

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

BPA NO.

1. CONTRACT ID CODE

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2. AMENDMENT/MODIFICATION NO. M004	3. EFFECTIVE DATE See Block 16c.	4. REQUISITION/PURCHASE REQ. NO. See Below	5. PROJECT NO. (# applicable)
6. ISSUED BY U.S. Nuclear Regulatory Commission Div of Contracts Two White Flint North - MS T-7-I-2 Contract Specialist: Sharlene McCubbin Washington, DC 20555	CODE 3100	7. ADMINISTERED BY (If other than Item 6) U.S. Nuclear Regulatory Commission Div of Contracts Two White Flint North - MS T-7-I-2 Washington, DC 20555	CODE 3100

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  RESOURCE CONSULTANTS, INC.  2650 PARK TOWER DRIVE SUITE 800 VIENNA VA 221807301	(X)	9A. AMENDMENT OF SOLICITATION NO.
		9B. DATED (SEE ITEM 11)
		10A. MODIFICATION OF CONTRACT/ORDER NO. GS23F0283K DR-10-04-421
	X	10B. DATED (SEE ITEM 13) 05-24-2004
CODE	FACILITY CODE	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended,  is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:  
(a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) See Below

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(X)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.216-18 Ordering. Price Schedule (Attachment 2)
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor  is not,  is required to sign this document and return 2 copies to the Issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this modification is to insert a supplemental agreement and add additional funding:  
  
Please see Page 2 for continuation of this modification.

FUNDING LINES ARE AS FOLLOWS:

31X0200 B&R:540155B2160 BOC: 252A JCN: B1458 OBLIGATE: \$80,000.00  
31X0200 B&R:540155A2303 BOC: 252A JCN: D2338 Obligate: \$40,000.00

Duns No. 097773022

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) <i>Sharlene McCubbin, Contract Specialist</i>	15B. CONTRACTOR/OPERATOR <i>[Signature]</i> (Signature of person authorized to sign)	15C. DATE SIGNED <i>9/2/05</i>	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Elais J. Wiggins Contracting Officer	16B. UNITED STATES OF AMERICA BY <i>Elais J. Wiggins</i> (Signature of Contracting Officer)	16C. DATE SIGNED <i>9/2/05</i>
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STANDARD FORM 30 (REV. 10-83)

TEMPLATE - ADM001

SISP REVIEW COMPLETE

ADM002

The purpose of this modification is to: 1) modify the Statement of Work, in accordance with the attached "Modification to Statement of Work", 2) exercise Option Year 1, and 3) provide incremental funding. Accordingly the following changes are hereby incorporated:

1. In accordance with the attached Modification to Statement of Work, this contract is modified to add PASS2 requirements, revise Task Area 3 and Task Area 4, and add Task Area 5 and 6.

2. The period of performance is revised as follows to include the exercise of Option Year 1:

"The period of performance is June 1, 2004 through November 30, 2006."

3. As a result of the modification to the statement of work the ceiling of the basic contract is hereby increased by \$76,666.82 from \$247,788.00 to \$324,454.82.

4. Option Year 1 is hereby exercised in the amount of \$195,228.00. Therefore, the total ceiling available under this contract is \$519,682.82.

5. The amount of incremental funding provided as a result of the above actions is \$120,000.00. Therefore the amount obligated is increase by \$120,000.00 from \$250,000.00 to \$370,000.00.

All other terms and conditions under this contract remain unchanged.

A summary of obligations for this contract, from date of award through the date of this action is provided below:

FY04 Obligations basic contract:	\$ 70,000.00
FY05 Obligations basic contract:	\$254,454.82
FY05 Obligations Opt. Yr. 1:	\$ 45,545.18
Total Obligations:	\$370,000.00

# MODIFICATION TO STATEMENT OF WORK FOR NRC-10-04-421 COMPUTER-AIDED FACILITY MANAGEMENT SYSTEM SUPPORT

## 1. BACKGROUND

The Nuclear Regulatory Commission (NRC) utilizes Archibus/FM to capture occupancy data for the One White Flint North (OWFN) and Two White Flint North (TWFN) buildings located in Rockville, MD. Used in conjunction with AutoCAD, the system serves as the primary method to provide a variety of reports, including housing plans, space allocation, and vacancy rates and is also used to perform scenario planning for space and organizational realignments.

The Office of Administration uses Archibus/FM for their equipment and inventory management system referred to as PASS-2. This system replaces the previous PASS system that provided the data for the new PASS-2 system.

The newly completed PASS-2 system database and the Space management system database are to be merged into one server. Now that PASS-2 is complete a thorough analysis and comparison of databases for accurate mapping can be performed. This process will require numerous decisions from NRC including the development of database policy and business rules.

A temporary process for regularly updating personnel data from HR to the space database was put in place around November 2004. Due to data constraints in the PASS-2 system the current method of updating the personnel data will need to be revised in order to maintain integrity in the PASS-2 data.

There are 2 critical issues that must be resolved before the database merge.

- 1) The primary key for employees differs in the 2 databases. For the em\_id field – PASS-2 uses the LAN ID, space uses the format <last\_name, first\_name MI>
- 2) Modify the current process for updating employees from the HR database

This proposal modifies the previously quoted task areas 3 and 4 addressed by contract DR-10-04-421: Task Area 3) Importing employee data into the existing database; Task Area 4) Database Troubleshooting and Analysis. This proposal adds Task 5 to facilitate NRC decisions about the database merge and Task 6 to support the PASS-2 functionality in the merged database for a period of 1 year.

## 2. OBJECTIVE

NRC wishes to procure the services of a contractor to import employee data and perform a database transfer of 2 separate databases into one database. The contractor shall have previous experience in database management, Archibus/FM and AutoCAD systems, Windows NT, and SQL Server. This effort is part of the management strategic planning efforts.

## 3. SCOPE

The scope of this contract consists of the following:

1. The primary level of effort consists of importing employee data into the existing database. System updates shall be performed on-site at TWFN.
2. The Contractor shall also provide database troubleshooting and analysis on both Archibus/FM systems for the purpose of merging the data together.
3. The Contractor shall also provide support of the integrated data between the systems.

## 4. REFERENCE DOCUMENTS

- a. NRC Database standards

## 5. TASK STATEMENT

The Nuclear Regulatory Commission requires assistance in the following task areas:

**Task Area 1 – Contract and Task Order Management**

**Subtask 1.1 – Contract-Level Program Management.** Provide the technical and functional activities at the Contract Level for the Program Management of the tasks. Include productivity and management methods to monitor and assure high quality, on time and within budget performance. Provide the centralized administrative, documentation and related functions.

**Task Area 3 – Importing employee data into the existing database**

**Subtask 3.1 – The contractor shall provide an FM analyst to import employee data from HR into the existing database.**

- a) Analyze data transfer; compare existing employee data fields with data fields in existing database.
- b) Map data for transfer.
- c) Generate data test parameters.
- d) Create an automated data import process for regular personnel data imports into the system

**Subtask 3.2 – Import employee data from outside regions to the existing database and test data access**

- a) Transfer employee data from outside regions into the existing database.
- b) Edit and update drawings to reflect employee data as required.
- c) Test employee data as provided in test parameters. Testing will take place on development server, not on the production server.

**Subtask 3.3 – Update employee information on the drawings**

- a) Populate employees to rooms in the drawings.
- b) The population of the drawing will be based on the imported data from Task 3.1 and 3.2.

**Task Area 4 – Database Troubleshooting and Analysis and data merge**

**Subtask 4.1 – Examine configuration of database connections to the new server.**

- a) Analyze data transfer; compare the database function on old server and new server
- b) Analyze data transfer; map data between PASS-2 and the space database
- c) Configure database connections to the new server
- d) Configure the new server to provide Archibus/FM services the same as those on the old server.

**Task Area 5 – Facilitate NRC decision making for database merge**

**Subtask 5.1 – The contractor shall provide personnel (database analyst, FM analyst, and BPR specialist) to facilitate decisions about the merging of the current PASS-2 database with the space database.**

- a. Document requirements and expectations

- a) Get Policy decisions on data

- b) Document the business rules
- c) Determine if other user types need to be created
- d) Determine who will need training and when

**Subtask 5.2 – Transfer of existing Archibus/FM database to development server for testing**

- a) Transfer all Archibus/FM data and drawings to the development server (data merge)
- b) Test configuration and functionality.

**Subtask 5.3 – Transfer of two existing Archibus/FM databases to the new server and start the service (Task 5 must be completed before this task)**

- a) Transfer all Archibus/FM data and drawings to the new server (data merge)
- b) Start the service. Test configuration and functionality.

**Task Area 6 – Provide technical support for PASS-2 supporting the integration of data between the systems at NRC**

**Subtask 6.1 – Quarterly visits to support the system**

- a. Provide edits related to the scripts to the merged database
- b. This specific support will be for a period of 1 year

**6. TARGET DELIVERABLES**

Work to be performed under this task is considered to be level-of-effort, in accordance with the GSA FSS contract and will be invoiced monthly.

Accordingly, the Contractor shall provide the following target deliverables:

- a) Task Area 1, Subtask 1.1: Monthly status reports shall be provided to the PM.
- b) Task Area 3, the information from the HR Database shall be imported into the database within 6 months after award of contract.
- c) Task Area 3, Subtask 3.3: Update employee data on the drawings within 6 weeks after import of HR database.
- d) Task Area 4, Subtask 4.2: All data shall be transferred to the new server within 6 weeks after award of the contract.
- e) Task Area 5, Subtask 5.1: The contractor shall document meetings, policy and business rules. These will be sent to the PM within 1 week of the meeting.
- f) Task Area 6, PASS-2 support shall be provided within 24 hours of request.

Delivery standards shall be in accordance with selected standards.

**7. ASSUMPTIONS**

- 1. The labor hours quoted for this work are estimates, actual hours worked will be billed at the rates shown based upon the resources used.
- 2. The customer will be billed for the actual hours worked at the rates shown based upon the resources used.
- 3. The Contractor shall have timely access to the people, systems and data required to perform the work.
- 4. The customer will provide test reports as agreed upon in the scheduled. If nothing is reported the contractor shall assume that the customer is satisfied with the test results.
- 5. LAN ID will be the primary key for employees.

Should the primary key be switched to employee name the impact would double the time necessary to complete this work. PASS-2 has many instances where the LAN ID is critical to the flow of information.

6. Task 5 will be completed and signed off before sub-task 4.3 begins.
7. NRC IT will spend approximately 25 hours on this project.
8. NRC administrative personnel will spend approximately 50 hours on this project.