

ORDER FOR SUPPLIES OR SERVICES

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

BPA NO.

1. DATE OF ORDER August 31 2006	2. CONTRACT NO. (if any) GS23F8029H	6. SHIP TO:	
3. ORDER NO. NRC-02-06-001	MODIFICATION NO.	4. REQUISITION/REFERENCE NO.	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div. of Contracts Attn: Valerie M. Whipple Mail Stop T-7-I-2 Washington, DC 20555		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission Attn: Carol Boyle, (301) 415-7816	
		b. STREET ADDRESS Mail Stop: T8A-23	
		c. CITY Washington	d. STATE DC
		e. ZIP CODE 20555	

7. TO:	f. SHIP VIA
a. NAME OF CONTRACTOR COMPUTER SCIENCES CORPORATION	8. TYPE OF ORDER

b. COMPANY NAME	<input type="checkbox"/> a. PURCHASE	<input checked="" type="checkbox"/> b. DELIVERY
c. STREET ADDRESS 7700 HUBBLE DRIVE	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 LANHAM SEABROOK	Except for billing instructions on the reverse, this delivery/task order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
e. STATE VA	f. ZIP CODE 20706-6229	

9. ACCOUNTING AND APPROPRIATION DATA 650-15-344-234 J5559 252A 31X0200 OBLIGATE: \$100,000 FFS: 5006R049	10. REQUISITIONING OFFICE NMS NMSS/PMDA/RASB
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11. BUSINESS CLASSIFICATION (Check appropriate box(es))	12. F.O.B. POINT Destination
<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) 09/01/06 - 08/31/07	16. DISCOUNT TERMS NET 30
a. INSPECTION	b. ACCEPTANCE			

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

ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	The Contractor shall provide the NRC with "NMSS Collaborative Work Support", in accordance with the attached Statement of Work, the terms and conditions of GSA Schedule (MOBIS) Contract No. GS-23F-8029H, at the prices listed in the attached schedule. Funds in the amount of \$100,000 are obligated at this time. Period of Performance: 09/01/06 - 08/31/07 Attachments: Schedule SOW Form NRC 187 ACCEPTED: NAME: <u>Donna Spear</u> TITLE: <u>Prin. Contract Admin.</u> SIGNATURE: <u>[Signature]</u> DATE: <u>8/31/06</u> DUNS: 883778896					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.	\$605,009.60	17(h) TOTAL (Cont. pages)	
	21. MAIL INVOICE TO:					
	a. NAME U.S. Nuclear Regulatory Commission Division of Contracts, Mail Stop T-7-I-2					17(i). GRAND TOTAL
	b. STREET ADDRESS (or P.O. Box) Attn: (DR-02-01-006)					
c. CITY Washington		d. STATE DC	e. ZIP CODE 20555			

22. UNITED STATES OF AMERICA BY (Signature) 	23. NAME (Typed) Valerie M. Whipple Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER
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TEMPLATE - ADM001

SUNSI REVIEW COMPLETE

ADM002

A. SEAT BELTS

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

B. CONSIDERATION AND OBLIGATION

- (1) The total estimated amount of this order (ceiling) is **\$605,009.60**, which is comprised of Tasks 1 and 2, as follows:

Task 1	\$424,406.00
Task 2	<u>\$180,603.60</u>
	\$605,009.60

- (2) In the event that the Government exercises optional work pursuant to FAR Clause 52.217-7 incorporated in this delivery order, the total estimated amount of this order will increase as follows:

Optional Work

Optional Task 3	\$88,906.50
Optional Task 4	\$26,567.35

- (4) The amount presently obligated with respect to this order is **\$100,000.00**. The Contractor shall not be obligated to incur costs above this ceiling/obligated amount unless and until the Contracting Officer shall increase the amount obligated. Any work undertaken by the Contractor in excess of the obligated amount specified above is done so at the Contractor's sole risk.

C. TYPE OF DELIVERY ORDER

Fixed price labor hour contract.

D. PERIOD OF PERFORMANCE

The period of performance of this order shall be September 1, 2006 through August 31, 2007.

E. CLAUSES INCORPORATED BY REFERENCE

1. FAR 52-217-7, "Option for Increased Quantity Separately Priced Line Item."
2. FAR 52.232-7, "Payments under Time-and-Materials and Labor-hour Contracts."
3. FAR 52.243-3, "Changes -- Time-and-Materials or Labor-Hours."
4. FAR 52.232-19, "Availability of funds for the Next Fiscal Year."
5. FAR 52.232-18, "Availability of Funds."

F. 2052.209-73 CONTRACTOR ORGANIZATIONAL CONFLICTS OF INTEREST

(a) Purpose. The primary purpose of this clause is to aid in ensuring that the contractor:

(1) Is not placed in a conflicting role because of current or planned interests (financial, contractual, organizational, or otherwise) which relate to the work under this contract; and

(2) Does not obtain an unfair competitive advantage over other parties by virtue of its performance of this contract.

(b) Scope. The restrictions described apply to performance or participation by the contractor, as defined in 48 CFR 2009.570- 2 in the activities covered by this clause.

(c) Work for others.

(1) Notwithstanding any other provision of this contract, during the term of this contract the contractor agrees to forgo entering into consulting or other contractual arrangements with any firm or organization, the result of which may give rise to a conflict of interest with respect to the work being performed under this contract. The contractor shall ensure that all employees under this contract abide by the provision of this clause. If the contractor has reason to believe with respect to itself or any employee that any proposed consultant or other contractual arrangement with any firm or organization may involve a potential conflict of interest, the contractor shall obtain the written approval of the contracting officer before the execution of such contractual arrangement.

(2) The contractor may not represent, assist, or otherwise support an NRC licensee or applicant undergoing an NRC audit, inspection, or review where the activities that are the subject of the audit, inspection or review are the same as or substantially similar to the services within the scope of this contract (or task order as appropriate), except where the NRC licensee or applicant requires the contractor's support to explain or defend the contractor's prior work for the utility or other entity which NRC questions.

(3) When the contractor performs work for the NRC under this contract at any NRC licensee or applicant site, the contractor shall neither solicit nor perform work in the same or similar technical area for that licensee or applicant organization for a period commencing with the award of the task order or beginning of work on the site (if not a task order contract) and ending one year after completion of all work under the associated task order, or last time at the site (if not a task order contract).

(4) When the contractor performs work for the NRC under this contract at any NRC licensee or applicant site,

(i) The contractor may not solicit work at that site for that licensee or applicant during the period of performance of the task order or the contract, as appropriate.

(ii) The contractor may not perform work at that site for that licensee or applicant during the period of performance of the task order or the contract, as appropriate, and for one year thereafter.

(iii) Notwithstanding the foregoing, the contracting officer may authorize the contractor to solicit or perform this type of work (except work in the same or similar technical area) if the contracting officer determines that the situation will not pose a potential for technical bias or unfair competitive advantage.

(d) Disclosure after award.

(1) The contractor warrants that to the best of its knowledge and belief, and except as otherwise set forth in this contract, it does not have any organizational conflicts of interest as defined in 48 CFR 2009.570-2.

(2) The contractor agrees that, if after award, it discovers organizational conflicts of interest with respect to this contract, it shall make an immediate and full disclosure in writing to the contracting officer. This statement must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. The NRC may, however, terminate the contract if termination is in the best interest of the government.

(3) It is recognized that the scope of work of a task-order-type contract necessarily encompasses a broad spectrum of activities. Consequently, if this is a task-order-type contract, the contractor agrees that it will disclose all proposed new work involving NRC licensees or applicants which comes within the scope of work of the underlying contract. Further, if this contract involves work at a licensee or applicant site, the contractor agrees to exercise diligence to discover and disclose any new work at that licensee or applicant site. This disclosure must be made before the submission of a bid or proposal to the utility or other regulated entity and must be received by the NRC at least 15 days before the proposed award date in any event, unless a written justification demonstrating urgency and due diligence to discover and disclose is provided by the contractor and approved by the contracting officer. The disclosure must include the statement of work, the dollar value of the proposed contract, and any other documents that are needed to fully describe the proposed work for the regulated utility or other regulated entity. NRC may deny approval of the disclosed work only when the NRC has issued a task order which includes the technical area and, if site-specific, the site, or has plans to issue a task order which includes the technical area and, if site-specific, the site, or when the work violates paragraphs (c)(2), (c)(3) or (c)(4) of this section.

(e) Access to and use of information.

(1) If in the performance of this contract, the contractor obtains access to information, such as NRC plans, policies, reports, studies, financial plans, internal data protected by the Privacy Act of 1974 (5 U.S.C. Section 552a (1988)), or the Freedom of Information Act (5 U.S.C. Section 552 (1986)), the contractor agrees not to:

(i) Use this information for any private purpose until the information has been released to the public;

(ii) Compete for work for the Commission based on the information for a period of six months after either the completion of this contract or the release of the information to the public, whichever is first;

(iii) Submit an unsolicited proposal to the Government based on the information until one year after the release of the information to the public; or

(iv) Release the information without prior written approval by the contracting officer unless the information has previously been released to the public by the NRC.

(2) In addition, the contractor agrees that, to the extent it receives or is given access to proprietary data, data protected by the Privacy Act of 1974 (5 U.S.C. section 552a (1988)), or the Freedom of Information Act (5 U.S.C. section 552 (1986)), or other confidential or privileged technical, business, or financial information under this contract, the contractor shall treat the information in accordance with restrictions placed on use of the information.

(3) Subject to patent and security provisions of this contract, the contractor shall have the right to use technical data it produces under this contract for private purposes provided that all requirements of this contract have been met.

(f) Subcontracts. Except as provided in 48 CFR 2009.570-2, the contractor shall include this clause, including this paragraph, in subcontracts of any tier. The terms contract, contractor, and contracting officer, must be appropriately modified to preserve the Government's rights.

(g) Remedies. For breach of any of the above restrictions, or for intentional nondisclosure or misrepresentation of any relevant interest required to be disclosed concerning this contract or for such erroneous representations that necessarily imply bad faith, the Government may terminate the contract for default, disqualify the contractor from subsequent contractual efforts, and pursue other remedies permitted by law or this contract.

(h) Waiver. A request for waiver under this clause must be directed in writing to the contracting officer in accordance with the procedures outlined in 48 CFR 2009.570-9.

(i) Follow-on effort. The contractor shall be ineligible to participate in NRC contracts, subcontracts, or proposals therefor (solicited or unsolicited), which stem directly from the contractor's performance of work under this contract. Furthermore, unless so directed in writing by the contracting officer, the contractor may not perform any technical consulting or management support services work or evaluation activities under this contract on any of its products or services or the products or services of another firm if the contractor has been substantially involved in the development or marketing of the products or services.

(1) If the contractor, under this contract, prepares a complete or essentially complete statement of work or specifications, the contractor is not eligible to perform or participate in the initial contractual effort which is based on the statement of work or specifications. The contractor may not incorporate its products or services in the statement of work or specifications unless so directed in writing by the contracting officer, in which case the restrictions in this paragraph do not apply.

(2) Nothing in this paragraph precludes the contractor from offering or selling its standard commercial items to the Government.

G. KEY PERSONNEL (JAN 1993)

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

Name

Title

[REDACTED]

[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 delivery order 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 delivery order or the service order, the delivery order 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 delivery order price or fixed fee may be equitably adjusted downward to compensate the Government for any resultant delay, loss, or damage.

H. PROJECT OFFICER

The contracting officer's authorized representative(s) hereinafter referred to as the project officer(s) for this delivery order is:

Administrative Project Officer: Carolyn Boyle
NMSS/PMDA/RASB
T8A-23
301-415-7818
CJB@NRC.GOV

Technical Project Officer: Tamara Trocki
NMSS/PMDA/RASB
T8A-23
301-415-7893
TLT1@NRC.GOV

- (a) Performance of the work under this delivery order is subject to the technical direction of the NRC project officer. The term "technical direction" is defined to include the following:
- (1) Technical direction to the delivery order or which shifts work emphasis between areas of work or tasks, authorizes travel which was unanticipated in the Schedule (i.e., travel not contemplated in the Performance Based Statement of Work (PBSOW) or changes to specific travel identified in the PBSOW), fills in details, or otherwise serves to accomplish the contractual PBSOW.
 - (2) Provide advice and guidance to the contractor in the preparation of drawings, specifications, or technical portions of the work description.

- (3) Review and, where required by the delivery order, approval of technical reports, drawings, specifications, and technical information to be delivered by the contractor to the Government under the delivery order.
- (b) Technical direction must be within the general performance based statement of work stated in the delivery order. The project officer does not have the authority to and may not issue any technical direction which:
- (1) Constitutes an assignment of work outside the general scope of the delivery order.
 - (2) Constitutes a change as defined in the "Changes" clause of this delivery order.
 - (3) In any way causes an increase or decrease in the total estimated delivery order cost, the fixed fee, if any, or the time required for delivery order performance.
 - (4) Changes any of the expressed terms, conditions, or specifications of the delivery order.
 - (5) Terminates the delivery order, settles any claim or dispute arising under the delivery order, or issues any unilateral directive whatever.
- (c) All technical directions must be issued in writing by the project officer or must be confirmed by the project officer in writing within ten (10) working days after verbal issuance. A copy of the written direction must be furnished to the contracting officer. A copy of NRC Form 445, Request for Approval of Official Foreign Travel, which has received final approval from the NRC must be furnished to the contracting officer.
- (d) The contractor shall proceed promptly with the performance of technical directions duly issued by the project officer in the manner prescribed by this clause and within the project officer's authority under the provisions of this clause.
- (e) If, in the opinion of the contractor, any instruction or direction issued by the project officer is within one of the categories as defined in paragraph (c) of this section, the contractor may not proceed but shall notify the contracting officer in writing within five (5) working days after the receipt of any instruction or direction and shall request the contracting officer to modify the delivery order accordingly. Upon receiving the notification from the contractor, the contracting officer shall issue an appropriate delivery order modification or advise the contractor in writing that, in the contracting officer's opinion, the technical direction is within the scope of this article and does not constitute a change under the "Changes" clause.
- (f) Any unauthorized commitment or direction issued by the project officer may result in an unnecessary delay in the contractor's performance and may even result in the contractor expending funds for unallowable costs under the delivery order.
- (g) A failure of the parties to agree upon the nature of the instruction or direction or upon the contract action to be taken with respect thereto is subject to 52.233-1 - Disputes.

- (h) In addition to providing technical direction as defined in paragraph (b) of the section, the project officer shall:
- (1) Monitor the contractor's technical progress, including surveillance and assessment of performance, and recommend to the contracting officer changes in requirements.
 - (2) Assist the contractor in the resolution of technical problems encountered during performance.
 - (3) Review all costs requested for reimbursement by the contractor and submit to the contracting officer recommendations for approval, disapproval, or suspension of payment for supplies and services required under this delivery order.
 - (4) Assist the contractor in obtaining the badges for the contractor personnel.
 - (5) Immediately notify the Security Branch, Division of Facilities and Security (SB/DFS) (via e-mail) when a contractor employee no longer requires access authorization and return of any NRC issued badge to SB/DFS within three days after their termination."
 - (6) Ensure that all contractor employees that require access to classified Restricted Data or National Security Information or matter, access to sensitive unclassified information (Safeguards, Official Use Only, and Proprietary information) access to sensitive IT systems or data, unescorted access to NRC controlled buildings/space, or unescorted access to protected and vital areas of nuclear power plants receive approval of SB/DFS prior to access in accordance with Management Directive and Handbook 12.3.

(End of Clause)

I. SECURITY REQUIREMENTS

I.1 SECURITY

- (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 MD12.1, "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 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 (Safeguards, Official Use Only, and Proprietary information) 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, proprietary data (trade secrets) or confidential or privileged technical, business, or financial information, including Commission plans, policies, reports, financial plans, other (Official Use Only) 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.**

1.2 Information Technology Access Approval

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.

1.4 Cancellation or Termination of IT Access

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."

1.5 Badge Requirements for Unescorted Building Access to NRC Facilities

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."

1.6 Security Requirements for Building Access Approval

The Contractor shall ensure that all its employees, including any subcontractor employees and any subsequent new employees who are assigned to perform the work herein, are approved by the Government for building access. 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.

A Contractor employee shall not have access to NRC facilities 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. Final access will be approved based on favorably adjudicated background checks by General Services Administration in accordance with the procedures found in NRC Management Directive 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. When an individual receives final access, the individual will be subject to a reinvestigation every five years.

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. Individuals performing work under this contract shall be required to complete and submit to the Contractor representative an acceptable GSA Form 176 (Statement of Personal History), and two FD-258 (Fingerprint Charts). Non-U.S. citizens must provide official documentation to the DFS/SB, as proof of their legal residency.

This documentation can be a Permanent Resident Card, Temporary Work Visa, Employment Authorization Card, or other official documentation issued by the U. S. Citizenship and Immigration Services. Any applicant with less than two years residency in the U. S. will not be approved for building access. The Contractor representative will submit the documents to the Project Officer who will give them to the SB/DFS. SB/DFS may, among other things, grant or deny temporary unescorted building access approval to an individual based upon its review of the information contained in the GSA Form 176.

Also, in the exercise of its authority, GSA may, among other things, grant or deny permanent building access approval based on the results of its investigation and adjudication guidelines. This submittal requirement also applies to the officers of the firm who, for any reason, may visit the work sites for an extended period of time during the term of the contract. In the event that SB/DFS and GSA are unable to grant a temporary or permanent building access approval, to any individual performing work under this contract, the Contractor is responsible for assigning another individual to perform the necessary function without any delay in the contract's performance schedule, or without adverse impact to any other terms or conditions of the contract.

The Contractor is responsible for informing those affected by this procedure of the required building access approval process (e.g., temporary and permanent determinations), and the possibility that individuals may be required to wait until permanent building access approvals are granted before beginning work in NRC's buildings.

The Contractor will immediately notify the Project Officer when a Contractor employee terminates. The Project Officer will immediately notify SB/DFS (via e-mail) when a Contractor employee no longer requires building access and return any NRC issued badges to the SB/DFS within three days after their termination.

J. Government Furnished Materials

The NRC shall furnish to the contractor all necessary equipment and software to perform the services detailed in this document. Computers and software will only be provided for on-site use at NRC headquarters and any remote facilitated meetings.

The contractor shall return all NRC property at the expiration of the contract's performance of period or when directed to do so by the NRC Project Officer.

The NRC TPO shall furnish to the contractor all necessary standards documents and guidance materials required for compliance with the conditions outlined in this Statement of Work. These materials will include, but not be limited to:

— RPDC Operations Guide

— Management directives and other documents describing formatting standards (to be provided as needed during performance of the contract)

STATEMENT OF WORK

NMSS COLLABORATIVE WORK SUPPORT NRC-02-06-001 Job Code J5559

1. BACKGROUND

Within the U.S. Nuclear Regulatory Commission (NRC), the Office of Nuclear Material Safety and Safeguards (NMSS) directs all regulatory activities under the Materials and Waste Strategic Arenas. These include activities described in Title 10 of the *Code of Federal Regulations*, Parts 20, 30-36, 39, 40, 60-63, 70-74, and 76. NMSS consists of five headquarters divisions, a Program Management, Policy Development and Analysis Staff (PMDA), and coordinates the activities of four Divisions of Nuclear Material Safety, located in the NRC regional offices.

The NMSS Regulatory Product Development Center (RPDC) is a specialized meeting facility and center for contractor-provided support services. The core services include editorial, presentation material preparation, room reservation and setup support, Web content publication support; and portable computer maintenance and loan. In addition, limited facilitation and team building support is provided. Extended services that may be required include additional document services and team support.

2. OBJECTIVE

NMSS requires contractor support to provide a wide range of services related to product-oriented collaborative work efforts, document services, the NMSS portable computer loaner program, and meeting room reservations and setup. The required support includes but is not limited to technical editing and preparation of presentation materials. Based on NMSS needs and budget resources, additional contractor resources may be required for editorial, facilitation, and general team support.

3. SCOPE OF WORK

Throughout this document, the NRC Technical Project Officer (TPO) will be indicated as the source of day-to-day contractor direction. Historically, the TPO has also held the title of RPDC Manager within the NRC.

To achieve the objective, the scope of this contract shall provide support as detailed below, required for team and working group efforts, particularly those regarding development of guidance, regulatory documents or other tangible products. Other products may include but not be limited to operating procedures and working group reports.

3.1 Task 1 - Collaborative Work Support, RPDC Facility Management and Related Core Support for Non-High Level Waste-Related Activities

3.1.1. Description of Task 1 Work

For resource estimation purposes, the following description of the RPDC facility and typical activities is provided:

RPDC support includes managing reservations for two meeting rooms and all support required for meeting within these rooms. While the support request flow is variable, approximately 1,600 requests might be expected each year. In addition to room reservations, these requests include tasks related to meeting setup and preparation. Examples of meeting preparation are preparation of presentation materials (posters, handouts, and "slide shows" in Microsoft Powerpoint or Corel Presentations) and setup/support for computer-screen projection, audio-teleconferences, and video teleconferences.

At any given time, the RPDC supports approximately two long-term document production efforts, such as guidance consolidation or development of a new regulation. These projects and other writing team support involve a total of approximately 4,000 - 5,000 pages. Required support includes conversion of legacy source documents from hard copy and between various document formats (e.g., WordPerfect, Microsoft Word, and Adobe Acrobat). Writing team support is comprehensive and includes all necessary technical writing, editorial, and formatting needed to deliver the final documents.

The RPDC supports software Change Control Boards (CCBs) that provide oversight for maintenance activities related to NMSS information systems.

The RPDC provides meeting preparation, facilitation, and team-building services as required (i.e., support and facilitation of the biannual Administrative Offsite).

The RPDC manages a large number of requests for the loan of portable computers and related equipment such as projectors. The portable computer loaner program administers approximately 80 pieces of portable computing equipment (e.g., notebook computers, projectors, and peripheral devices) through the RPDC. There are approximately 500 loan requests a year.

The RPDC supports the NMSS Web site content publication. NMSS publishes content on two NRC Web sites—both maintained by the NRC Office of Information Services (OIS). The external NRC Web site is accessible by the public, and features information about NRC offices, functions, regulations, and rulemaking activities. The internal NMSS Web site is a part of the larger NRC internal Web site, accessible only to those with NRC network access. The internal NMSS Web site publishes programmatic and administrative information primarily of interest to NMSS employees.

The RPDC contractor shall validate, coordinate, and track NMSS Web update requests through the publication process with OIS, working with existing procedures. The contractor shall be responsible for validating that update requests are fulfilled correctly and in a timely manner by OIS.

Web update workload varies but in the past year it included approximately 250 NMSS updates to both Web sites. During FY 2006, NMSS plans to begin upgrade of its internal Web site, and expects the number of update requests to rise in FY 2007. For purposes of estimation, the number of Web update requests is expected to increase by 50% starting in FY 2007. In addition, during FY 2006 or FY 2007, the RPDC may be called on to edit, organize, or format initial documents that will populate the upgraded NMSS internal Web site.

Staff roles, skill, and experience requirements are listed in Section 15. In performing the Task 1 support services, the contractor shall provide at least three dedicated, full-time staff with at least one individual meeting the Meeting Facility Services Coordinator qualifications, at least one other individual meeting the Technical Writer/Editor qualifications, and at least one other individual meeting the Facilitator qualifications. The NRC expects the performing on-site contractor staff to be three, with the Facilitator acting as the senior on-site contractor representative and supervisor. The NRC further expects that any other contractor management will be covered under General and Administrative (G&A) charges.

3.1.2. Detailed List of RPDC Support Services

3.1.2.1 Meeting Support

- Managing schedules for RPDC meeting facilities/services
- Preparation of meeting materials
- Set-up of meeting facility (including equipment - e.g., for projection, conference phones and video conferencing)
- Scribe services (e.g., note taking and preparation of minutes)
- Coordination of video teleconference (VTC) arrangements

3.1.2.2 Document Support

- Technical editing
- Technical writing
- Preparation of "publication ready" copy
- Document conversion (between electronic proprietary formats, or from hard-copy, legacy documents to electronic format)

3.1.2.3 Web Content Publication Support

- Validating Web site update requests according to established procedure
- Logging and tracking of validated requests
- Submission of validated requests to OIS
- Monitoring OIS execution of requests for quality and timeliness
- Organizing, formatting, and editing content prior to Web publication
- Coordination with graphics services for graphic Web content

3.1.2.4 Facilitation and Extended Team Support

- Meeting planning
- Project planning consultation (e.g., goal clarification)

- Meeting facilitation (for example, the Administrative offsite conference, and Administrative Support Team activities)
 - Meeting note taking
 - Meeting report preparation
- 3.1.2.5 Management of NMSS Portable Computing Equipment Loaner Program and Related Property Management Activities
- Installation of software on portable computers
 - Charging batteries and generally preparing equipment for use
 - Inspecting returned equipment
 - Completing forms for loan and return of equipment
 - Maintaining contact with long-term borrowers
 - Maintaining inventory of all equipment and software assigned to the RPDC
- 3.1.2.6 Configuration Control Board (CCB) Support
- Receipt and logging of change proposals and problem reports
 - Preparation and distribution of CCB meeting agendas
 - Recording and distribution of CCB decisions
 - Scribe support for CCB meetings
- 3.1.2.7 Maintenance of the RPDC Operating Procedure Documents
- Track meeting, scheduling, equipment and services requests; report request status by type and user division
 - Propose needed changes to procedures documents to the TPO
 - Revise procedure documents as directed by the TPO
 - Maintain audit trail of changes to RPDC procedures
- 3.1.2.8 Video Teleconferencing (VTC) Facilitation in T8A1 and T8C5
- Weekly check to assure that VTC equipment is available and functioning properly
 - Coordination with NRC's primary VTC contractor
 - Coordination of VTC arrangements with remote facilities and conferees
 - Set up of VTC equipment for multi-point conferences
 - Support to conferees to start and control video teleconferences¹

¹ NRC will not require the contractor to remain in the room during each video teleconference. However, the contractor shall remain on location and on call during the conference.

- Post-conference follow-up within ½ hour to assure that VTC connections are terminated and the equipment is properly shut down
- Tracking VTC requests and work performed in response to each request by resources expended and labor category
- Updating the RPDC procedures manual to document steps in providing VTC support

3.1.3. Initiation of Work Under Task 1

The contractor shall support requests received by phone, e-mail or in person. In the event that the NRC should provide an alternate request mechanism such as a web-based system, the contractor shall also support requests received in that manner. When a request is received, the contractor shall log and track that request in the RPDC support request system. The contractor shall ensure that the following information is received and logged before providing support:

- Name of the requestor
- Valid NMSS organization designation, to the Branch level (e.g., NMSS/IMNS/MSIB)
- Brief but specific description of the project or effort to which the support relates

If the contractor estimates that a given support task will require 40 hours or less of contractor support, the contractor may provide this support without further approval. Examples of tasks commonly exceeding 40 hours are rulemaking and guidance consolidation projects. Should it become apparent that a given task cannot be completed within the estimated 40 hours or less, the contractor shall use the following process:

Action	Who Performs This Action
Inform TPO of a candidate or existing project that will require more than 40 support hours, providing contact information for the project sponsor or requestor, and the current project or support status.	Contractor
Contact the contractor, requesting that they contact the sponsor of a potential OD project and work with that person to identify the support required. At this time, the TPO will also direct the contractor to suspend or continue interim support for existing efforts that will now exceed 40 hours.	TPO
Contact the project sponsor and obtain necessary information to develop or edit a project charter	Contractor
Provide to the TPO a draft project charter in electronic form	Contractor
Forward draft project charter to project sponsor and request review and comments or concurrence	TPO

Review draft project charter and provide to TPO comments or concurrence	Sponsor of potential project
Forward project charter comments to contractor for inclusion in final project charter	TPO
Produce final project charter by addressing project sponsor comments	Contractor
Provide to the TPO a revised project charter in electronic form	Contractor
Forward revised project charter to project sponsor and request concurrence	TPO
Review revised project charter confirm that it addresses all previously expressed concerns and that it accurately and completely describes the support required, then inform TPO of concurrence	Sponsor of potential project
Inform contractor of authorization to support the project	TPO
Provide support per project charter and provide monitoring to ensure that approved resource limits are not exceeded	Contractor

3.1.4. Support of Ongoing Projects During Contract Transition

The contractor shall provide support, as directed by the TPO, for all sustained support projects underway at the time of contract award. The contractor shall continue support, without further approval, for previously approved extended support tasks (exceeding 40 hours).

3.2 **Task 2 - Collaborative Work Support, RPDC Facility Management and Related Core Support for High Level Waste-related Activities**

3.2.1. Description of Task 2 Work

The description of Task 2 work is the same as that for Task 1 under Section 3.1.1.

3.2.2. Detailed List of RPDC Support Services

The detailed list of RPDC support services for Task 2 is the same as that for Task 1 under Section 3.1.2.

3.2.3 Initiation of Work Under Task 2

The initiative of work under Task 2 is the same as that for Task 1 under Section 3.1.3.

3.2.4. Support of Ongoing Projects During Contract Transition

The support of ongoing projects during contract transition under Task 2 is the same as that for Task 1 under Section 3.1.4.

3.3 Task 3 (optional) - Extended Team Support for Non-High Level Waste-related Activities

The Contracting Officer may unilaterally exercise optional Task 3 via written modification to the resultant order, if any.

3.3.1. Description of Task 3 Work

While Task 1 includes support for candidate project proposals, technical writing, editing, facilitation, and general team support, some projects may require support beyond the resource limits of Task 1. These projects may cover development or revision of a wide range of documents including but not limited to guidance consolidation, new rulemaking, operating procedures, and working group reports. For estimation purposes, a project shall be considered to be a group of support activities lasting for more than three months. Meetings and conferences related to this support will be limited to the NRC complex in Rockville, MD, or public facilities within a 70-mile radius of this complex.

Should the NRC elect to activate this optional task, the contractor shall provide support at NRC direction up to but not exceeding the proposed resource levels. Within the dollar value of the prescribed resources, the contractor may apply a mixture of the Section 15 labor categories as required by the given project and as approved by the TPO.

3.3.2. Detailed List of Extended Team Support Services

The support for each project shall include (as needed):

- Participation and note-taking in document revision meetings
- Technical editing
- Technical writing
- Preparation of "publication ready" copy
- Document conversion (between proprietary formats)
- Meeting planning
- Project planning consultation (goal clarification)
- Meeting facilitation
- Meeting note taking
- Meeting report preparation

3.3.3. Initiation of Work Under Task 2

Should the NRC elect to activate this optional task, the contractor will be informed by the NRC Contracting Officer. After activation of this optional task, the contractor shall provide support using the following process:

Action	Who Performs This Action
Contact the contractor, requesting that they contact the sponsor of a potential team project and work with that person to identify the support required	TPO
Contact the team project sponsor and obtain necessary information to develop or edit a project charter	Contractor
Provide to the TPO a draft project charter in electronic form	Contractor
Forward draft project charter to project sponsor and request review and comments or concurrence	TPO
Review draft project charter and provide to TPO comments or concurrence	Sponsor of potential project
Forward project charter comments to contractor for inclusion in final project charter	TPO
Produce final project charter by addressing project sponsor comments	Contractor
Provide to the TPO a revised project charter in electronic form	Contractor
Forward revised project charter to project sponsor and request concurrence	TPO
Review revised project charter confirm that it addresses all previously expressed concerns and that it accurately and completely describes the support required, then inform TPO of concurrence	Sponsor of potential project
Inform contractor of authorization to support the writing project	TPO
Provide support per project charter and provide monitoring to ensure that approved resource limits are not exceeded	Contractor

3.4 Task 4 (optional) - Extended Team Support for High Level Waste-related Activities

The Contracting Officer may unilaterally exercise optional Task 4 via written modification to the resultant order, if any.

3.4.1. Description of Task 4 Work

The description of Task 4 work is the same as that for Task 3 under Section 3.3.1.

3.4.2. Detailed List of Extended Team Support Services

The detailed list of extended team support services for Task 4 is the same as that for Task 3 under Section 3.3.2.

3.4.3. Initiation of Work Under Task 4

The initiation of work under Task 4 is the same as that for Task 3 under Section 3.3.3.

4. PROJECT OFFICER

4.1 The Contracting Officer's authorized representative hereinafter referred to as the Project Officer for this order is:

- a. Carolyn Boyle, Administrative Project Officer
NMSS/PMDA/RASB
Mail Stop T8A-23
301-415-7818
- b. Tamara Trocki, Technical Project Officer (and RPDC Manager)
NMSS/PMDA/ITBPB
Mail Stop T8A-23
301-415-7893

5. STANDARD WORK APPROACH

The contractor shall not apply corporate proprietary methodologies or supporting software without first receiving approval from the TPO and providing to the NRC a statement of rights for unlimited use of the methodology or software.

The contractor shall prepare all diagrams in Microsoft Visio or Powerpoint, unless explicitly directed by the TPO.

In providing team or collaborative work support, the contractor shall comply with the RPDC Operations Guide that will be provided and become effective upon award of this delivery order.

When working on documents and presentations, the contractor shall comply with all prevailing NRC formatting standards, which will be supplied, as needed, by the TPO. The TPO shall ensure that the contractor has access to all applicable NRC standards.

In providing CCB support, the contractor shall use appropriate parts of the Rational Suite (e.g., ClearQuest, RequisitePro, and SoDA).

The contractor shall maintain proficiency in all software used within NMSS.

The current standard NRC desktop software suite includes:

- The Corel WordPerfect Suite 10 (WordPerfect, Quattro Pro, and Presentations)
- Groupwise e-mail Microsoft
- Internet Explorer

In addition, NMSS commonly uses the following software:

- Microsoft Office (Word, Excel, Access, Powerpoint)
- Microsoft Project

- Microsoft Visio
- Rational Suite Enterprise
- Adobe Acrobat

6. REPORTING REQUIREMENTS

6.1 Logging of Support Requests

The contractor shall accurately track all support requests and work performed in response to each request. The contractor shall track resources expended, by labor category, against each of the following general and request-specific categories:

6.1.1 General

- Meeting room reservation and setup
- Equipment loan, preparation, and inventory (e.g., laptops, etc.)
- Maintenance of RPDC operating procedures

6.1.2 Request-specific (must be tracked for each request or extended project)

- Technical editing, writing and document formatting
- Preparation of presentation materials (for users)
- Facilitation and meeting planning (incl. preparation of materials for use by the facilitator)
- CCB support
- Meeting note taking and report preparation
- Proposal/charter preparation (for projects exceeding 40 hours)

The contractor shall support the NRC goal of tracking contractor hours against specific categories, also associated with specific organizational units. The contractor shall seek guidance from the TPO in cases where the categories above are not applicable and with TPO direction shall add further tracking categories.

The contractor shall provide to the TPO a monthly report of resources expended. The contractor shall deliver this report in the form of an Excel spreadsheet, Microsoft Access database or other readily manipulated electronic format acceptable to the TPO.

In addition, the senior on-site contractor representative shall provide verbal progress and issue briefings to the TPO, every two weeks, or as requested by the TPO.

6.2 Monthly Technical Progress Reports

The contractor shall provide a Monthly Technical Progress Report to the Project Officer, Task Monitor and the Contracting Officer. The report is due the 20th of each month and must identify the title of the project, the contract number, Financial Identification Number

(FIN), project manager and/or principal investigator, the contract period of performance, and the period covered by the report. Each report must include the following:

- a. A listing of the efforts completed during the period, by individual's name and milestones reached or, if missed, an explanation is provided.
- b. Progress reports shall cover all work completed during the preceding month and shall present the work to be accomplished during the subsequent month. This report shall also identify any problems or delays encountered or anticipated and recommendations for resolution. If the recommended resolution involves a contract modification, e.g., change in work requirements, level of effort (cost) or schedule delay, the contractor shall submit a separate letter to the Contracting Officer identifying the required change and estimated cost impact.
- c. A report of resource usage and spending for each sustained support project. This report shall detail any deviations from the spending and resource usage plan outlined in each project charter.

6.3 Monthly Financial Status Report

The contractor shall provide a Monthly Financial Status Report to the Project Officer, Task Monitor, and Contracting Officer. The report is due the 20th of each month and must identify the title of the project, the contract number, Financial Identification Number (FIN), project manager and/or principal investigator, the contract period of performance, and the period covered by the report. Each report must include the following for each task:

- a. Provide total estimated cost (Value) of the project as reflected in the contract, the amount of funds available in the contract to date, and the balance of funds required to complete the work as follows:
 1. Total estimated contract amount;
 2. Total funds obligated to date;
 3. Total costs incurred this reporting period;
 4. Total costs incurred to date;
 5. Provide a detail of all direct and indirect costs incurred during the reporting period for the entire contract, if applicable;
 6. Balance of obligations remaining;
 7. Balance of funds required to complete the contract; and
 8. Contractor Spending Plan (CSP) Status.

- b. Projected percentage of completion cumulative through the report period for the project as reflected in the current CSP.

Indicate if there has been a significant change in the original CSP projection in either dollars or percentage of completion. Identify the change, the reasons for the change, whether there is any projected overrun, and when additional funds would be required. If there have been no changes to the original NRC-approved CSP projections, a written statement to that effect is sufficient in lieu of submitting a detailed response to Item 6.3.a.8.

- c. A revised CSP is required with the Financial Status Report whenever the contractor or the Contracting Officer has reason to believe that the total cost for performance of this work effort will be either greater or substantially less than what had been previously estimated.
- d. If the data in this report indicates a need for additional funding beyond that already obligated, this information may only be used as support to the official report for funding required in accordance with the Limitation of Cost (LOC) Clause (FAR 52.232-20) or the Limitation of Funds (LOF) Clause (FAR 52.232-22), both of which are hereby incorporated by reference and made a part of this contract.

7. DELIVERABLE/ REPORTING REQUIREMENTS

The items to be furnished hereunder shall be delivered to the individuals reflected below, with all charges paid by the contractor, and shall be provided by the established delivery date:

- a. Name: Carolyn Boyle, Administrative Project Officer (1 copy)
Address: NMSS/PMDA/RASB
Mail Stop T8A-23
- b. Name: Tamara Trocki, Technical Project Officer (1 copy)
Address: NMSS/PMDA/ITBPB
Mail Stop T8A-23
- c. Name: Valerie Whipple, Contracting Officer (1 copy)
Address: ADM/DC/CMB3
Mail Stop T71-2

8. SCHEDULE OF DELIVERABLES

8.1 General Instructions for Deliverables

Deliverables shall be delivered per the lead times specified in the cost proposal and consistent with the deliverables schedule as shown in this statement of work. Each draft shall be submitted for agency review. If the agency makes extensive changes to the draft, the contractor shall submit a corrected draft for agency review. Upon approval by agency of the draft, the deliverable shall be submitted in final form. With the exception of large or complex rulemaking or guidance documents, the agency shall have 5 working days to review draft deliverables upon receipt of delivery to the agency. For large or complex documents, the

agency shall have the review interval designated in the sustained support project charter, but no less than 5 working days.

All deliverables, in both draft and final form, shall be submitted as one electronic copy and one hard copy.

8.2 Task 1 Deliverables

Deliverable Name	Responsibility	Due Date
Project charters	Contractor	As directed by the TPO for projects will exceed 40 staff hours
Approval of project charter and direction to proceed	TPO	Upon review and approval of final version of project charter
Special Reports of Work and Status	Contractor	As directed by the NRC Project Officer or designee
Monthly Technical and Financial Progress Reports	Contractor	By the 20 th of each month
Report reflecting status of resources expended on each sustained support project, covered by an approved charter	Contractor	Monthly or as requested by the NRC Project Officer or designee
Revised version of RPDC operating procedures manual	Contractor	As directed by the NRC Project Officer or designee
Work products related to general RPDC support (e.g., document draft)	Contractor	As required by the applicable team lead or RPDC client

8.3 Task 2 Deliverables

Task 2 deliverables are the same as those for Task 1.

8.4 Optional Task 3 Deliverables

Deliverable Name	Responsibility	Due Date
Project charters	Contractor	As directed by TPO
Approval of project charter and direction to proceed	NRC Project Officer or designee	Upon review and approval of final version of project charter
Special Reports of Work and Status	Contractor	As directed by the NRC Project Officer or designee
Monthly Technical and Financial Progress Reports	Contractor	By the 20 th of each month
Report reflecting status of resources expended on each support project	Contractor	Monthly or as requested by the NRC Project Officer or designee
Draft and final ("publication ready") versions of documents developed within a supported effort (e.g., regulations or guidance volumes)	Contractor	Per the project charter or needs of the supported project manager
Meeting reports/notes for meetings or conferences where scribe or note taking support was provided	Contractor	Within five days of a meeting or as requested by the supported project manager

8.5 Optional Task 4 Deliverables

Task 4 deliverables are the same as those for Task 3.

9. PERIOD OF PERFORMANCE

September 1, 2006 - August 31, 2007

10. PLACE OF PERFORMANCE

With the exception of off-site (e.g., in regional offices) facilitation, coaching or meeting support, all services under this work effort shall be performed at the NRC headquarters complex in Rockville, MD. The NRC shall provide office space for all assigned contractor personnel. Access to the NRC facilities shall be provided by the NRC, as required during non-business hours for meeting or other working group support.

15. TECHNICAL QUALIFICATIONS AND EXPERTISE REQUIRED

15.1 General

The contractor shall provide full-time, on-site staff except for cases where a specialized skill set is only needed intermittently (less than 12 hours per week) or for 3 months or less on a full-time basis.

15.2 Staff Skill Requirements

The contractor shall provide an interdisciplinary team composed of staff each having appropriate experience, as described below, for the task or project at hand. The senior on-site contractor shall have demonstrated experience in customer support related to the services described in Section 3, Scope of Work, all in the federal government context. The contractor shall provide one or more full-time staff who can fulfill the following roles and skill requirements:

Meeting Facility Services Coordinator:

- Strong interpersonal skills with experience in a customer service setting involving a conference facility or information technology support
- Experience in defining and maintaining automated support tracking systems
- Strong general knowledge of technologies related to microcomputers and meeting room support technologies
- Ability to install computer software
- Ability to use and troubleshoot personal computers and peripheral devices (e.g., projectors, printers, and plotters)
- Ability to format documents for web publishing (e.g., HTML)
- Strong general knowledge of video teleconferencing concepts and equipment
- Ability to learn configuration and operation of multi-point VTC equipment^{2,3}

² If needed, the NRC will furnish a 2-day training course in the operation of NRC's video teleconferencing equipment for the Meeting Facility Services Coordinator. The training is a hands-on program covering how to configure and control the family of Polycom MCUs; the 25, 50 and 100 Models from a user's and system administrator's prospective. NRC expects the contractor staff who receives this training to train additional contractor staff if needed during the contract's period of performance.

³The Meeting Facility Services Coordinator must have the schedule flexibility to occasionally set up and close out video teleconferences that finish as late as 7:30 pm, as these may be needed to accommodate West Coast participants. NRC will make every effort to avoid these late meetings, and to give ample notice when they are necessary.

AUTHORITY
The policies, procedures, and criteria of the NRC Security Program, NRCMD 12, apply to performance of this contract, subcontract or other activity.

CONTRACT SECURITY AND/OR CLASSIFICATION REQUIREMENTS

COMPLETE CLASSIFIED ITEMS BY SEPARATE CORRESPONDENCE

1. CONTRACTOR NAME AND ADDRESS

TBD

A. CONTRACT NUMBER FOR COMMERCIAL CONTRACTS OR JOB CODE FOR DOE PROJECTS (Prime contract number must be shown for all subcontracts.)

NRC-02-06-001/J5559

B. PROJECTED START DATE

05/01/2006

C. PROJECTED COMPLETION DATE

04/30/2007

2. TYPE OF SUBMISSION

- A. ORIGINAL
- B. REVISED (Supersedes all previous submissions)
- C. OTHER (Specify)

3. FOR FOLLOW-ON CONTRACT, ENTER PRECEDING CONTRACT NUMBER AND PROJECTED COMPLETION DATE

A. DOES NOT APPLY

B. CONTRACT NUMBER

NRC-02-05-003

DATE

04/28/2006

4. PROJECT TITLE AND OTHER IDENTIFYING INFORMATION

TITLE: NMSS Collaborative Work Support

OBJECTIVE: NMSS requires contractor support to provide a wide range of services related to product-oriented collaborative work efforts, the NMSS portable computer loaner program, and meeting room reservations and setup.

5. PERFORMANCE WILL REQUIRE

A. ACCESS TO CLASSIFIED MATTER OR CLASSIFIED INFORMATION

- YES (If "YES," answer 1-7 below)
- NO (If "NO," proceed to 5.C.)

NOT APPLICABLE

NATIONAL SECURITY

RESTRICTED DATA

SECRET

CONFIDENTIAL

SECRET

CONFIDENTIAL

1. ACCESS TO FOREIGN INTELLIGENCE INFORMATION

2. RECEIPT, STORAGE, OR OTHER SAFEGUARDING OF CLASSIFIED MATTER. (See 5.B.)

3. GENERATION OF CLASSIFIED MATTER.

4. ACCESS TO CRYPTOGRAPHIC MATERIAL OR OTHER CLASSIFIED COMSEC INFORMATION.

5. ACCESS TO CLASSIFIED MATTER OR CLASSIFIED INFORMATION PROCESSED BY ANOTHER AGENCY.

6. CLASSIFIED USE OF AN INFORMATION TECHNOLOGY PROCESSING SYSTEM.

7. OTHER (Specify)

B. IS FACILITY CLEARANCE REQUIRED?

YES

NO

C. UNESCORTED ACCESS IS REQUIRED TO PROTECTED AND VITAL AREAS OF NUCLEAR POWER PLANTS.

D. ACCESS IS REQUIRED TO UNCLASSIFIED SAFEGUARDS INFORMATION.

E. ACCESS IS REQUIRED TO SENSITIVE IT SYSTEMS AND DATA.

F. UNESCORTED ACCESS TO NRC HEADQUARTERS BUILDING.

FOR PROCEDURES AND REQUIREMENTS ON PROVIDING TEMPORARY AND FINAL APPROVAL FOR UNESCORTED ACCESS, REFER TO NRCMD 12.

6. INFORMATION PERTAINING TO THESE REQUIREMENTS OR THIS PROJECT, EVEN THOUGH SUCH INFORMATION IS CONSIDERED UNCLASSIFIED, SHALL NOT BE RELEASED FOR DISSEMINATION EXCEPT AS APPROVED BY:

NAME AND TITLE Tamara Trocki, Technical Project Manager	SIGNATURE <i>Tamara Trocki</i>	DATE 3/2/06
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7. CLASSIFICATION GUIDANCE

NATURE OF CLASSIFIED GUIDANCE IDENTIFICATION OF CLASSIFICATION GUIDES

NRC Management Directive 12.3, Personnel Security Requirements

8. CLASSIFIED REVIEW OF CONTRACTOR / SUBCONTRACTOR REPORT(S) AND OTHER DOCUMENTS WILL BE CONDUCTED BY:

- AUTHORIZED CLASSIFIER (Name and Title) DIVISION OF FACILITIES AND SECURITY

9. REQUIRED DISTRIBUTION OF NRC FORM 187 Check appropriate box(es)

- SPONSORING NRC OFFICE OR DIVISION (Item 10A) DIVISION OF CONTRACTS AND PROPERTY MANAGEMENT
 DIVISION OF FACILITIES AND SECURITY (Item 10B) CONTRACTOR (Item 1)
 SECURITY/CLASSIFICATION REQUIREMENTS FOR SUBCONTRACTS RESULTING FROM THIS CONTRACT WILL BE APPROVED BY THE OFFICIALS NAMED IN ITEMS 10B AND 10C BELOW.

10. APPROVALS

SECURITY/CLASSIFICATION REQUIREMENTS FOR SUBCONTRACTS RESULTING FROM THIS CONTRACT WILL BE APPROVED BY THE OFFICIALS NAMED IN ITEMS 10B AND 10C BELOW.

NAME (Print or type)	SIGNATURE	DATE
A. DIRECTOR, OFFICE OR DIVISION Joseph J. Holonich, Director, PMDA, NMSS	SIGNATURE <i>Joseph Holonich</i>	DATE Mar 2, 2006
B. DIRECTOR, DIVISION OF FACILITIES AND SECURITY Sharon D. Stewart, Director, DFS, ADM	SIGNATURE <i>Sharon D. Stewart</i>	DATE 3/1/06
C. DIRECTOR, DIVISION OF CONTRACTS AND PROPERTY MANAGEMENT (Not applicable to DOE agreements) Mary Lynn Scott, Director, DC, ADM	SIGNATURE <i>Mary Lynn Scott</i>	DATE 4/28/06

REMARKS