

**ORDER FOR SUPPLIES OR SERVICES**

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

BPA NO

1. DATE OF ORDER <b>MAY 25 2005</b>	2. CONTRACT NO. (If any) GS35F0012J	6. SHIP TO	
3. ORDER NO. DR-38-05-369	MODIFICATION NO.	4. REQUISITION/REFERENCE NO. HR-05-369	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Division of Contracts Contract Management Branch No. 1 Mail Stop T-7-I-2 Washington, DC 20555		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission ATTN: William Lawson	
		b. STREET ADDRESS Technical Training Center 5746 Marlin Road, Suite 200	
		c. CITY Chattanooga	d. STATE TN
		e. ZIP CODE 37411-5677	

7. TO:		f. SHIP VIA	
a. NAME OF CONTRACTOR SYSTEMS INTEGRATION & DEVELOPMENT INC		8. TYPE OF ORDER	
b. COMPANY NAME		<input type="checkbox"/> a. PURCHASE	<input checked="" type="checkbox"/> b. DELIVERY
c. STREET ADDRESS 15200 SHADY GROVE ROAD, SUITE 300		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.	
d. CITY ROCKVILLE MD 208503218		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.	
e. STATE	f. ZIP CODE		

9. ACCOUNTING AND APPROPRIATION DATA		10. REQUISITIONING OFFICE HR	
31X0200	252A	R8484	Office of Human Resources
5-8415-122161	Amount Obligated: \$96,180.80		

11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT Destination	
<input checked="" type="checkbox"/> a. SMALL	<input type="checkbox"/> b. OTHER THAN SMALL	<input checked="" type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> d. SERVICE-DISABLED VETERAN-OWNED		
<input type="checkbox"/> e. WOMEN-OWNED	<input type="checkbox"/> f. HUBZone	<input type="checkbox"/> g. EMERGING SMALL BUSINESS			

13. PLACE OF		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	16. DISCOUNT TERMS N/A
a. INSPECTION	b. ACCEPTANCE			

17. SCHEDULE (See reverse for Rejections) See CONTINUATION Page

ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
001.	The contractor shall provide one full-time web development specialist (excluding federal holidays) to perform full-time web application support services at the U.S. Nuclear Regulatory Commission's (NRC) Technical Training Center (TTC) located at 5746 Marlin Road, Suite 200, Osborne Office Center, Chattanooga, TN 37411-5677. The work shall be provided in accordance with the attached Statement of Work (see Attachment 1). Base Year				\$ 96,180.80	
002.	Option Year 1				\$ 99,931.85	
003.	Option Year 2 NOTE: The estimated number of hours shall not exceed 1,800 hours each for the base and option years. Period of Performance: 6/1/2005 - 5/31/2006 (Base Year); If Option Years 1 and 2 are exercised by the Government, the dates shall be 6/1/2006 - 5/31/2007 and 6/1/2007 - 5/31/2008, respectively. NRC Project Officer: William Lawson (423) 855-6645 (cont.)				\$ 103,829.19	

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		\$96,180.80	17(h) TOTAL (Cont. pages)  17(i) GRAND TOTAL
	21. MAIL INVOICE TO:							
	a. NAME U.S. Nuclear Regulatory Commission Payment Team, Mail Stop T-9-H-4							
	b. STREET ADDRESS (or P.O. Box) Attn: (insert contract or order number)							
c. CITY Washington		d. STATE DC	e. ZIP CODE 20555		N/A		\$96,180.80	

22. UNITED STATES OF AMERICA BY (Signature) 	23. NAME (Typed) Mary Mace  TITLE: CONTRACTING/ORDERING OFFICER
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PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 347 (REV. 3/2005)  
PRESCRIBED BY OSA/FAR 48 CFR 53.213(f)

**TEMPLATE - ADM001**

**SISP REVIEW COMPLETE**

**ADM002**

**ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION**

PAGE NO.  
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DATE OF ORDER	CONTRACT NO. GS35F0012J	ORDER NO. DR-38-05-369
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ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
004	Incorporate FAR Clauses 52.204-7 and 52.232-33 and Fixed Price Billing Instructions under this  delivery order (see Attachment 2).					
<b>TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))</b>					1	

STATEMENT OF WORK

C.1. BACKGROUND

The NRC Technical Training Center (TTC), located in Chattanooga, Tennessee, provides technical training to NRC personnel. In 1999 the TTC was moved organizationally into the Office of Human Resources to consolidate technical and non-technical training under one office. Beginning with the development of the Employee Training & Development Intranet site, which was performed to support this reorganization, the TTC has been the origin of many database driven agency-wide Intranet applications as well as applications written to support individual offices.

Originally these applications were developed by one simulator software engineer with assistance from HR personnel in Rockville. However, in the fall of 2001 the TTC was tasked with delivering a large Intranet application to collect skill and knowledge information from the NRC staff. Due to the large scope of this project two other simulator software engineers were drafted to participate in the development. The Strategic Workforce Planning (SWP) Software Tool was released in June of 2002 and has been a total success. Several other federal agencies have investigated the possibility of adopting it for themselves and the Library of Congress is currently in the process of modifying the software for their use. With knowledge acquired from the development of the SWP application many other Intranet based database applications have been created and are in use across the agency. The demand for more wide use of the applications has risen and it is currently not feasible to maintain the current applications and service new requests in an efficient and time effective manner.

C.2. OBJECTIVE

The Contractor shall provide one full-time web development specialist (excluding federal holidays) to perform full-time web application support services at the TTC located in Chattanooga, Tennessee.

C.3. SUPPORT REQUIREMENTS

The Contractor shall provide services as specified below in support of the Intranet application development and systems maintenance program currently in operation at the TTC.

- a. Perform modifications to code in existing Intranet applications. This includes modification of page design and layout as well as modification to database connectivity software.
- b. Design and develop new database driven Intranet applications using Sybase Adaptive Server and Macromedia ColdFusion middleware. Projects may also require development of JavaScript functions and Common Gateway Interface (CGI) routines.
- c. Perform routine backups of software and management of backup media.

- d. Provide technical support to users of Intranet applications developed and/or maintained by web development specialist and TTC staff.

Prepare documentation for new and existing Intranet applications as directed by TTC staff.

#### C. 4 PERSONNEL REQUIREMENTS

The Contractor shall provide one full-time (excluding federal holidays) web development specialist with the following expertise:

- a. General programming knowledge with experience in programming in a higher level language such as FORTRAN, C, Basic, Visual Basic, etc.
- b. A thorough knowledge of Internet/Intranet applications including the concepts of dynamic data exchange, HTML language, and basic design of web sites.
- c. A working knowledge of Internet programming using ColdFusion and JavaScript as well as an understanding of Common Gateway Interface (CGI) programming.
- d. An applied knowledge of database structure and relational database design as well as database programming and the Structured Query Language (SQL).
- e. A working knowledge of File Transfer Protocol (FTP) and Telnet as well as an understanding of the concepts of effective directory structure design and drive mapping across a network.
- f. Excellent writing and oral communication skills.

#### C.5 PERIOD OF PERFORMANCE

The period of performance is from the effective date of the delivery order through twelve (12) months with two (2) one-year option periods.

**BILLING INSTRUCTIONS FOR  
FIXED PRICE CONTRACTS (October 2003)**

**General:** The contractor is responsible during performance and through final payment of this contract for the accuracy and completeness of the data within the Central Contractor Registration (CCR) database, and for any liability resulting from the Government's reliance on inaccurate or incomplete CCR data. 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 - 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 \$5000 or more, shall additionally be sent to:

NRC Property Management Officer  
Administrative Services Center  
Mall Stop -O-2G-112  
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:** Payment will continue to be made by the office designated in the contract in Block 12 of the Standard Form 26 or Block 25 of the Standard Form 33, whichever is applicable.

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

**Preparation and Itemization of the Voucher/Invoice:** The voucher/invoice shall be prepared in ink or by typewriter (without strike-overs). Corrections or erasures must be initialed. To be considered a proper voucher/invoice, all of the following elements must be included:

1. Contractor's Data Universal Number (DUNS) or DUNS+4 number that identifies the contractor's name and address. The DUNS+4 number is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the contractor to identify alternative Electronic Funds Transfer (EFT) accounts for the same parent concern.
2. Contract number.
3. Sequential voucher/invoice number.
4. Date of voucher/invoice.
5. Payee's name and address. Show the name of the Payee as it appears in the contract and its correct address. If the Payee assigns the proceeds of this contract as provided for in the assignment of claims terms of this contract, the Payee shall require as a condition of any such assignment, that the assignee shall register separately in the Central Contractor Registration (CCR) database at <http://www.ccr.gov> and shall be paid by EFT in accordance with the terms of this contract. See Federal Acquisition Regulation 52.232-33(g) Payment by Electronic Funds Transfer - Central Contractor Registration (October 2003).
6. Description of articles or services, quantity, unit price, and total amount.
7. 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.
8. Weight and zone of shipment, if shipped by parcel post.
9. Charges for freight or express shipments. Attach prepaid bill if shipped by freight or express.
10. Instructions to consignee to notify the Contracting Officer of receipt of shipment.
11. For Indefinite Delivery contracts or contracts under which progress payments are authorized, the final voucher/invoice shall be marked "FINAL VOUCHER" OR "FINAL 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 contract may not exceed the total U.S. dollars authorized in the contract.

**Supersession:** These instructions supersede any previous billing instructions.

S:\DC Instructions\Billing instruct FP 2003.wpd