

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES
1 8

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

BPA NO.

| | | | |
|------------------------------------|--|------------------------------|---|
| 1. DATE OF ORDER 9/30/05 | 2. CONTRACT NO. (If any) GS10F0083L | 6. SHIP TO: | |
| 3. ORDER NO. DR-09-05-331 | MODIFICATION NO. | 4. REQUISITION/REFERENCE NO. | a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission Office of the Chief Financial Officer |

| | | | | | |
|--|--|--|-----------------------|----------------|----------------------|
| 5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Division of Contracts Mail Stop: T-7-I-2 Contract Management Branch 2 Washington, DC 20555 | | b. STREET ADDRESS Mail Stop: T-9D16 Attn: Chutima Taylor | c. CITY Washington | d. STATE DC | e. ZIP CODE 20555 |
|--|--|--|-----------------------|----------------|----------------------|

| | |
|---|-----------------|
| 7. TO: | f. SHIP VIA |
| a. NAME OF CONTRACTOR DELOITTE CONSULTING L. L. P. | b. COMPANY NAME |

| | | |
|--|---|--------------------------|
| 8. TYPE OF ORDER | | |
| <input type="checkbox"/> a. PURCHASE | <input checked="" type="checkbox"/> b. DELIVERY | |
| 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. | | |
| 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. | | |
| c. CITY RESTON | e. STATE VA | f. ZIP CODE 201900585 |

| | |
|--|--|
| 9. ACCOUNTING AND APPROPRIATION DATA B&R: 57N-15-5H1171 Job Code: N7163 BOC: 252A 31XD20 FFS#s: CFO05331;RQCFO05331;CFO05360 OBLIGATE: \$684,797.57 | 10. REQUISITIONING OFFICE CFO OFC. OF THE CHIEF FINANCIAL OFFICER |
|--|--|

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

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 CONTRACTOR SHALL PROVIDE SERVICES IN ACCORDANCE WITH THE ATTACHED STATEMENT OF WORK AT THE FIRM FIXED PRICES STATED IN THE ATTACHED PRICE SCHEDULE.</p> <p>PROJECT TITLE: BUDGET FORMULATION APPLICATION TYPE OF TASK ORDER: FIRM FIXED PRICE PERIOD OF PERFORMANCE: 10/01/2005 THROUGH 09/30/2006 THE CONTRACT ALSO CONTAINS FOUR ONE-YEAR OPTION PERIODS.</p> <p>FUNDING IN THE AMOUNT OF \$684,797.57 IS BEING OBLIGATED FOR CLINS 0001, 0002, AND 0003. CLINS 0004, 0005, AND 0006 ARE OPTIONAL CLINS. THE GRAND TOTAL OF THIS TASK ORDER WITH ALL OPTIONS IS \$1,315,836.95:</p> <p>REFERENCE: GS-35F-0195J AND GS-35F-0330J</p> | | | | | |

| | | | |
|--|---------------------------|----------------------|---------------------------|
| 18. SHIPPING POINT | 19. GROSS SHIPPING WEIGHT | 20. INVOICE NO. | 17(h) TOTAL (Cont. pages) |
| 21. MAIL INVOICE TO: | | | |
| a. NAME U.S. Nuclear Regulatory Commission Division of Contracts | | | 17(i). GRAND TOTAL |
| b. STREET ADDRESS (or P.O. Box) MailStop: T-7-I-2 Attn: DR-09-05-331 | | | |
| c. CITY Washington | d. STATE DC | e. ZIP CODE 20555 | |
| SEE BILLING INSTRUCTIONS ON REVERSE | | | 684,797.57 |

| | |
|--|---|
| 22. UNITED STATES OF AMERICA BY (Signature) | 23. NAME (Typed) <i>Stephanie M. Kauf</i> TITLE: CONTRACTING/ORDERING OFFICER |
|--|---|

TEMPLATE ADM001

SISP REVIEW COMPLETE

ADM002 REV. 3/2005 48 CFR 53.213(e)

TASK ORDER TERMS AND CONDITIONS _____
NOT SPECIFIED IN THE CONTRACT _____

A.1 52.232-18 AVAILABILITY OF FUNDS (APR 1984)

Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.

A.2 2052.215-70 KEY PERSONNEL (JAN 1993)

(a) The following individuals are considered to be essential to the successful performance of the work hereunder:



The contractor agrees that personnel may not be removed from the contract work or replaced without compliance with paragraphs (b) and (c) of this section.

(b) 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.

(c) 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.

(d) If the contracting officer determines that suitable and timely replacement of key personnel who have been reassigned, terminated, or have otherwise become unavailable 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 service order, the contract 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.

A.3 BADGE REQUIREMENTS FOR UNESCORTED BUILDING ACCESS TO NRC Facilities (FEB 2004)

During the life of this contract, the rights of ingress and egress for contractor personnel must be made available, as required, provided that the individual has been approved for unescorted access after a favorable adjudication from the Security Branch, Division of Facilities and Security (SB/DFS). In this regard, all contractor personnel whose duties under this contract require their presence on-site shall be clearly identifiable by a distinctive badge furnished by the NRC. The Project Officer shall assist the contractor in obtaining badges for the contractor personnel. It is the sole responsibility of the contractor to ensure that each employee has a proper NRC-issued identification/badge at all times. All photo-identification badges must be immediately (no later than three days) delivered to SB/DFS for cancellation or disposition upon the termination of employment of any contractor personnel. Contractor personnel must display any NRC issued badge in clear view at all times 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 contract work, and to assure the protection of any Government records or data that contractor personnel may come into contact with.

A.4 2052.204.70 SECURITY (MAR 2004)

(a) Contract Security and/or Classification Requirements (NRC Form 187). The policies, procedures, and criteria of the NRC Security Program, NRC Management Directive (MD) 12 (including MD 12.1, "NRC Facility Security Program;" MD 12.2, "NRC Classified Information Security Program;" MD 12.3, "NRC Personnel Security Program;" MD 12.4, "NRC Telecommunications Systems Security Program;" MD 12.5, "NRC Automated Information Systems Security Program;" and MD 12.6, "NRC Sensitive Unclassified Information Security Program"), apply to performance of this contract, subcontract or other activity. This MD is incorporated into this contract by reference as though fully set forth herein. The attached NRC Form 187 (See List of Attachments) 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 Restricted Data or National Security Information or matter, access to sensitive unclassified information (e.g., Safeguards), access to sensitive Information Technology (IT) systems or data, unescorted access to NRC controlled buildings/space, or unescorted access to protected and vital areas of nuclear power plants.

(b) It is the contractor's duty to protect 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 protecting 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 contract 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 contract 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, safeguards information, 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 shall ensure that information protected from public disclosure is maintained as required by NRC regulations and policies, as cited in this contract or as otherwise provided by the NRC. The contractor will not 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 (DFS) and the Contracting Officer. These changes will be under the authority of the FAR Changes clause referenced in this document.

The contractor agrees to comply with the security requirements set forth in NRC Management Directive 12.1, NRC Facility Security Program which is incorporated into this contract by reference as though fully set forth herein. Attention is directed specifically to the section titled "Infractions and Violations," including "Administrative Actions" and "Reporting Infractions."

(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) Definition of Safeguards Information. Sensitive unclassified information that specifically identifies the detailed security measures of a licensee or an applicant for the physical protection of special nuclear material; or security measures for the physical protection and location of certain plant equipment vital to the safety of production of utilization facilities. Protection of this information is required pursuant to Section 147 of the Atomic Energy Act of 1954, as amended.

(i) Security Clearance. 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.

(j) 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.)

(k) 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.

(l) In performing the contract 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.

A.5 SECURITY REQUIREMENTS FOR INFORMATION TECHNOLOGY ACCESS APPROVAL (FEB 2004)

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.

SECURITY REQUIREMENTS FOR LEVEL I

Performance under this contract 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 sensitive information technology systems or data until he/she is approved by Security Branch, Division of Facilities and Security (SB/DFS). Temporary access may be approved based on a favorable adjudication of their security forms and checks. Final access will be approved based on a favorably adjudicated LBI in accordance with the procedures found in NRC MD 12.3, Part I. However, temporary access authorization approval will be revoked and the employee may subsequently be removed from the contract in the event the employee's investigation cannot be favorably adjudicated. Such employee will not be authorized to work under any NRC contract without the approval of SB/DFS. Timely receipt of properly completed security applications is a contract 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. When an individual receives final access, the individual will be subject to a reinvestigation every 10 years.

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 SB/ 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 contract by reference as though fully set forth herein. Based on SB 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 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 (See Section J for List of Attachments) 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 or 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 issuance of an NRC badge.

SECURITY REQUIREMENTS FOR LEVEL II

Performance under this contract will involve contractor personnel that develop and/or analyze sensitive information technology systems or data or otherwise have access to such systems or 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 contract 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 sensitive information technology systems or data until he/she is approved by SB/DFS. Temporary access may be approved based on a favorable review of their security forms and checks. Final access will be approved based on a favorably adjudicated ANACI in accordance with the procedures found in MD 12.3, Part I. However, temporary access authorization approval will be revoked and the employee may subsequently be removed from the contract in the event the employee's investigation cannot be favorably adjudicated. Such employee will not be authorized to work under any NRC contract without the approval of SB/DFS. Timely receipt of properly completed security applications is a contract 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. When an individual receives final access, the individual will be subject to a reinvestigation every 10 years.

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 SB/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 SB 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 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 (See Section J for List of Attachments) 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 or data or other access to such systems or data; access on a continuing basis (in excess of 30 days) to NRC Headquarters controlled buildings; or otherwise requires issuance of an NRC badge.

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 immediately contact the SB/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 via email to the SB/DFS. Additionally, SB/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."

A.6 2052.215-72 PROJECT OFFICER AUTHORITY-ALTERNATE 1

(a) The contracting officer's authorized representative, hereinafter referred to as the project officer for this contract is:

Name: Chutima Taylor

Address: U.S. Nuclear Regulatory Commission
Ofc of the Chief Financial Officer
MailStop: T-9D16
Washington, D.C. 20555

Telephone Number: (301) 415-6034

(b) The project officer shall:

- (1) Place delivery orders for items required under this contract.
- (2) Monitor contractor performance and recommend to the contracting officer changes in requirements.
- (3) Inspect and accept products/services provided under the contract.
- (4) Review all contractor invoices/vouchers requesting payment for products/services provided under the contract and make recommendations for approval, disapproval, or suspension.

(c) The project officer may not make changes to the express terms and conditions of this contract.

A.7 OTHER APPLICABLE CLAUSES

[X] See Addendum for the following in full text (if checked)

52.216-18, Ordering

GS10F0083L DR-09-05-331

52.216-19, Order Limitations

52.216-22, Indefinite Quantity

52.217-6, Option for Increased Quantity

52.217-7, Option for Increased Quantity Separately Priced Line Item

52.217-8, Option to Extend Services

52.217-9, Option to Extend the Term of the Contract

A.8 52.217-7 OPTION FOR INCREASED QUANTITY--SEPARATELY PRICED LINE ITEM (MAR 1989)

The Government may require the delivery of the numbered line item, identified in the Schedule as an option item, in the quantity and at the price stated in the Schedule. The Contracting Officer may exercise the option by written notice to the Contractor within 5 days. Delivery of added items shall continue at the same rate that like items are called for under the contract, unless the parties otherwise agree.

A.9 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed five years.

A.10 SEAT BELTS

Contractors, subcontractors, and grantees, are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented, or personally owned vehicles.

PRICE SCHEDULE

| CLIN | Description | Quantity | Unit | U/P | Amount |
|------|---|----------|------|---------------|---------------------|
| | Basic Contract CLINs | | | | |
| 0001 | Delivery and completion of Task 1 | | | | \$ 57,938.22 |
| 0002 | Delivery and Completion of Task 2 (includes 13 user licenses) | | | | 604,224.83 |
| 0003 | Delivery and Completion of Task 3 | | | | |
| | A. power users | | | | 9,842.94 |
| | B. basic users | | | | 5,295.28 |
| | C. syst adm | | | | 6,518.96 |
| | D. CBT Maintenance | | | | \$ 977.34 |
| | CLINs 0004 through 6 ARE OPTIONAL | | | | |
| 0004 | Delivery and Completion of Task 4 - includes an additional 28 user licenses | | | | |
| | A. Year 1 (28 licenses) | | | | 325,603.41 |
| | B. Year 2 (optional licenses) | | | | 19,511.05 |
| 0005 | Delivery and Completion of Task 5 | | | | |
| | A. power users | | | | 5,827.80 |
| | B. basic users | | | | 7,202.75 |
| | C. CBT Maintenance | | | | 1,954.68 |
| 0006 | Task 6 Software and Hardware Maintenance | | | | |
| | A. Year 1 H/W Maint | 1 | yr | \$ - | \$ - |
| | B. Year 1 S/W Maint | 1 | yr | \$ - | \$ - |
| | C. Year 2 H/W Maint | 1 | yr | \$ - | \$ - |
| | D. Year 2 S/W Maint | 1 | yr | \$ [REDACTED] | \$ 58,208.76 |
| | E. Year 3 H/W Maint | 1 | yr | \$ - | \$ - |
| | F. Year 3 S/W Maint | 1 | yr | \$ [REDACTED] | \$ 63,641.59 |
| | G. Year 4 H/W Maint | 1 | yr | \$ [REDACTED] | \$ 1,640.10 |
| | H. Year 4 S/W Maint | 1 | yr | \$ [REDACTED] | \$ 69,617.70 |
| | I. Year 5 H/W Maint | 1 | yr | \$ [REDACTED] | \$ 1,640.10 |
| | J. Year 5 S/W Maint | 1 | yr | \$ [REDACTED] | \$ 76,191.43 |
| | Grand Total | | | \$ | 1,315,836.95 |

**Statement of Work
for
Budget Formulation Application (BFA)
DR-09-05-331**

1. BACKGROUND

The U.S. Nuclear Regulatory Commission (NRC) has a requirement for a web-based system for the formulation, development, operation, and maintenance of the agency's budget. The NRC budget formulation and reporting process is managed by the Office of the Chief Financial Officer (OCFO) Division of Planning, Budget and Analysis (DPBA). The Agency's Planning, Budgeting and Performance Management (PBPM) process involves all of NRC's program, support, and regional offices who develop and submit their budget requests to DPBA. DPBA analyzes and provides agency senior management with independent analyses of policy, program and resources issues; consolidates and prepares the NRC budget requests; and submits the Blue Book and the President's Green Book to the Office of Management and Budget (OMB).

OCFO/DPBA is responsible for ensuring the timely implementation of the BFA system in time for the formulation of the FY 2008 budget. The target date for the BFA system implementation start date is October 2005 which coincides with the latter part of the FY 2007 budget formulation period. The target date for the deployment of the operational BFA system is June 2006. This contract is intended to deliver the required range of products and services with each task separately authorized and funded.

1.1 PROJECT OBJECTIVES

The objective of implementing the BFA is to improve and simplify the budget formulation process. The BFA system will assist the Agency, specifically all of the program, support, and regional offices and OCFO staffs that are involved in the budget formulation effort to:

- o Reduce the administrative burden (e.g., eliminate excessive staff time and the duplication of data entry of budget information into multiple systems);
- o Improve quality, timeliness, and confidence in the budget outcome;
- o Increase credibility by producing accurate and concise budget data;
- o Produce "what if" scenarios;
- o Reduce a large amount of paper used to produce the Budget Control Reports for circulation, and
- o Enable the end-users to be able to access the budget information electronically.

2 SCOPE

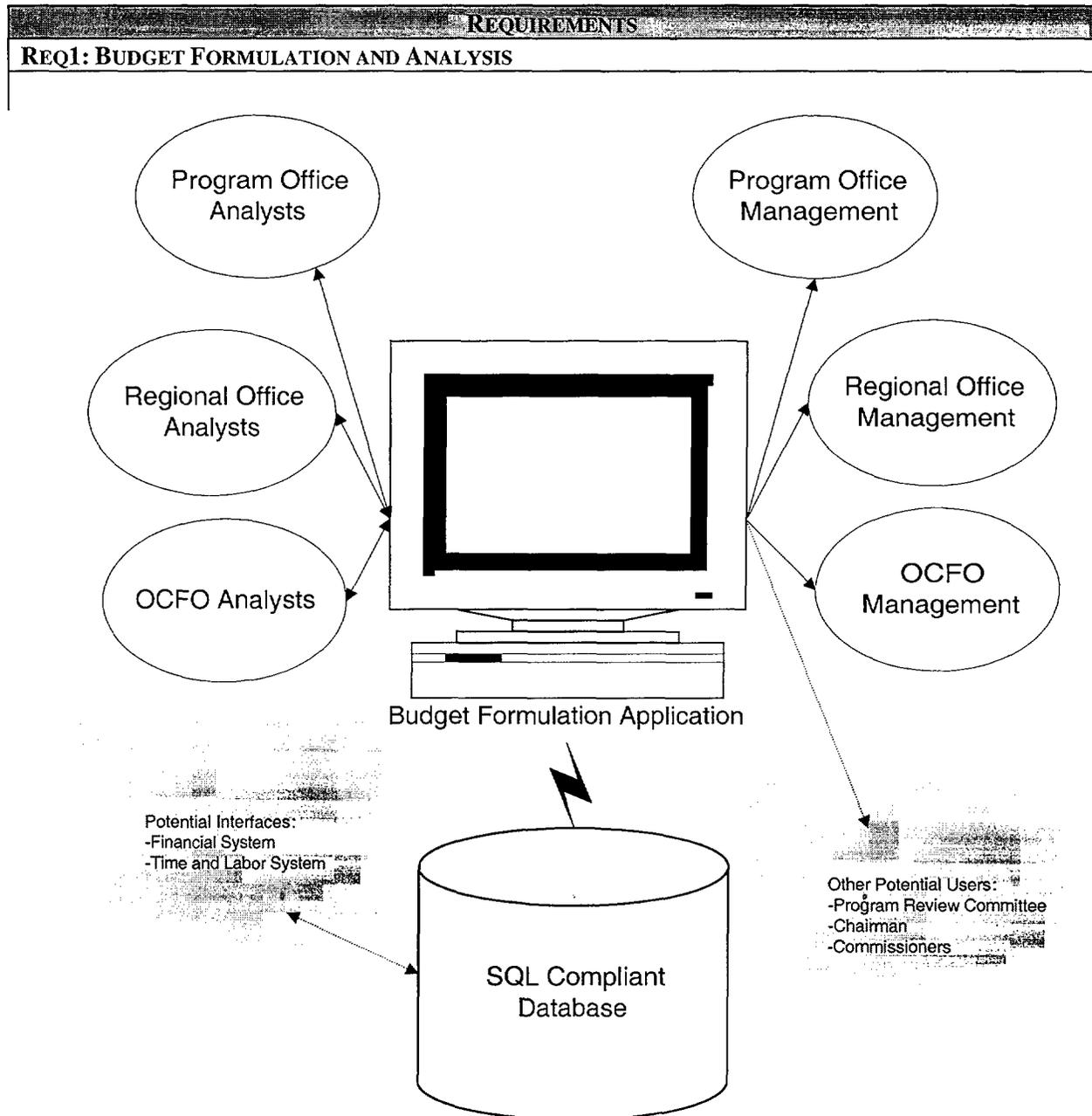
The contractor shall provide an integrated solution (including hardware, software, licenses, etc.) that meets the functional and technical requirements identified in section 3. The scope of this project identifies the user and stakeholder communities that frame the requirements of the IT investment. The target users of the proposed budget formulation application are the OCFO and the program, support, and regional offices staff involved in the budget formulation process. The BFA context diagram is depicted on the following page. It shows the major entities and their cardinality.

CONTEXT DIAGRAM - Entities/Cardinality: Program Offices (23) and Regional Offices (4) or Budgets (27).

3. FUNCTIONAL AND TECHNICAL REQUIREMENTS

The BFA system will address various requirements associated with NRC's PBPM process, specifically, in the area of budget formulation. Major components comprising the system's functionality and technicality requirements are detailed in the matrix below:

3.1 FUNCTIONAL REQUIREMENTS



REQUIREMENTS

REQ1.1: Allow distribution of the budget guidance and instructions to NRC offices electronically or online.

REQ1.2: Allow users to access the application via web browsers and develop budgets (contract dollars and full time equivalent (FTE) per “planned activity” line item and per budget year) online as well as via upload and download from spreadsheets.

REQ1.3: Support development of budget narratives. Allow users to prepare budget submission guidance and instructions, budget narratives, and budget briefing packages on line. At the minimum, allow users to copy and paste the budget narratives.

REQ1.4: Allow users to consolidate the offices’ budget submissions into multiple views (e.g., agency, programs, sub-program, sub-sub program, planned activities, offices, headquarter, regional, direct and indirect, etc.). Appendix A contains the sample of the Controller Resource Database System (CRDS) reports.

REQ1.5: Allow users to enter comments and justifications at the individual entry cell level where the contract dollars and FTE are entered.

REQ1.6: Tie budget formulation to the agency’s stated goals and objectives, such as the Strategic Plan, Measures and Metrics, as well as GPRA.

REQ1.7: Support top down decision-making and redistribute allocations decisions back through formulation.

REQ1.8: Support bottom up budget formulation at the detail level (below planned activities level). This feature will be made available to the NRC offices in the future phases.

REQ1.9: Support organizational restructuring. Allow users to move personnel, functions, and offices to another location with the ability to move all associated budgetary data.

REQ1.10: At a minimum, support the current Budget and Reporting (B&R) coding structure including automated upload/download of the structure. [B&R is a 11 digit code that contains the budget fiscal year (1 digit), allowance holder designation (2 digits), funds type (e digits), strategic arena or arena (1 digit), program/function (2 digits) and planned activity (3 digits)].

REQ1.11: Populate, establish and maintain multiple budget cycles, including current fiscal year enacted, current fiscal year actuals, next year president budget, next year current request, and budget year requests. Provide version control and ability to compare and analyze data from multiple budget formulation cycles.

REQ1.12: Ensure integrity and maintaining chronological traceability for changes, i.e., audit trails.

REQ1.13: Report information on which budgetary decisions are made (currently done with the Scorecard (spreadsheets)) from either:

- Presidential/OMB pass backs
- Congressional markup documents
- Internal agency decisions – Program Review Committee, Chairman, and Commissioners

REQ1.14: Support reporting in format required by OMB’s MAX system and other OMB exhibits. Provide ability to meet any future requirements, either by re-configuring the system or through future upgrades included in maintenance agreement.

REQ1.15: Provide ability to automatically generate budget books, including all narratives, tables and charts. This includes on-line editions that show redlines, strike-out, and highlighted changes. The final budget books should be in either PDF or html format.

REQ1.16: Create, store, and modify payroll salary and benefits (S&B) forecasts including anticipated monthly compensation and benefits. Support awards projections by offices.

REQUIREMENTS

REQ1.17: Provide ability to convert FTE based on various numbers of hours. This ability is not limited to only 2080 hours but from any numbers the NRC offices required.

REQ1.18: Provide ability to perform “what if” analyses on funding alternatives, including adding, deleting, and modifying data values. Provide ability to adjust projection rates (e.g., 90%, 100%, and 110%) and ability to exclude/include specified planned activity/office from projection.

REQ1.19: Full Costing Allocation: Incorporate overhead distribution as part of budget formulation. (Note: Not a cost accounting figure per FTE).

REQ1.20: Meet all current Office of Federal Financial Management (OFFM) value-added requirements. Provide ability to meet any future mandatory requirements, either by re-configuring the system or through future upgrades included in maintenance agreement.

REQ1.21: Provide ability to “crosswalk” the budget information into various object class required by OMB.

REQ2: USER INTERFACE / SHARED ENVIRONMENT

REQ2.1: Ensure that authorized users can easily navigate and execute the budget formulation module to obtain the desired results (‘user friendly’). Specifically, provide an effective and user-friendly web-based application for NRC offices including regional offices to enter, make changes, review, submit, retrieve, and obtain report of the budget information (both numeric (resource dollars and FTEs) and narratives).

REQ2.2: Provide a consistent, Windows environment with current browser technologies, and on-line user interface such as use of common command entry syntax, dialog window styles, data entry structures, and information presentation. The application must follow the industry best practices for web page and site layout and formatting.

REQ2.3: Allow each user to access a customized entry screen upon log-in, that is, minimize the number of screens and mouse clicks the user must navigate. At the most, navigating to the entry screen should be limited to only three (3) clicks after log-in.

REQ2.4: Incorporate common Graphical User Interface characteristics: mouse activated icons, buttons, scroll bars, drop-down lists, check boxes, menu bars, text boxes, tool tips, re-sizable windows, and cut, copy, and paste functions. The application must adhere and comply with the Federal Government and/or industry hardware and software standards. The presentation of web pages must be in compliance with the Web Content Accessibility Guidelines for access by individuals with disabilities, (i.e., Section 508 of the Rehabilitation Act as detailed in 36 CFR 1194, Subpart B and <http://www.w3.org/TR/WAI-WEBCONTENT/>)

REQ2.5: Incorporate data entry features designed to reduce the amount of direct keying. Desired efficiencies include the use of default values, look-up tables, and automatic data recall. Other desirable features include:

- Highlighting of required fields,
- Auto tabs,
- Menu mode and an expert mode of screen navigation,
- Data entry undo/redo,
- Context-sensitive on-line help, and

The ability to select records from a list by scrolling or by typing in only part of an entry.

REQ2.6: Support desktop integration with NRC workstation applications. At the minimum, allow users to attach electronic files (e.g., Access, Excel, PowerPoint, Word, Quattro Pro, and WordPerfect).

REQ2.7: Provide help facility that is customizable to the NRC. Provide aids, instructions, and documentation to users to include on-line help, usage guidelines, and single point contact information.

REQ2.8: Provide comprehensive training to utilize and administer the system. Specifically, provide training for system technical administrators, application administrators, power users, and basic users.

| REQUIREMENTS |
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| REQ2.9: Allow users to easily access, create, view, and print standard reports without requiring the use or knowledge of additional reporting tools. |
| REQ2.10: Provide for restricted use allowing read and print only user capability; restricted standard and ad hoc reporting by user organization; and restricted data entry by user organization. |
| REQ2.11: Provide workflow manager for managing tasks, (e.g., notification of activities such as: unfinished tasks, completed tasks, and request for review and approval authorization). Support automated workflow such as tracking edits, reviews, approval, and notifications. Notify users of status through customized screens and GroupWise e-mail. |
| REQ2.12: Provide ability to expand the system to include the functionality of the 27 program offices' budget formulation spreadsheets and databases in future phases. |

3.2 TECHNICAL REQUIREMENTS

| REQUIREMENTS |
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| REQ3: PERFORMANCE |
| REQ3.1: Workstation client response time must be five (5) seconds or less. |
| REQ3.2: Data storage capacity must ensure that use of allocated capacity is optimized. |
| REQ3.3: Provide the ability to increase agency users without impacting performance. The application must support up to 75 concurrent users and scalable to support up to 125 concurrent users. Note: For June 2005 implementation, provide licenses for 50 users, with an option to acquire additional 75 licenses by October 2005. Depending upon the demands, the NRC has the option to obtain additional licenses at the increment of 25 for future usage. |
| REQ3.4: Provide on-line system status and error messages. |
| REQ3.5: Provide the system administrator the ability to control the archiving process. The system must include the capability to establish and maintain user-defined archival criteria. |
| REQ3.6: Retain archived data and system records in accordance with Federal regulations established by the National Archives and Records Administration (NARA), General Services Administration (GSA), the National Institute of Standards and Technology (NIST), and NRC MD 3.53. |
| REQ3.7: Provide audit trails to identify changes made to system parameters and tables. |
| REQ3.8: Allow the creation of the business rules, budget structure, and budget forms through the use of click and drag ability with minimum typing. |
| REQ3.9: Maintain the integrity of the information and provide for timely recovery in the event of a hardware or software failure with complete restoration of the site within the parameters of the participant's disaster recovery plan. |
| REQ4: NRC TECHNICAL INFRASTRUCTURE/INTRANET/INTERFACES |
| REQ4.1: Provide an integrated solution (including hardware, software, licenses, etc.) needed by NRC to install, operate, access, and maintain the application. This requirement includes identification of distinct products that must be purchased or licensed as part of the product licensing agreement. Appendix B contains NRC Technical Environment. |

REQUIREMENTS

REQ4.2: Utilize Transaction Control Protocol/Internet Protocol (TCP/IP) communications protocol for application, database, and workstation connectivity.

REQ4.3: Support application client operation on a Windows XP operating system. The NRC operating environment is Microsoft Windows XP Professional Workstation and Microsoft Windows Server 2000.

REQ4.4: Include SQL compliant database. Sybase ASE is the NRC's standard; however, MS SQL/Server is preferred. Exceptions may be made when the RDBMS is highly integrated into an existing commercial product.

REQ4.6: Support interoperability of all systems with TCP/IP capability and IETF standards.

REQ4.7: Meet current Federal Enterprise Architecture standards and NRC MD 2.1. Provide ability to meet any future requirements, either by re-configuring the system or through future upgrades included in maintenance agreement.

REQ4.8: Be configured with hardware sufficient to store and serve all information, e.g., sufficient disk storage, RAM (Random Access Memory), processing power, network interface, etc. at estimated usage levels, and to be easily upgradeable, should estimates fail to adequately characterize usage. Appendix C contains the current estimated capacity.

REQ4.9: Provide for full web accessibility in a secure environment. Support secure Intranet access based on x.509 standard to the integrated ad hoc data query facility.

REQ4.10: Support secure web browser access to all budget formulation system functions including workflow related features for the purpose of entering new data and/or narratives and to review/approve their processing.

REQ4.11: Support the use of standard Public Key Infrastructure technology to control access to sensitive data over the Intranet.

REQ4.12: Support the NRC's standard web browser (Microsoft Internet Explorer Version 6, Service Pack 1) as well as Adobe Acrobat Reader and Window Media Player plug-ins.

REQ4.13: Provide ability to automatically retrieve from the core federal financial system (FFS) for comparison to actuals. At a minimum, flat file interface is mandatory. On-line interface to the Agency's core accounting system is planned for future phases.

REQ4.14: Provide ability to establish a single year budget and transfer the formulated control budget to the financial system for funds control and to the License Fee Team for fee developments.

REQ4.15: Provide ability to automatically retrieve salary and benefits numbers from the Time and Labor (T&L) system. At a minimum, flat file interface is mandatory. On-line interface to the Agency's time and labor system is planned for future phases.

REQ5: SECURITY

REQ5.1 The applications integrated security features must comply with the National Institute of Standards and Technology (NIST) Security Standards, specifically NIST SP 800-53 requirements for security controls based upon the NIST SP 800-60 requirements for financial budget formulation systems that have a system sensitivity categorization as low for confidentiality, integrity and availability as well as FISMA requirements and NRC Management Directive 12.5.

REQ5.2: Have integrated security features that are configurable by the system administrator to control access to the application and data.

REQUIREMENTS

REQ5.3: Maintain the security of the information and the system itself including the ability to deny unauthorized access or update privileges, detect and defeat compromise attempts, and defend against denial of service attempts. The system design and configuration must be fully documented to preserve operational capabilities over staff transitions.

REQ5.4: Ensure that the agency's access policies are consistently enforced against all attempts made by users, interfaces, or other software used to submit ad-hoc data query requests or to generate standard reports.

REQ5.5: Require the use of unique user identifications and passwords for authentication purposes. Passwords must be non-printing and non-displaying. The application must allow the enforcement of password standards (e.g., minimum length and use of alpha, numeric and special characters). The application must also allow for the establishment of a specified period for password expiration and accommodate prohibiting the user from reusing recent passwords.

REQ5.6: Limit access to the encrypted passwords to system, network, and application security administrators, as applicable.

REQ5.7: Ensure default system accounts (e.g., "admin," "guest") and passwords (e.g., "guest," "test," "system") are deleted, disabled, or the password changed before implementation of the system. This action pertains to both hardware and software systems, including operating systems, servers, and routers.

REQ5.8: Enable the system administrator to define functional access rights (e.g., to functions, data, and/or approval paths) and data access rights (e.g., record create, read, update and delete) by assigned user ID, functional role, and owner organization. System integrity controls must separate and protect user processes and their data from other user processes. System programs should be separated and protected from any user processes. Allow restricted user capability, (e.g., restricted standard and ad hoc reporting by user organization and restricted data entry by user organization).

REQ5.9: Ensure that execution of system maintenance or repair as well as software, modification, or replacement of system and application software requires administrator privilege.

REQ5.10: Enable the system administrator to disable user IDs and passwords.

REQ5.11: Set the system to perform entire user authentication when an invalid user ID is entered. The error message should state that the logon information is invalid but not specify which part of the information is incorrect.

REQ5.12: Store all passwords in a one-way encrypted form. This feature should be supported by system components such as the network operating system, workstation operating systems, and application security systems.

REQ5.13: Limit access to the encrypted passwords to system, network, and application security administrators, as applicable.

REQ5.14: Permit the system administrator to assign multiple levels of approval to a single user, but prevent that user from applying more than one level of approval to a given document in order to conform to the principle of separation of duties.

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| <p>REQ5.15: Maintain an audit logging capability to record access activity including:</p> <ul style="list-style-type: none"> o All log-in/log-out attempts by user and workstation, o User submitted data, o Initiated processes, o System override events; and o Direct additions, changes or deletions to application maintained data. |
| <p>REQ5.16: Provide the ability to query the audit log by type of access, date and time stamp range, user identification, or terminal ID.</p> |
| <p>REQ5.17: Configure the system to display the NRC warning banner to users upon first accessing NRC automated information resources.</p> |
| <p>REQ5.18: Conform to the requirement for all NRC sensitive unclassified information that may require cryptographic protection, to make use of NIST-approved encryption algorithms. The system must use FIPS 140 validated products for any such encryption.</p> |
| <p>REQ5.19. Commensurate with the risks inherent with the information sensitivity, the vendor shall propose a technical solution that shall be creditable under the applicable National Institute of Standards and Technologies (NIST) Federal Information Processing (FIPS) Standards and Special Publications (SP) 800 Series guidance.</p> |
| <p>REQ5.20. Commensurate with the risks inherent with the information sensitivity, the vendor shall provide secure data communications (encryption, authentication, data integrity checking, key exchange, and data compression)</p> |
| <p>REQ5.21. Commensurate with the risks inherent with the information sensitivity, the vendor proposed solution shall be capable of being compatible with Secure Hyper Text Transmission Protocol (HTTPS) and Secure Socket Handling (SSH) to ensure scalability for potential future applications with higher information sensitivity.</p> |
| <p>REQ5.22. The vendor shall propose a technological solution architected utilizing sound and established industry standard security engineering principles and controls. The vendor shall propose a technological solution that meets Federal Enterprise Architecture standards.</p> |

4. TASK STATEMENT

The contractor shall participate in a kick-off meeting with the Project Manager (PM) and other NRC representatives no later than five business days after the initiation of the contract or as soon as the security clearance is authorized. The purpose of the kick-off meeting is to discuss the NRC's goals for the BFA and to provide input to the contractor. The contractor shall be responsible for performing and delivering the tasks listed in the following sections. A task is not considered complete until all applicable open issues have been resolved and the specified deliverables approved by the PM.

NRC has identified activities that need to be accomplished to roll out the fully operational BFA system by the target date of January 2005. Tasks 1 and 2 are separately authorized and funded from task 3, 4, and 5. Therefore, immediately upon the commencement of the project, the contractor shall deliver all necessary personnel, materials, hardware (develop and test servers), application software, software licenses for 50 users, training, labor, supplies, infrastructure, equipment, production operation procedure, integration and documentation, and other direct costs necessary to deliver a fully operational Budget Formulation Application system. In October 2005, for Task 3, the contractor shall provide the production servers, software licenses for additional 75 users, system change management, and other direct costs necessary to roll out a fully operational Budget Formulation Application system.

The NRC will provide the following: estimated transaction usage and storage; MS SQL/Server database management system software; operating system software; and staff to work with the contractor to assist in the development of the business rules, to finalize the needed functionality configuration, to test the configured application, and to support the database administrator.

4.1 TASK 1: PLANNING

With the understanding of NRC domain, (e.g., understanding product components and their impact on performance and scalability; determining how NRC stack up against a typical use case; and determining application design and NRC security requirements.), the contractor shall develop an *Implementation and Deployment Plan* for NRC review and acceptance. An overall deployment plan must include the roles and responsibilities, schedules, risk mitigation, the sequence and resources that will be needed for implementing the BFA. Each of these documents shall, as needed, be updated throughout the business application design and implementation phases. The plan must address the following, as set forth herein:

- System functional and technical requirements.
- NRC technical and business goals and objectives.
- Deployment timeline and milestones that adhere to NRC implementation schedule.
- Capacity, production, and performance testing plan.
- Infrastructure analysis and equipment plan.
- Security plan and risk assessment to be used for the accreditation and certification of the system
- Training plan and support program.
- Disaster recovery, migration planning, and change management
- Future capacity and enhancement, maintenance plan, and upgrade management plan.

4.2 TASK 2: IMPLEMENTATION

The contractor shall provide an integrated solution that includes all hardware (development and test servers), application software, software licenses for 50 users, equipment, and other supports needed for the optimal implementation of the BFA.

The NRC will provide the following:

- Estimated transaction usage and storage volume requirements for equipment sizing and specification. See Appendix C.
- MS SQL/Server database management system software
- Operating system software for servers and NRC will work with the contractor to ensure operation.
- Access to appropriate NRC staff to provide the business rules and to finalize the needed functionality configuration.
- Staff and resources to test the configured application in a timely manner.
- Access to NRC facilities as needed to provide the services and install as well as test the application software
- Database administrator support.

The contractor shall perform the following sub-tasks:

SUB-TASK 2.1

Assess and analyze system architecture and hardware and software requirements including third party components (if applicable). Appendix C contains the current estimated capacity.

SUB-TASK 2.2

Determine data sources that include information such as actuals from FFS, T&L data, and resources information (contract dollars, FTEs, and narratives) to be entered by offices, and data format. Convert and migrate (interfaces) information from FFS and T&L systems, databases such as CRDS and B&R structure, and spreadsheets such S&B, Full costing, and Awards. The data sources (electronically and paper reports) will be provided at the commencing of the project. A sample CRDS reports is provide in Appendix A.

SUB-TASK 2.3

Reporting planning to include tables and charts, standard and ad-hoc reports, Budget Guidance and Instructions, PRC Book, OMB Blue book, President Green book, and interactive web reports. The reports (electronically and paper copies) will be provided at the commencing of the project. The sample FY 2006 President Green book is accessible at: <http://www.nrc.gov/reading-rm/doc-collections/nuregs/staff/sr1100/v21/sr1100v21.pdf>.

SUB-TASK 2.4

Design BFA system based on NRC business, performance, and reporting needs. Create Design Documents that encompass the NRC organization structures, business rules (calculations), and processes and forms for data entry (both narratives and numeric). The Design Documents should include Testing Plan, Migration Plan, Hardware Configuration Plan, Disaster Recovery Plan and Contingency Plan.

SUB-TASK 2.5

Installation of the BFA system that includes servers, other hardware, application software, and the integration with NRC provided operating system. The application must support up to 75 concurrent users and scalable to support up to 125 concurrent users. Note: For June 2005 implementation, provide licenses for 50 users. Create security for users' community and implement the user setup and security assignments.

SUB-TASK 2.6

System Testing: Create Proof of Concept to ensure validity of the design and build of certain functionality and distribute to the user community for testing and feedback. Create Testing Scripts based on the Functional Workflow provided in Appendix D for the different scenarios to be performed for functional, system, and performance tests. Conduct functional testing to ensure that correct results are provided when executing calculations, data entry, report retrieval, and consolidations. Conduct system testing to ensure that all of the individual components are compatible. Conduct user acceptance testing to ensure that the BFA system has met the needs of the end users from a functional and performance perspective. NRC will review all documents and approve each test.

3.3 TASK 3: TRAINING

The contractor shall provide a comprehensive training program for the power users, basic users and system administrators. With the exception of the system administrators, all training shall be provided onsite at the NRC. With the exception of travel, the training costs for the system administrators are included in the price schedule. The comprehensive Training Plan and Support Program shall address all facets of technical and operations for system technical administrator, application administrator, power users, and end users. The training program should include on-line help and tutorial materials, written instructional materials with screen

views, and computer-based courseware with icon flowcharts and instruction dialogue boxes. The training for power users shall be limited to 2 days and shall be performed in a class room environment setting at NRC. The training for basic users shall be limited to ½ day. The training for administrators and power users shall include “on-hand” and “knowledge transfer” training as well providing User Guides document to support the system administrators and the end users. The user guides shall include the use of application, maintenance of hardware, and software components.

4.4 TASK 4: DEPLOYMENT

The contractor shall provide production servers and software licenses, as stated in the price schedule, system change management, all necessary documentation and other supports needed for deploying the fully operational BFA system and maintaining the system. The contractor shall perform the following sub-tasks:

SUB-TASK 4.1

BFA system rollout: The system rollout includes moving the BFA system from test/design environment to production environment. The contractor shall perform the following activities such as: verification of contingency plan and of available back-up system and processes; process final historical data conversions and updates; synchronize test environment to production; assess production environment readiness; recommendation to senior management to go-live; deploy business process and procedures and internal support policy and procedures; and communicate availability of solutions to users.

SUB-TASK 4.2

The contractor shall provide additional 75 user licenses in October 2005. Assist the Application Administrator to create security for users' community and implement the user setup and security assignments.

SUB-TASK 4.3

System Change Management Plan: The contractor shall define a methodology process for the NRC review for managing the system change requests related to the BFA system. The methodology should identify changes (business process, user activity, configuration, hardware and software, and users). The change management plan should be followed to ensure all the necessary phases are reviewed and approved by the NRC prior to performing the change requests. With the approval from NRC PM, the contractor shall implement, migrate, track and monitor the change requests. The change requests associated forms and procedures are to be in a format that is easily entered into RequisitePro.

4.5 TASK 5: TRAINING

The contractor shall provide a comprehensive training program for Power Users and Basic users. The comprehensive Training Plan and Support Program shall address all facets of technical and operations for power users, and end users. The training program should include on-line help and tutorial materials, written instructional materials with screen views, and computer-based courseware with icon flowcharts and instruction dialogue boxes. The training for power users shall be limited to the maximum of 2 days class room training at NRC. The training for basic users shall be limited to one-half day and shall be performed in a class room environment setting at NRC. Also, the contractor shall provide User Guides document to support the end users for utilizing the BFA system.

4.6 TASK 6: OPERATION AND MAINTENANCE

The contractor shall provide “single point of designated contact” for operational and maintenance support for the BFA system. The contractor shall provide hardware and software maintenance for 5 years.

The software maintenance service shall include the following:

- o Standard Telephone Support during normal business hours. The contractor shall provide technical assistance by telephone with the installation and use of the software, identification of software/documentation problems and the reporting of Bugs.
- o Software Updates. The contractor shall provide each minor and major functional release and of maintenance releases of the software without additional cost to the NRC.
- o Patch/Bug Fixes. The contractor shall correct any reproducible malfunction of the software so that the software is performing in accordance with the operating specifications.

The hardware maintenance service shall include the following:

- o Expedited direct 24x7 phone and online support
- o Same day (within 4 Hours), 24x7 on-site services
- o Bypass basic troubleshooting
- o Access to advanced server engineers
- o Pre-failure alert and select part replacement at no additional cost

5 PERIOD OF PERFORMANCE

The task order period of performance is October 1, 2005, through September 30, 2006. The task order also contains four one-year option periods that can be unilaterally exercised by the Government.

The current implementation schedule is anticipated to start on October 1, 2005, and continue through September 30, 2006 for a fully operational BFA system.

6. DELIVERABLES

The contractor shall provide the NRC the servers, application software, and software licenses of the fully integrated BFA system as well as the following deliverables as explained below.

6.1 DELIVERABLE AND DUE DATE

| DELIVERABLE | DUE DATE |
|---|---|
| Oral presentations shall be prepared and presented upon completion of each task listed below when requested by the project manager. | 1 day after completion of each task listed below. |
| TASK 1: PLANNING <i>Implementation and Deployment Plan</i> | 2 weeks after kick-off meeting |

| DELIVERABLE | DUE DATE |
|--|---|
| TASK 2: IMPLEMENTATION Including delivery of all of the sub-tasks. <u>Design Document</u> that includes: <u>Testing Plan, Migration Plan,</u> <u>Hardware Configuration Plan,</u> <u>Disaster Recovery Plan,</u> <u>Contingency Plan</u> <u>Proof of Concept,</u> <u>Testing Scripts,</u> | February 28, 2006 On the day of commencing each task On the day of commencing each task |
| TASK 3: TRAINING 50 USERS System and Application Administrators and Power Users Basic Users <u>Training Plan and Support Program,</u> <u>User Guides</u> | On the day of commencing each task March 10, 2006 March 24, 2006 |
| TASK 4: DEPLOYMENT Including delivery of all of the sub-tasks. <u>System Change Management Plan</u> | June 30, 2006 On the day of commencing the task |
| TASK 5: TRAINING 75 USERS Power Users and Basic Users <u>Training Plan and Support Program,</u> <u>User Guides</u> | June 30, 2006 |
| TASK 6: OPERATION AND MAINTENANCE | On the day of commencing the task |

6.2 FORMAT OF DELIVERABLES

The documents listed above will be in printed and electronic forms of each draft. Final deliverable and associated artifacts are to be presented in the format for storing in RequisitePro. Other documentation should be presented in Microsoft Project, Microsoft Excel, Microsoft Word, Visio, or Corel WordPerfect as applicable. In addition, oral presentations and/or slide presentations shall be delivered (at the request of the project manager). Slide presentations shall be in Microsoft PowerPoint Presentations.

6.3 REVIEW OF REPORTS

The Government shall have no less than fifteen (15) workdays to review written draft and final deliverables. If deficiencies are found, the contractor(s) will be notified and shall have ten (10) workdays to make appropriate revisions.

All deliverable products shall be grammatically correct according to industry standard rules and contain correct spelling. All technical and financial terms shall be clearly defined to be understood by all readers. All deliverable products will be accepted or rejected in writing by the Government Contracting Officer, the Project Manager, or a designated Technical Representative.

7. NRC'S PROVIDED DOCUMENTS

7.1 APPENDICES

The following appendices will be provided with along with the SOW:

- Appendix A: Controller Resources Database System
- Appendix B: NRC Technical Environment
- Appendix C: Estimate Database Size
- Appendix D: Functional Workflow

6.2 ELECTRONIC FILES

The following budget information shall be provided to the contractor along with the SOW electronically:

- The NRC FY 2006 Budget Guidance and Instructions,
- Sample of FY 2005 Nuclear Reactor Regulation (NRR) Office Budget Submission,
- Budget and Reporting Structure, Control Numbers, and Full Costing calculation.
- The FY 2006 president performance budget book are available at <http://www.nrc.gov/reading-rm/doc-collections/nuregs/staff/sr1100/v21/sr1100v21.pdf>

6.3 NRC DIRECTIVES

In addition, the contractor shall review the following documents, which will be provided at the commencement of the project, and include those elements that the NRC Project Manager identifies as applicable to the system implementation effort.

- System Development Life Cycle Management Methodology” (SDLCMM) Directive 2.5 and SDLCMM Handbook 2.5: The directive and its companion handbook define the life cycle of an application system. They describe the structure of the methodology and each of the components. They describe the processes for developing, enhancing, and maintaining systems. The handbook discusses what activities a project team must perform within each of the components and what products a project must produce. SDLCMM collections of Standard Operating Procedures, Standard Documents, and Forms are available at <http://www.internal.nrc.gov/OCIO/sdlcm/>
- Information Technology Architecture (ITA) Directive 2.1 and ITA Handbook 2.1: The directive and its companion handbook provide the policy of the information technology investments. They describe the relationships among the work the agency does, the information the agency uses, and the information technology the agency needs. They also include standards for designing new systems and provide the technology vision for making decisions. ITA directive and its accompanying handbook are available at <http://irm29.nrc.gov/EA.htm>

- **PROPRIETARY INFORMATION:** NRC Automated Information Security Program Directive 12.5 and Handbook 12.5 Part 1 - 4: The directive and its accompanying handbook contain NRC IT security policy. They provide security measures to protect NRC information and information systems. **Note: These documents are sensitive information and are not available to the general public. All information and documents made available to the contractor during the course of this contract are deemed official use only as they provide information on system vulnerabilities, and shall be returned to the NRC upon completion on the contract.**

- NRC Management Directive 4.7, An NRC Long-Range Planning, Programming, and Budget Formulation, dated October, 1989