



UNITED STATES
NUCLEAR REGULATORY COMMISSION

WASHINGTON, D.C. 20555-0001

MAR 17 2005

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

SUBJECT: TASK ORDER NO. 42 ENTITLED "OFFICE OF INFORMATION SERVICES
RECORD CLASSIFICATION ACTION (RCA) SYSTEM," UNDER DELIVERY
ORDER NO. NRC-33-03-342-005

Dear Mr. Weisenbeck:

This confirms verbal authorization provided to you on March 11, 2005, by Michael Turner of my staff, to initiate work under the subject task order with a temporary cost ceiling of \$10,000.00.

In accordance with the Section entitled "Task Order Procedures", of the subject delivery order, this letter hereby definitizes Task Order 42. This effort shall be performed in accordance with the enclosed Statement of Work (SOW). Task Order No. 42 shall be in effect from March 11, 2005, through October 17, 2005, with a cost ceiling of \$30,379.84, which is inclusive of the \$10,000.00 temporary ceiling authorized on March 11, 2005.

Task Order No. 42 obligates funds in the amount of \$30,379.84. The obligated amount shall, at no time, exceed the task order cost ceiling. When and if the amount(s) paid and payable to the Contractor hereunder shall equal the obligated amount, the Contractor shall not be obligated to continue performance of the work unless and until the Contracting Officer shall increase the amount obligated with respect to this task order. Any work undertaken by the Contractor in excess of the obligated amount specified above is done so at the Contractor's risk. It is estimated that this amount will cover performance through October 17, 2005.

Accounting data for Task Order No. 42 is as follows:

B&R No.:	511-5DC-385
BOC:	2574
APPN No.:	31X0200.511
Job Code:	R1121
Accounting ID No:	N0334200542
Commitment No.:	None Provided
Amount Obligated:	\$30,379.84

The following individual(s) are considered to be 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: William Carrier - (301) 415-5778
Contractual Matters: Michael Turner - (301) 415-6535

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.

If you have any questions regarding the subject task order, please contact Michael Turner, Contract Specialist on (301) 415-6535.

Sincerely,



Robert B. Webber, Contracting Officer
Contract Management Branch No. 3
Division of Contracts
Office of Administration

Enclosure: As stated

ACCEPTED:

Chmy K. Backer
NAME

Contracts Administrator
TITLE

5/20/05
DATE

Office of Nuclear Security and Incident Response - Record of Classification Action (RCA) System

A. Objective

To maintain an application system used by the Office of Nuclear Security and Incident Response by ensuring that the system processes information accurately, reliably, and in a timely manner.

B. Scope

The contractor shall perform application system maintenance for the system listed below in the statement of work section, subparagraph 1. under the heading of Maintenance. Maintenance shall include actions taken to resolve application system failures, correct defects, maintain functionality when IT infrastructure is updated and to perform small enhancements such as adding or modifying a field or creating a new report. The maintenance that is performed will also include updating the documentation for any system changes.

C. Statement of Work

1. Maintenance

The contractor shall be responsible for making necessary changes to ensure that identified problems with system are corrected, modifications/updates are performed, and the system is returned to or placed in production mode in the shortest possible amount of time.

Maintenance Requests:

Individual application system failures or other reasons or problems that necessitate a maintenance action will be brought to the attention of the contractor through e-mail direction from the Task Order Manager.

Upon receipt of a maintenance request, the contractor will document in writing the description and nature of the maintenance action and the estimated level of effort required to complete the maintenance activity.

For maintenance requests that require more than 2 work days (16 hours) to complete, the contractor will include an assessment of the effort needed to perform the activity. The contractor shall forward the requests to the Task Order Manager by e-mail, within 2 work days of receipt.

The Task Order Manager shall review the contractor assessment and e-mail the authorization response to the contractor within 2 work days of receipt of the assessment. If the contractor is authorized to perform the work, the contractor shall complete the work within three 3 work days of the authorization, unless otherwise approved by the Task Order Manager or representative. The contractor shall send an e-mail to the Task Order

Manager when the work is completed and shall document the actual time required to complete the action on the original maintenance request.

Efforts assessed at less than 2 work days (16 hours) to complete shall be accomplished by the contractor without prior Task Order Manager approval. The contractor shall document the original maintenance request with the completion date.

A copy of each completed maintenance request shall be sent to the Task Order Manager and the PO for this order.

a. System to Be Serviced

System Name	System Number	System Acronym	Software	Platform
Record of Classification Action	H0039	RCA	Delphi 3.0 Access 97	PC/LAN

b. Independent Action

The contractor shall have authority to take necessary actions for up to 16 hours per incident to evaluate an application system problem, correct and appropriately document the problem and actions taken, test corrections and prepare the corrected/new component for deployment. The contractor shall notify the Task Order Manager when the corrected system is ready for deployment (i.e., testing completed, ready for deployment) and follow e-mail directions of the Task Order Manager.

c. Work Actions Requiring Pre-approval

The contractor shall develop and deliver, via e-mail, to Task Order Manager, work estimates and plans for any efforts requiring more than two work days to complete. The Task Order Manager will review the contractor's assessment (estimate and plan) and will provide an e-mail authorization within two work days of receipt. The contractor shall not commence code or data changes for efforts covered by a work estimate and plan (level of effort exceeds two work days for code, test and document creation/changes) without an e-mail authorization from the Task Order Manager.

The contractor shall not engage in any work that would be classified as perfective maintenance (i.e., an enhancement or modification that is not due to a code or data error) without an e-mail to the Task Order Manager. The Task Order Manager will need to approve the e-mail via e-mail before work can commence.

The contractor shall not update User Guides without an e-mail authorization from NRC/OCIO's Task Order Manager.

Authorized actions shall be performed by the Contractor within 3 workdays of authorization, unless a longer time is approved by Task Order Manager.

d. Additional Requirements:

- Desktop icon is made available to all users of the application.
- Electronic copy is functional and workable at first installation.
- Latest production version of the application is verified and used for modifications.
- Changes to source code utilize products defined in the application system baseline, unless authorization is received in writing from NRC/OCIO's Task Order Manager.
- New products introduced to the application system are consistent with the authorized list of vendor products (aka., toolkit) approved by NRC's Environmental Change Control Board.
- Task Order Manager approval is obtained, in writing, for all efforts estimated to take more than 16 hours.
- Monthly status reports accurately reflect work performed and are a true reflection of task status, including expenditure of funds.
- Task Order Manager is notified when less than 24 hours remain available for OCIO application system maintenance.
- Status reports are delivered on time.
- Expertise of contractor staff is in accordance with that expected of individuals in the specified labor categories.
- Contractor personnel interact professionally with Government personnel.
- Assistance is provided in a courteous, professional manner.

D. Place of Performance

Most efforts under this task order shall be performed at the contractor site. Access to the NRC/OCIO facilities shall be provided by the NRC/OCIO, as required, during business hours.

E. Period of Performance

The period of performance shall be from March 11, 2005 - October 17, 2005.

F. Schedule of Deliverables

<u>Deliverable Name</u>	<u>Responsibility</u>	<u>Delivery Schedule</u>
Maintenance Work Plan and Estimate to NRC Task Order Manager	Contractor	Whenever work effort will exceed 16 hours
Work Plan and Estimate Approval e-mail	Task Order Manager	Upon review and approval of Work Plan and Estimate
Deployed application update, including desktop icon for users	Contractor	When maintenance effort tested and ready for deployment
Work effort approach of Ceiling Notification e-mail	Contractor	When 24 or fewer hours are available
Status reports	Contractor	Monthly
Voucher summaries detailing funding status	Contractor	Monthly

G. Expertise/Skills

Demonstrated experience in application systems software and platforms defined for system identified in relevant sections of this task order as requiring maintenance support. Competency in technical, written communication, and analytical skills as demonstrated through prior assignments in the technical support area, and experience with applications running on a NOVELL LAN platform with Windows NT/XP workstations. The system is written with a Delphi 3.0 front end and Microsoft Access 97 databases (SRS).

H. Task Order Manager

The manager for this task order is William Carrier, (wbc@nrc.gov) 301-415-5778.

I. Level of Effort

The Government's estimated level of effort for this task order is 410 staff hours per year.