

# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES  
1 17

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

BPA NO.

1. DATE OF ORDER <b>SEP 22 2008</b>		2. CONTRACT NO. (If any) NRC-07-06-512		6. SHIP TO:	
3. ORDER NO. TASK ORDER 002		4. REQUISITION/REFERENCE NO. NSR-06-524		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission Attn: Tom Kardaras	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div. of Contracts Attn: Jeffrey R. Mitchell, 301-415-6465 Mail Stop T-7-I-2 Washington, DC 20555				b. STREET ADDRESS Mail Stop: T4-A45 11545 Rockville Pike	
		c. CITY Rockville		d. STATE MD	e. ZIP CODE 20852
7. TO:				f. SHIP VIA	
a. NAME OF CONTRACTOR KMC, INC				8. TYPE OF ORDER	
b. COMPANY NAME Attn: Jason Cai				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 9538 LAGERSFIELD CIR				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 VIENNA	e. STATE VA	f. ZIP CODE 221816174			
9. ACCOUNTING AND APPROPRIATION DATA 611-15-11C-398 R1138 2574 31x0200.611 Obligate \$160,170.00 Contractors DUNS: 103462490				10. REQUISITIONING OFFICE NSR	
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 type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS <input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED					
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) As Stated.	
a. INSPECTION	b. ACCEPTANCE			16. DISCOUNT TERMS Net 30	

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>In accordance with Section G.2 entitled "Task Order Procedures" of the subject contract, this order definitizes Task Order No. 2. This effort shall be performed in accordance with the enclosed statement of work.</p> <p>Task Order No. 2 entitled "Intranet Development"</p> <p>The issuance of this task order does not amend any other terms or conditions of the subject contract.</p> <p>Please indicate your acceptance of this Task Order No. 2 Accepted:</p> <p>Name: <u>Jason Cai</u></p> <p>Title: <u>President</u></p> <p>Date: <u>09/25/2008</u></p>					

SEE BILLING INSTRUCTIONS ON REVERSE	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 Payment Team, Mail Stop T-7-I-2						
	b. STREET ADDRESS (or P.O. Box) Attn: (NRC-07-06-512 Task Order 2)						
	c. CITY Washington		d. STATE DC	e. ZIP CODE 20555		17(i). GRAND TOTAL	

22. UNITED STATES OF AMERICA  
BY (Signature)

*Charles Bower*

23. NAME (Typed)  
Donald A. King  
Contracting Officer  
TITLE: CONTRACTING/ORDERING OFFICER

SEP 22 2008

AUTHORITY FOR TOTAL REVISIONS  
PREVIOUS EDITIONS NOT USED

SUNSI REVIEW COMPLETE

OPTIONAL FORM 347-1 (REV. 3/2005)  
FPMR (41 CFR) 101-11.6  
ADMOU2



**A.1 COST/PRICE SCHEDULE**

LABOR CATEGORY	FIXED RATE	EST. HOUR	EST. COST
Senior Consultant			\$48,166.80
Senior IT Engineer			\$157,583.20
		Total	\$205,750.00

**A.2 CONSIDERATION AND OBLIGATION--COST REIMBURSEMENT (JUN 1988)**

- (a) The total estimated cost to the Government for full performance under this contract is \$205,750.00.
- (b) The amount obligated by the Government with respect to this contract is \$160,170.00.

**A.3 DURATION OF CONTRACT PERIOD (MAR 1987)**

This contract shall commence on Day of Award (See Acceptance Date in Block 17) and will expire October 31, 2007.

**A.4 2052.215-70 KEY PERSONNEL (JAN 1993)**

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

[REDACTED]

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.

## **TASK ORDER TERMS AND CONDITIONS**

NOT SPECIFIED IN THE CONTRACT

### **A.4 NRC Acquisition Clauses - (NRCAR) 48 CFR Ch. 20**

#### **A.5 Other Applicable Clauses**

☐ See Addendum for the following in full text (if checked)

☐ 52.216-18, Ordering

☐ 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.6 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.



STATEMENT OF WORK  
TITLE: NSIR Intranet

## **I. BACKGROUND**

The NSIR division and branch managers and staff have indicated a need to share information on an intranet. Currently the NSIR intranet pages are populated with general office information, some incident response databases, and active pages for posting security reports and tracking action items for exercises that are accessed by NRC HQ and Regions. The fundamental design concept of the system is to provide a reliable means for NRC staff to access key documents electronically and to maintain active content.

Although, the current intranet meets its fundamental design concept, it does not meet certain operational requirements needed to exist in a production environment. Specifically, it is missing important operational features related to security, data and administration. The Operations Center Information Management System (OCIMS) is categorized as a General Support System (GSS). It is envisioned that the intranet would be an other system as part of the OCIMS GSS.

Recently there has been renewed interest in providing web pages accessible to all NSIR staff and Regions that facilitate ease of use and access to electronic data for daily business operations.

## **II. OBJECTIVES**

The following objectives have been identified for the intranet project.

- To obtain skilled personnel with expertise in IT systems development, security and web design
- To provide an IT solution that can improve staff ability to view and access relevant information for the NSIR office
- To provide a uniform electronic repository of key response documents for incident responders and security policy and operations staff
- To provide a secure IT solution that is easily accessible, highly reliable, always up-to-date and simple to use and administrate
- To design, populate, deploy and maintain an NSIR Intranet where staff go daily to retrieve necessary information



STATEMENT OF WORK

TITLE: NSIR Intranet

### **III. SCOPE OF WORK**

This task order will be supported over twelve months. The list below summarizes the primary tasks to be completed.

1. The contractor shall perform planning tasks to prepare a project management plan and schedule.
2. The contractor shall review the current NSIR site and coordinate with NSIR Intranet project staff to meet with the primary project stakeholders to analyze and document web requirements and site content.
3. Based on prioritized content, the contractor shall develop content and prototype pages to visualize layout and flow of the site and information.
4. The contractor shall evaluate the software options, and recommend and purchase a tool for developing the Intranet.
5. The contractor shall evaluate the hardware needs and make a recommendation for hosting the Intranet.
6. The contractor shall design the Intranet pages and, using portal concepts, provide subgroups with views that optimize their access to information.
7. The contractor shall develop the Intranet and prioritized content for the initial release.
8. The contractor shall develop all of the procedures required to operate and maintain the information on the Intranet.
9. The contractor shall provide system specification and configuration information for security hardening.
10. The contractor shall test the Intranet and gain acceptance from the NRC before moving it into the production environment.
11. The contractor shall deploy the Intranet system into production environment at NRC Headquarters.

#### **Project Management**

1. The contractor shall attend a kick-off meeting at NRC within ten days of award.
2. The contractor shall attend weekly status meetings with the project officer throughout the task order period.
3. The contractor shall deliver monthly progress reports to the NRC Project Officer.
4. The contractor shall conduct meetings and provide presentations about the Intranet as needed.
5. The contractor shall work with the NRC Project Officer and other stakeholders to identify, develop, and evaluate scope, requirements and design, and to review and achieve consensus on deliverables. The contractor shall work closely with the NRC Project Officer to make decisions, gain approvals and resolve issues.

### **IV. DELINEATION OF TASKS**

The tasks described below are required to complete all of the work on this Task Order.



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TITLE: NSIR Intranet

**A. PLANNING**

The contractor shall develop and submit a baseline Intranet Project Management Plan to the NRC Project Officer for approval. The plan should include a project schedule identifying milestones and deliverables.

Deliverables: Intranet Project Management Plan  
(Due within 1 week after award)

Acceptance Criteria: A Project Management Plan with schedule that is accurate and complete, and that clearly identifies the overall level of effort for the project and the specific plans for executing the work described in this statement.

The deliverables are received on time as defined in the project schedule and accepted by the Project Officer.

**B. INFORMATION ANALYSIS**

The contractor shall review and confirm the existing analysis of content for the NSIR Intranet system to understand and document the current content and information managed on the current intranet. This includes identifying sources of information within the NSIR office.

Deliverables: Intranet Content/Inventory  
(Due within 2 weeks after award)

Acceptance Criteria: The Information Analysis should be accurate and contain all intranet content, information elements, owner and description.

The deliverables are received on time as defined in the project schedule and accepted by the Project Officer.

**C. ANALYZE USER REQUIREMENTS**

The tasks described below are required to analyze, review and finalize the requirements for the Intranet system. This set of activities will complete, validate and produce a baseline set of user requirements.

The contractor shall collect and analyze requirements for the NSIR Intranet. The contractor shall perform information analysis to define categories of information and sources of information to be posted on the new Intranet.

The contractor shall analyze the current requirements and meet with and interview intranet stakeholders to establish final requirements. This task involves coordination with NSIR web project staff to meet with NSIR staff and contacts from other offices as needed to identify information and content needs for the NSIR Intranet. The NRC



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project officer will lend assistance to the contractor by identifying the appropriate intranet stakeholders for the required meetings and interviews.

Once information is identified, the contractor will review priorities with NSIR staff and estimate costs to produce and maintain material for the Intranet.

Deliverables: User Requirements; Intranet Content/Inventory (updated)  
(Due within 4 weeks after award)

Acceptance Criteria: The deliverables should be accurate and contain all Intranet requirements including prioritized intranet content, information elements, owner and description. Include timing for getting information posted to the Intranet including near term and long term needs. Include options for updating and maintaining the information. Include cost comparisons for all data, information, and any development work.

The deliverables are received on time as defined in the project schedule and accepted by the Project Officer.

#### **D. IDENTIFY AND DEMONSTRATE SOFTWARE**

Once NSIR requirements are collected, the contractor shall evaluate, demonstrate, and recommend software tools that best meet the NSIR staff needs and content requirements. This task is closely coupled with the analysis of hardware server options and requirements. Current OIS software, portal software, or content management software should be considered. Limited software is currently used on the OIS three tier environment web servers. For example, for data in programs such as MS Access to be utilized, they must now be converted to XML, a burdensome task. Microsoft active server pages (ASP), a commonly user code on the server side is an example of software that might need to be employed. There is also an expectation that NSIR could use portal software to meet the vision of providing staff, branches and/or divisions their respective views of content.

The contractor shall acquire any evaluation versions and demonstrate software using user examples of content. The contractor shall purchase the software, once it has been selected and approved for use by the NRC.

Deliverable: Intranet Software Demonstrations, Intranet Software Evaluation  
(Software specifications, options and recommendation documented)  
(Due within 5 weeks after award)

Acceptance Criteria: Web Tool Demonstrations are provided for Project Officer and selected NSIR staff and example design meets user needs. The Web Tool Evaluation identifies software tools and or packages, examples of which requirements they meet and indicates which software tool best meets the requirements.



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The deliverables are received on time as defined in the project schedule and accepted by the Project Officer.

**E. REVIEW HARDWARE NEEDS**

Currently the NSIR intranet site resides on the OIS server as part of NRCs three tier architecture. The back end production server is unix and it supports MS SQL Server and Sybase. The server programming language is Cold Fusion and the web tool is Dreamweaver. In order to have more flexibility and meet the new requirements identified as part of this Task Order, the contractor shall review other options to host the NSIR intranet site and provide hardware specifications to meet these requirements.

Hardware Options should be analyzed and alternatives presented. Considerations include costs, ease of use, ability to meet NSIR needs and NRC/OIS requirements for accessibility and security. Hardware options might include use of OIS servers, outside service providers or utilization of NSIR equipment in the operations center. For example, NRR currently has their own web server that allows for more flexibility; but their architecture is similar to the OIS managed machines. Another option might be to employ an outside internet service provider (ISP) with a new registered domain name such as nrc.nsir.gov. Security and public access issues would need to be considered with such an option. Another option is to use equipment currently used by NSIR or buying another server. NSIR does have a subnet on the NRC LAN and NSIR manages servers connected to that LAN; but these machines are generally used for operations center activities. The contractor shall identify various hardware options and compare the feasibility and costs and benefits of these options to using the current OIS server.

Deliverables: Intranet Hardware Evaluation (Hardware options and recommendation documented)  
(Due within 8 weeks after award)

Acceptance Criteria: The Web Hardware Evaluation identifies hardware specifications and alternatives for utilizing new equipment, NRC equipment, or a service provider. The comparison addresses setup issues, security issues, and maintenance costs.

The deliverables are received on time as defined in the project schedule and accepted by the Project Officer.

**F. WEBSITE DESIGN AND PROTOTYPING**

The contractor shall develop web design (including screen shots, layout, links and navigation) and prototype key pages to assist the staff in visualizing the content, site navigation and the update procedures for maintaining the content. The organization



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of information and layout will be described as part of the website design.

Design the web front page and the links to other information. The main objective is for 'one stop' access to the informational staff need to do their work. The NSIR web page should be designed to provide easy access to information and wherever possible the staff would use the web page for their information needs. A measure of success would be if staff could go to the web page each day for the information they need.

Deliverables: Web Design and Intranet Prototypes of key pages  
(Due within 6 weeks after award)

Acceptance Criteria: The Web Design Compositions should represent screen shots, links and flows of realistic content. Prototypes should demonstrate key pages with realistic content, site organization and navigation.

The deliverables are received on time as defined in the project schedule and accepted by the Project Officer.

#### **G. DEVELOP CONTENT AND INTRANET**

The contractor shall implement the Intranet, develop the priority content and populate the Intranet with content in a development/test area.

The contractor shall coordinate with the NRC staff to harden, secure, configure and test the Intranet equipment. The contractor shall install needed software for the Intranet.

Where necessary, the contractor shall convert content from the current NSIR site to the new Intranet. The contractor will work with NSIR staff to identify electronic sources and provide links and or procedures to post information as PDF. Where new information is required, the contractor will work with NSIR staff to automate the information and agree on updating responsibilities and procedures. There are currently a few MS Access and other data bases in place as sources of information. The contractor will review and document existing databases and identify any new database requirements.

The contractor shall execute system tests at the NRC in the development/test area to test the Intranet against the requirements. The contractor shall correct any defects and re-execute tests to produce a stable baseline. The contractor shall provide a Test Evaluation Summary report of the final system test to the NRC Project Officer.

Upon acceptance by the Project officer, the contractor shall deploy the Intranet to the production area. The system/release is installed into production, and a minimum set of regression tests is run to ensure that the installation is complete and that no other



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functionality or data has been compromised.

Deliverable: Test Evaluation Summary; Release 1 of Intranet in production environment.  
(Due within 12 weeks after award);

Acceptance Criteria: The Intranet should be accurate and contain all priority Intranet content as agreed to in the requirements. There should be no major defects. System tests should be completed with no major problems identified.

The deliverables are received on time as defined in the project schedule and accepted by the Project Officer.

#### **H. UPDATE INTRANET CONTENT/INVENTORY AND PRODUCE INTRANET PROCEDURES**

The contractor shall modify and update the Intranet Content/Inventory that identifies all content, the data owner, the update schedule, the retirement schedule, and cost of maintaining. This will be an ongoing process during development as new information is added to the web page.

The contractor shall develop Intranet processes and procedures to operate and maintain content for the Intranet in production. The contractor shall review the intranet procedures from other NRC offices as well as the NSIR public internet procedures. The contractor shall review NRC documents and meet with OIS staff to ensure that NRC requirements are followed and document in the NSIR procedures. The contractor will work with staff to review the draft procedures and prepare the final.

Deliverables: Intranet Content/Inventory (updated), Intranet Operational Procedures  
(Due within 12 weeks after award)

Acceptance Criteria: Intranet Content/Inventory should be accurate and complete as described in the tasks above. Intranet Operational Procedures should be accurate and complete and define content management procedures as described in the tasks above.

### **V. DELINEATION OF TASKS – PROJECT MANAGEMENT**

#### **A. KICKOFF MEETING**

The contractor shall attend a kickoff meeting that will be conducted at NRC within 5 days following the date of contract award to introduce staff and to conduct a detailed project review. The NRC will provide a detailed overview about the statement of work and their operational expectations and the contractor will present their



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approach for completing the work.

Deliverables: Kickoff Meeting (shall be delivered within 5 days of award)

Acceptance Criteria: Attendance by Program Manager and key staff for a 1 hour kickoff meeting.

**B. KEY PERSONNEL AVAILABILITY**

The contractor shall maintain continuous availability of all key personnel who are required to successfully perform the work required under this task order.

**C. WEEKLY STATUS MEETINGS**

The contractor shall arrange weekly status review meetings throughout the life of the task order to discuss issues such as project schedule, budget, resources, equipment, goals, milestones, or anything else that may need attention by the NRC Project Officer or contractor.

Deliverables: Status Meetings (weekly)

Acceptance Criteria: Attendance by contractor, Program Manager and key staff for the meeting.

**D. MONTHLY PROGRESS REPORTS**

The contractor shall provide monthly technical progress reports to the NRC Project Officer throughout the life of the task order to describe, in detail, the project's prior, current, and future activities. The report will also provide details about both the project's technical and budgetary performance during the performance period. The frequency of these progress reports may be changed and will be at the discretion of the NRC Project Officer during the contract.

Deliverables: Technical Progress Reports (Monthly)

Acceptance Criteria: The deliverables are received on time and in accordance with the standards described above. The deliverables are subject to review and acceptance by the Project Officer.

**E. STATUS REPORTS / PROJECT PRESENTATIONS**

The contractor shall provide status reports and/or presentations to NRC as requested by the Project Officer.

Deliverables: Status Reports (as requested) and Project Presentations (as



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requested)

Acceptance Criteria: The deliverables are received on time and are relevant to the subject matter and audience. The deliverables are subject to review and acceptance by the Project Officer.

**F. MEETINGS**

The contractor shall meet and coordinate with the NRC staff, internal contractors, external vendors, private organizations and other external agencies or government officials as requested to perform the tasks described in this statement.

Deliverables: Meetings arranged and Minutes (as needed)

Acceptance Criteria: Attendance by Program Manager and key staff for the meeting.

**VII. TASKS**

**A. MAINTENANCE AND OPERATIONS AND NEW CONTENT MANAGEMENT**

The contractor shall operate and maintain the production system. The contractor shall provide support for creating new content for the Intranet and maintaining content as needed. These activities include the analysis of content, design of intranet pages, and development, test and deployment of updates to the Intranet.

Deliverable: On-Going Maintenance and Operations Support

Acceptance Criteria: Maintains an operational Intranet and provides support to users.

**B. INTRANET APPLICATION DEVELOPMENT**

NSIR anticipates small application may be needed to provide necessary information for users of the NSIR Intranet. An example would be a new data source or database for information to be posted on the Intranet. The contractor shall analyze, develop and integrate a new application into the production Intranet as needed to provide new information for NSIR Intranet users.

This application will follow the PMM for small application development and perform requirements analysis, design, implementation, test and deployment activities to integrate the application into the Intranet. Expected deliverables would include at a minimum streamlined Project Management Plan (including schedule and risks/issues), Vision, System Architecture Document, Test Plan, Test Evaluation Summary, System Support Material (Users/Admin Guides) and Deployment Plan. In addition, security certification and accreditation deliverables may be needed as a



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listed or other system.

Milestone: New Application and Intranet Release (updated with access to the new application)

Acceptance Criteria: New application accepted by NSIR and deployed with proper access from the Intranet.

## **VIII. TRAINING**

No formal training will be required. The Intranet will be easy to use, provide procedures documentation for users, and may contain online help or vendor documentation.

## **IX. PLACE OF PERFORMANCE**

Preparation of deliverables may be performed offsite at the contractor's own facility. The system will be developed, acceptance tested and deployed, however, at the NRC Headquarters for access on the NRC network by headquarters, Regions, and the Technical Training Center.

## **X. MEETINGS AND TRAVEL**

A Kick-Off meeting will occur within the first five days following contract award to introduce staff and to conduct a detailed project review. Meetings will be held regularly during the contract period. The NRC Project Officer will determine their frequency.

There is no anticipated travel other than to the NRC headquarters (Rockville, MD), 11545 Rockville, Pike, Rockville, MD 20852 .

## **XI. SAFEGUARD OF INFORMATION**

In connection with the performance of the work under this task order, the contractor may be furnished, or may develop or acquire, proprietary data (trade secrets) or confidential or privileged technical, business, or financial information, including Commission plans, policies, reports, financial plans, internal data protected by the Privacy Act of 1974 (Pub.L. 93-579) or other information which has not been released to the public or has been determined by the Commission to be otherwise exempt from disclosure to the public. The contractor agrees to hold the information in confidence and not to directly or indirectly duplicate, disseminate, or disclose the information in whole or in part to any other person or organization except as may be necessary to perform the work under this task order. 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 Task Order.



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## **XII. ROLE OF THE NRC**

The NRC Project Officer will provide overall program direction, review and approve all plans and deliverables.

### **NRC PROJECT OFFICER**

Name: Behrooz Sabet – Project Officer  
Address: U.S. Nuclear Regulatory Commission  
Mail-stop: T-4A45  
Washington, DC 20555  
Telephone: (301) 415-7107, FAX: (301) 415-7714  
E-mail address: [bx33@nrc.gov](mailto:bx33@nrc.gov)

### **TECHNICAL MANAGER**

Name: Pam Kruzic, Manager  
Name: Su Ha, Alternate

## **XIII. PERSONNEL AND MANAGEMENT REQUIREMENTS**

The contractor shall provide the correct number of qualified, competent, and fully trained personnel to perform the activities delineated under this task order. The contractor's personnel shall act in a courteous, responsive, knowledgeable, and professional manner at all times.

The contractor will be required to perform system development and deployment under the direction of a program manager. The contractor's program manager shall be responsible for the overall execution of the provisions of the contract including the provision of all required technical and financial reports. The contractor's program manager shall ensure compliance with the requirements for system development, quality assurance and system security measures in accordance with current FISMA guidelines.

The contractor staff shall possess the following skills:

- Extensive experience delivering technical IT solutions
- Extensive experience with and knowledge of the hardware and software necessary for web electronic/computer data handling and storage and electronic data transmission
- Extensive experience with and knowledge of web design, intranets, and use of portals
- Extensive consulting experience in user requirements, content management, display and marketing techniques for web technologies



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- Extensive experience with and knowledge of Project Management software, including Microsoft Project
- Some level of experience with and knowledge of the Federal Information Security Management Act (FISMA)
- Extensive experience with and knowledge of Document Control and Configuration Management best practices

The contractor shall provide a resume for each individual proposed to work on this contract.

#### **XIV. DELIVERY SCHEDULE**

The delivery schedule shall be the contractor's responsibility and followed accordingly. As part of initial project planning, the contractor will assess the recommended deliverables and submit any changes for approval to the Project Officer.

Each deliverable shall first be delivered in Draft to the Project Officer. The NRC shall have 5 working days to review each draft deliverable and respond with comments for approval. The contractor will revise and resubmit. Upon approval by the NRC of the original draft or the corrected draft, the deliverable shall be delivered in final form to the NRC Project Officer and the Contracting Officer. For each deliverable (draft or final) the contractor shall provide one (1) hard copy and one (1) electronic copy, unless otherwise indicated. All deliverables shall be formatted and prepared using Microsoft Word for the documentation and reports, Microsoft PowerPoint for briefings, and Microsoft Project for schedules.

Deliverables and due dates are summarized below. Deliverable due dates are based upon calendar days or weeks starting from the award of this contract. The following deliverables and milestones do not include the optional tasks described in this statement.

General Deliverables:

<b>Deliverable</b>	<b>Schedule</b>
Kick-off meeting	Within 5 working days after contract award
Status Meetings	Weekly
Technical Progress Reports	Monthly
Technical, Management and Review Meetings	As Needed



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Deliverables:

Deliverable	Level of Effort	Schedule
Project Management Plan (with Project Schedule and Milestones)	5 days	Within 1 weeks after contract award
Intranet Content/Inventory	5 days	Within 2 weeks after contract award
User Requirements	10 days	Within 4 weeks after contract award
Intranet Software Demonstrations, Intranet Software Evaluation	5 days	Within 5 weeks after contract award
Intranet Hardware Evaluation	5 days	Within 8 weeks after contract award
Web Design, Intranet Prototypes	15 days	Within 6 weeks after contract award
Intranet Content/Inventory (updated), Intranet Operational Procedures	10 days	Within 12 weeks after contract award
Test Evaluation Report and Release 1	20 days	Within 12 weeks after contract award
NRC Acceptance	N/A	Within 12 weeks after contract award
System fully deployed to production at NRC Headquarters	N/A	Within 12 weeks after contract award

## XVIII. ACRONYMS

AOP	Abnormal Operating Procedures
ATO	Authority to Operate
CA	Computational Aids
CD	Compact Disk
CTF	Consolidated Test Facility
DFC	Diagnostic Flow Charts
EAL	Emergency Action Levels
EP	Emergency Plans
EPIP	Emergency Plan Implementing Procedures
EOC	Emergency Operations Center
EOP	Emergency Operating Procedures
EVM	Earned Value Measurement
FSAR	Final Safety Analysis Reports
FISMA	Federal Information Security Management Act
HQ	Headquarters
IATO	Interim Authority to Operate
IT	Information Technology



STATEMENT OF WORK

TITLE: NSIR Intranet

LAN	Local Area Network
MA	Mitigating Actions
NRC	Nuclear Regulatory Commission
NSIR	Office of Nuclear Security and Incident Response
OIS	Office of Information Services
OFN	Off-Normal Operating Procedures
OMB	Office of Management and Budget
PAR	Protective Action Recommendations
PID	Piping and Instrument Diagrams
POE	Production Operating Environment
REP	Radiological Emergency Plans
SACRG	Severe Accident Control Room Response Guides
SAG	Severe Accident Guides
SAMGS	Severe Accident Management Guidelines
SCG	Severe Challenge Guides
SCST	Severe Challenge Status Trees
SITSO	Senior Information Technology Security Officer
SEP	State Emergency Plans
SSI	Safe Shutdown Instructions