications is a delivery order requirement. Failure of the contractor to comply with this condition within the ten work-day period may be a basis to void the notice of selection. In that event, the Government may select another firm for award.

The contractor shall submit a completed security forms packet, including the SF-86, "Questionnaire for National Security Positions," and fingerprint charts, through the Project Officer to PERSEC/ DFS for review and favorable adjudication, prior to the individual performing work under this contract. The contractor shall assure that all forms are accurate, complete, and legible (except for Part 2 of the questionnaire, which is required to be completed in private and submitted by the individual to the contractor in a sealed envelope), as set forth in MD 12.3 which is incorporated into this delivery order by reference as though fully set forth herein. Based on PERSEC review of the applicant's security forms and/or the receipt of adverse information by NRC, the individual may be denied access to NRC facilities, sensitive information technology systems or data until a final determination is made of his/her eligibility under the provisions of MD 12.3. Any questions regarding the individual's eligibility for IT Level I approval will be resolved in accordance with the due process procedures set forth in MD 12.3 Exhibit 1 and E. O. 12968.

In accordance with NRCAR 2052.204-70 "Security," IT Level I contractors shall be subject to the attached NRC Form 187 which furnishes the basis for providing security requirements to prime contractors, subcontractors or others (e.g., bidders) who have or may have an NRC contractual relationship which requires access to or operation of agency sensitive information technology systems or remote development and/or analysis of sensitive information technology systems and data or other access to such systems and data; access on a continuing basis (in excess of 30 days) to NRC Headquarters controlled buildings; or otherwise requires NRC photo identification or card-key badges.

#### Contractor Security Requirements for Level II

Performance under this delivery order will involve contractor personnel that develop and/or analyze sensitive information technology systems or data or otherwise have access to such systems and data (IT Level II).

The IT Level II involves responsibility for the planning, design, operation, or maintenance of a computer system and all other computer or IT positions. Such contractor personnel shall be subject to the NRC contractor personnel requirements of MD 12.3, Part I, which is hereby incorporated by reference and made a part of this delivery order as though fully set forth herein, and will require a favorably adjudicated Access National Agency Check with Inquiries (ANACI).

A contractor employee shall not have access to NRC facilities, sensitive information technology systems or data until he/she is approved by PERSEC/DFS first for temporary access (based on a favorable review of their security forms and checks) and final access (based on a favorably adjudicated ANACI) in accordance with the procedures found in MD 12.3, Part I. The individual will be subject to a reinvestigation every 10 years. Timely receipt of properly completed security applications is a delivery order requirement. Failure of the contractor to comply with

this condition within the ten work-day period may be a basis to void the notice of selection. In that event, the Government may select another firm for award.

The contractor shall submit a completed security forms packet, including the SF-86, "Questionnaire for National Security Positions," and fingerprint charts, through the Project Officer to the NRC PERSEC/DFS for review and favorable adjudication, prior to the individual performing work under this contract. The contractor shall assure that all forms are accurate, complete, and legible (except for Part 2 of the questionnaire, which is required to be completed in private and submitted by the individual to the contractor in a sealed envelope), as set forth in MD 12.3. Based on PERSEC review of the applicant's security forms and/or the receipt of adverse information by NRC, the individual may be denied access to NRC facilities, sensitive information technology systems or data until a final determination is made of his/her eligibility under the provisions of MD 12.3. Any questions regarding the individual's eligibility for IT Level II approval will be resolved in accordance with the due process procedures set forth in MD 12.3 Exhibit 1 and E. O. 12968.

In accordance with NRCAR 2052.204-70 "Security," IT Level II contractors shall be subject to the attached NRC Form 187 which furnishes the basis for providing security requirements to prime contractors, subcontractors or others (e.g. bidders) who have or may have an NRC contractual relationship which requires access to or operation of agency sensitive information technology systems or remote development and/or analysis of sensitive information technology systems and data or other access to such systems and data; access on a continuing basis (in excess of 30 days) to NRC Headquarters controlled buildings; or otherwise requires NRC photo identification or card-key badges.

- n. Cancellation or Termination of IT Access/Request. When a request for investigation is to be withdrawn or canceled, the contractor shall immediately notify the Project Officer by telephone in order that he/she will contact the PERSEC/DFS so that the investigation may be promptly discontinued. The notification shall contain the full name of the individual, and the date of the request. Telephone notifications must be promptly confirmed in writing to the Project Officer who will forward the confirmation to the PERSEC/DFS. Additionally, PERSEC/DFS must be immediately notified when an individual no longer requires access to NRC sensitive automated information technology systems or data, including the voluntary or involuntary separation of employment of an individual who has been approved for or is being processed for access under the NRC Personnel Security Program.

#### **D.6 BILLING INSTRUCTIONS**

**General:** The contractor shall prepare vouchers or invoices as prescribed herein. **FAILURE TO SUBMIT VOUCHERS/INVOICES IN ACCORDANCE WITH THESE INSTRUCTIONS WILL RESULT IN REJECTION OF THE VOUCHER/INVOICES AS IMPROPER.**

**Form:** Claims shall be submitted on the payee's letterhead, voucher/invoices, or on the Government's Standard Form 1034, "Public Voucher for Purchases and Services Other than Personal," and Standard Form 1035, "Public Voucher for Purchases Other than Personal--Continuation Sheet." These forms are available from the U.S. Government Printing Office, 710 North Capitol Street, Washington, DC 20401.

**Number of Copies:** An original and three copies shall be submitted. Failure to submit all the required copies will result in rejection of the voucher/invoice as improper.

**Designated Agency Billing Office:** Vouchers/Invoices shall be submitted to the following address:

U.S. Nuclear Regulatory Commission  
Division of Contracts and Property Management - T-7-I-2  
Washington, DC 20555-0001

A copy of any invoice which includes a purchase of property valued at the time of purchase at \$5,000 or more, shall additionally be sent to:

Chief, Property Management Branch  
Division of Facilities and Property Management  
Mail Stop - T-7-D-27  
Washington, DC 20555-0001

**HAND-DELIVERY OF VOUCHERS/INVOICES IS DISCOURAGED AND WILL NOT EXPEDITE PROCESSING BY THE NRC.** However, should you choose to deliver vouchers/invoices by hand, including delivery by any express mail service or special delivery service which uses a courier or other person to deliver the vouchers/invoices in person to the NRC, such vouchers/invoices must be addressed to the above Designated Agency Billing Office and will only be accepted at the following location:

U.S. Nuclear Regulatory Commission  
One White Flint North - Mail Room  
11555 Rockville Pike  
Rockville, MD 20852

**HAND-CARRIED SUBMISSIONS WILL NOT BE ACCEPTED AT OTHER THAN THE ABOVE ADDRESS**

Note that the official receipt date for hand-delivered vouchers/invoices will be the date it is received by the official agency billing office in the Division of Contracts.

**Agency Payment Office:**

U.S. Nuclear Regulatory Commission  
Division of Accounting and Finance GOV/COMM  
Mail Stop T-9H4  
Washington, DC 20555

**Frequency:** The contractor shall submit a voucher or invoice monthly only after the NRC's acceptance of services rendered or products delivered in performance of the delivery order unless otherwise specified in the contract.

Preparation and Itemization of the Voucher/Invoice: To be considered a proper voucher/invoice, all of the following elements must be included:

1. BPA/Contract number and delivery order number.
2. Sequential voucher/invoice number.
3. Date of voucher/invoice.
4. Payee's name and address. (Show the name of the contractor and its correct address. In addition, when an assignment of funds has been made by the contractor, or a different payee has been designated, include the name and address of the payee). Indicate the name and telephone number of the individual responsible for answering questions which the NRC may have regarding the voucher/invoice.
5. Description of articles or services, quantity, unit price, total amount, and cumulative amount.

For labor-hour delivery orders with a ceiling, provide a breakdown by task of labor hours by labor category, hours, fixed rate, current period dollars, and cumulative hours and dollars billed to date as authorized under the delivery order. For example:

Category	Current Hours	Fixed Rate	Current Billed	Cumulative	
				Hours	Total Billed
Sr. Scientist	100	35.00	\$3,500.00	500	\$ 17,500.00
Engineer	100	25.00	\$2,500.00	100	\$ 2,500.00
Totals:			\$6,000.00		\$ 20,000.00

Invoices for the order shall be broken down by task. You must also provide a consolidated summary (cover sheet) of the total amount billed inclusive of all tasks. The summary must contain the cumulative amount invoiced to date.

6. For contractor acquired property list each item purchased costing \$50,000 or more and having a life expectancy of more than 1 year and provide: (1) an item description, (2) manufacturer, (3) model number, (4) serial number, (5) acquisition cost, (6) date of purchase, and (7) a copy of the purchasing document.
7. Weight and zone of shipment, if shipped by parcel post.
8. Charges for freight or express shipments. Attach prepaid bill if shipped by freight or express.
9. Instructions to consignee to notify the Contracting Officer of receipt of shipment.

#### 10. Travel Reimbursement (if applicable)

The contractor shall submit claims for travel reimbursement as a separate item on its fixed-price invoice/voucher in accordance with the following:

Travel reimbursement. Total costs associated with each trip must be shown in the following format:

<u>Start Date</u>	<u>Destination</u>	<u>Costs</u>
From:	From:	
To:	To:	\$

Provide supporting documentation (receipts) for travel expenditures in excess of \$75.00 in an attachment to the invoice/voucher.

Billing of Cost After Expiration of Order: If costs are incurred during the delivery order period and claimed after the order has expired, the period during which these costs were incurred must be cited. To be considered a proper expiration voucher/invoice, the contractor shall clearly mark it "EXPIRATION VOUCHER" or "EXPIRATION INVOICE."

Currency: Billings may be expressed in the currency normally used by the contractor in maintaining his accounting records and payments will be made in that currency. However, the U.S. dollar equivalent for all vouchers/invoices paid under the order may not exceed the total U.S. dollars authorized under the order.

Supersession: These instructions supersede any previous billing instructions.

#### D.7 PROJECT OFFICER

The Contracting Officer's authorized technical representative hereinafter referred to as the project officer for this order is:

Name: *Anne Stracke*

Address: U.S. Nuclear Regulatory Commission  
OCIO/BPIAD/BST  
Mailstop T6C30  
Washington, DC 20555

Telephone Number: (301) 415-5796

a. Performance of the work under this order is subject to the technical direction of the NRC project officer. The term "technical direction" is defined to include the following:

1. Technical direction to the contractor which shifts work emphasis between areas of work or tasks, authorizes travel which was unanticipated in the Schedule (i.e., travel not contemplated in the Statement of Work or changes to specific travel identified in the Statement of Work), fills in details, or otherwise serves to accomplish the contractual statement of work.

2. Provide advice and guidance to the contractor in the preparation of drawings, specifications, or technical portions of the work description.
  3. Review and, where required by the order, approval of technical reports, drawings, specifications, and technical information to be delivered by the contractor to the Government under the order.
- b. Technical direction must be within the general statement of work stated in the order. The project officer does not have the authority to and may not issue any technical direction which:
1. Constitutes an assignment of work outside the general scope of the order or associated BPA.
  2. Constitutes a change as defined in the "Changes" clause of the GSA contract.
  3. In any way causes an increase or decrease in the total fixed price or the time required for performance of any orders.
  4. Changes any of the expressed terms, conditions, or specifications of the order or associated BPA.
  5. Terminates the order, settles any claim or dispute arising under the order, or issues any unilateral directive whatever.
- c. All technical directions must be issued in writing by the project officer or must be confirmed by the project officer in writing within ten (10) working days after verbal issuance. A copy of the written direction must be furnished to the CO. A copy of NRC Form 445, Request for Approval of Official Foreign Travel, which has received final approval from the NRC must be furnished to the CO.
- d. The contractor shall proceed promptly with the performance of technical directions duly issued by the project officer in the manner prescribed by this clause and within the project officer's authority under the provisions of this clause.
- e. If, in the opinion of the contractor, any instruction or direction issued by the project officer is within one of the categories as defined in paragraph (c) of this section, the contractor may not proceed but shall notify the CO in writing within five (5) working days after the receipt of any instruction or direction and shall request the CO to modify the order or associated BPA accordingly. Upon receiving the notification from the contractor, the CO shall issue an appropriate modification or advise the contractor in writing that, in the CO's opinion, the technical direction is within the scope of this article and does not constitute a change under the "Changes" clause.
- f. Any unauthorized commitment or direction issued by the project officer may result in an unnecessary delay in the contractor's performance and may even result in the contractor expending funds for unallowable costs under the order or associated BPA.
- g. A failure of the parties to agree upon the nature of the instruction or direction or upon the contract action to be taken with respect thereto is subject to 52.233-1 - Disputes.

h. In addition to providing technical direction as defined in paragraph (b) of the section, the project officer shall:

1. Monitor the contractor's technical progress, including surveillance and assessment of performance, and recommend to the CO changes in requirements.
2. Assist the contractor in the resolution of technical problems encountered during performance.
3. Review all costs requested for reimbursement by the contractor and submit to the CO recommendations for approval, disapproval, or suspension of payment for supplies and services required under orders.
4. Assist the contractor in obtaining the badges for the contractor personnel.
5. Immediately notify the Personnel Security Branch, Division of Facilities and Security (PERSEC/DFS) (via e-mail) when a contractor employee no longer requires access authorization and return the individual's badge to PERSEC/DFS within three days after their termination.

#### **D.8 PERIOD OF PERFORMANCE**

The period of performance for this order shall be the effective date of the order through one year thereafter.

#### **D.9 CONSIDERATION AND OBLIGATION**

The total estimated amount (ceiling) of this order is \$169,389.

The amount presently obligated with respect to this order is \$169,389. This amount fully funds this order. The Contractor shall not be obligated to incur costs above this ceiling/obligated amount unless and until the Contracting Officer shall increase the amount obligated. Any work undertaken by the Contractor in excess of the obligated amount specified above is done so at the Contractor's sole risk.

#### **D.10 FAR 52.232-7, "PAYMENTS UNDER TIME-AND-MATERIAL AND LABOR-HOUR CONTRACTS"**

FAR 52.232-7 is applicable and hereby incorporated by reference into this order.

#### **D.11 FAR 52.227-14, "Rights in Data-General (June 1987)"**

FAR 52.227-14 is applicable and hereby incorporated by reference into this order, with the addition of the following terms:

"However and in addition thereto, the contractor understands and agrees that copyright of data first developed or produced in the performance of this order(s) shall be subject to obtaining permission and approval from the government contracting officer and is further subject to granting the government with a free paid up, world wide, irrevocable license to use, copy, release, duplicate, distribute, and disseminate the data for

governmental purposes and to further allow the government the right to use, copy, release, duplicate, distribute, and disseminate the data to participants, interested parties, litigants and members of the public that the government deems necessary to fulfill its statutory, regulatory and policy obligations."

**D.12 FAR 52.227-19, "Commercial Computer Software-Restricted Rights (June 1987)"**

FAR 52.227-19 is applicable and hereby incorporated by reference into this order, with the addition of the following terms:

"However and in addition thereto, the contractor understands and agrees that copyright of computer software first developed or produced in the performance of this order(s) shall be subject to obtaining permission and approval from the government contracting officer and is further subject to granting the government with a free paid up, world wide, irrevocable license to use, copy, release, duplicate, distribute, and disseminate the computer software for governmental purposes and to further allow the government the right to use, copy, release, duplicate, distribute, and disseminate the computer software to participants, interested parties, litigants and members of the public that the government deems necessary to fulfill its statutory, regulatory and policy obligations."

**D.13 APPROPRIATE USE OF GOVERNMENT FURNISHED INFORMATION TECHNOLOGY (IT) EQUIPMENT AND/ OR IT SERVICES/ ACCESS (MARCH 2002)**

As part of contract performance the NRC may provide the contractor with information technology (IT) equipment and IT services or IT access as identified in the solicitation or subsequently as identified in the contract or delivery order. Government furnished IT equipment, or IT services, or IT access may include but is not limited to computers, copiers, facsimile machines, printers, pagers, software, phones, Internet access and use, and email access and use. The contractor (including the contractor's employees, consultants and subcontractors) shall use the government furnished IT equipment, and / or IT provided services, and/ or IT access solely to perform the necessary efforts required under the contract. The contractor (including the contractor's employees, consultants and subcontractors) are prohibited from engaging or using the government IT equipment and government provided IT services or IT access for any personal use, misuse, abuses or any other unauthorized usage.

The contractor is responsible for monitoring its employees, consultants and subcontractors to ensure that government furnished IT equipment and/ or IT services, and/ or IT access are not being used for personal use, misused or abused. The government reserves the right to withdraw or suspend the use of its government furnished IT equipment, IT services and/ or IT access arising from contractor personal usage, or misuse or abuse; and/ or to disallow any payments associated with contractor (including the contractor's employees, consultants and subcontractors) personal usage, misuses or abuses of IT equipment, IT services and/ or IT access; and/ or to terminate for cause the contract or delivery order arising from violation of this provision.

Attachment 1 Order No. NRC-33-05-335

Pricing Schedule**PRICING LABOR CATEGORIES**

GSA ITS Contract Number	GSA ITS CLIN	Webworld Technologies Labor Categories	Base Hourly Price	Discount Hourly Price	Year 1 Hourly Price
GS-35F-0652N	51-002	Application Programmer II			\$114.30
GS-35F-0652N	51-039	Enterprise Architect I			\$177.30
GS-35F-0652N	51-014	Document Specialist			\$95.40
GS-35F-0652N	51-034	Project / Task Manager			\$114.30

**PRICING ROLLUP**

GSA ITS Contract Number	GSA ITS CLIN	Webworld Technologies Labor Categories	Rate Hourly Price	Hours All Tasks	Total Cost Per CLIN
GS-35F-0652N	51-002	Application Programmer II			\$25,708.50
GS-35F-0652N	51-039	Enterprise Architect I			\$99,441.00
GS-35F-0652N	51-014	Document Specialist			\$16,573.50
GS-35F-0652N	51-034	Project / Task Manager			\$27,666.00
<b>TOTALS</b>					<b>\$169,389.00</b>

**DELIVERABLE PRICING**

RFR	Deliverable	Labor Categories	Hours	Price
C.5.1	Project Management Plan	Application Programmer II		\$1,371.60
		Enterprise Architect I		\$531.90
		Document Specialist		\$5,151.60
		Project / Task Manager		\$3,429.00
		<b>Task Total:</b>		<b>\$10,484.10</b>
C.5.2	System Requirement Specification	Application Programmer II		\$685.80
		Enterprise Architect I		\$886.50
		Document Specialist		\$3,816.00
		Project / Task Manager		\$914.40
		<b>Task Total:</b>		<b>\$6,302.70</b>
C.5.3	System Operations Concept	Application Programmer II		\$685.80
		Enterprise Architect I		\$1,063.80
		Document Specialist		\$3,816.00
		Project / Task Manager		\$914.40
		<b>Task Total:</b>		<b>\$6,480.00</b>

C.5.4	Alternatives Analysis	Application Programmer II		\$0.00
		Enterprise Architect I		\$1,063.80
		Document Specialist		\$2,862.00
		Project / Task Manager		\$914.40
		Task Total:		\$4,840.20
C.5.5	Documentation	Application Programmer II		\$3,429.00
		Enterprise Architect I		\$3,546.00
		Document Specialist		\$7,632.00
		Project / Task Manager		\$2,286.00
		Task Total:		\$6,893.00
C.5.6	Test Plan and Tactical Migration Plan	Application Programmer II		\$685.80
		Enterprise Architect I		\$886.50
		Document Specialist		\$3,816.00
		Project / Task Manager		\$2,286.00
		Task Total:		\$7,674.30
C.5.7	Update NRC's Encyclopedia	Application Programmer II		\$457.20
		Enterprise Architect I		\$3,546.00
		Document Specialist		\$0.00
		Project / Task Manager		\$342.90
		Task Total:		\$4,346.10
C.5.8	Recommendations	Application Programmer II		\$685.80
		Enterprise Architect I		\$3,546.00
		Document Specialist		\$572.40
		Project / Task Manager		\$914.40
		Task Total:		\$5,718.60
C.5.9	Web-Based Application	Application Programmer II		\$91,440.00
		Enterprise Architect I		\$10,638.00
		Document Specialist		\$0.00
		Project / Task Manager		\$4,572.00
		Task Total:		\$106,650.00
OVERALL TOTALS				\$169,389.00