

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 2

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

BPA NO. DR-09-06-131

1. DATE OF ORDER SEP 20 2008	2. CONTRACT NO. (If any) GS35F0125S	6. SHIP TO:	
3. ORDER NO. 001	MODIFICATION NO.	a. NAME OF CCNSIGNEE U.S. Nuclear Regulatory Commission	
4. REQUISITION/REFERENCE NO. 09-06-131		b. STREET ADDRESS Attn: Adelis M Rodriguez Mail Stop: T7 I2	

5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div. of Contracts Attn: Adelis M Rodriguez Mail Stop T-7-I-2 Washington, DC 20555		c. CITY Washington	d. STATE DC	e. ZIP CODE 20555
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7. TO:		f. SHIP VIA	
a. NAME OF CONTRACTOR AEGIS.NET, INC		b. TYPE OF ORDER	

b. COMPANY NAME		<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 1616 ANDERSON RD		Reference your _____ Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
Except for billing instructions on the reverse, this delivery/task order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.			
d. CITY MC LEAN	e. STATE VA	f. ZIP CODE 221021621	

9. ACCOUNTING AND APPROPRIATION DATA B&R: 67N-15-5H1357 Job: N7242 BOC: 252A Approp.: 31X0200 Obligate: \$77,389.98 FFS: CFO-06-402 DUNS: 152858358		10. REQUISITIONING OFFICE CFO	
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11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT N/A	
<input checked="" type="checkbox"/> a. SMALL	<input type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED		
<input type="checkbox"/> d. WOMEN-OWNED	<input type="checkbox"/> e. HUBZone	<input type="checkbox"/> f. EMERGING SMALL BUSINESS			

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

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)
	Aegis.net will provide IV&V services according to the requirements provided in the attached statement of work. The labor rates applicable are the ones agreed under the BPA 09-06-131, presented below:					
001	Functional Expert	[REDACTED]	hrs	[REDACTED]	\$4,738.20	
002	Iv&V Technical Specialist	[REDACTED]	hrs	[REDACTED]	\$72,651.25	

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-9-H-4						
b. STREET ADDRESS (or P.O. Box) Attn: DR-09-06-131						17(i): GRAND TOTAL
c. CITY Washington		d. STATE DC	e. ZIP CODE 20555		\$77,389.38	

22. UNITED STATES OF AMERICA BY (Signature) 		23. NAME (Typed) Donald A King Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER	
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AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE
TEMPLATE - ADM001

SUNSI REVIEW COMPLETE

ADM002
OPTIONAL FORM 347 (REV. 3/2005)
PRESCRIBED BY GSA/FAR 48 CFR 53.213(e)

TASK ORDER TERMS AND CONDITIONS

NOT SPECIFIED IN THE CONTRACT

A.1 NRC Acquisition Clauses - (NRCAR) 48 CFR Ch. 20

A.2 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.

Enclosure 1

STATEMENT OF WORK FOR TASK ORDER NO. 001 TO PROVIDE COMPUTER INDEPENDENT VERIFICATION AND VALIDATION SERVICES FOR THE FEE SYSTEMS (FEES) AND HUMAN RESOURCES MANAGEMENT SYSTEM (HRMS)

1.0 BACKGROUND

The Office of the Chief Financial Officer (OCFO) and the Office of Information Services (OIS) of the U.S. Nuclear Regulatory Commission (NRC) require independent verification and validation (IV&V) services for the OCFO financial management systems currently operational, systems under development, and legacy systems replacement efforts.

The NRC requires the support of a contractor to perform independent verification and validation services for the OCFO financial management systems. The contractor will use relevant Office of Information Services (OIS) Management Directive (MD) 2.8, Project Management Methodology (PMM) (draft) requirements or as directed by NRC Project Officer to evaluate and support OCFO operational systems, systems under development, and legacy systems replacement efforts. This shall include but not be limited to (1) establishing a process to encompass requirements and design reviews, (2) evaluation and support for testing, (3) supports the project team in resolving all software-related issues, (4) evaluation of test planning, test validation, execution, and reporting, and (5) providing findings reports containing specific recommendations for actionable items continuously throughout the process.

2.0 OBJECTIVES

The objective of this task order is to provide independent and expert information technology support services for IV&V activities. The IV&V activities will be in support of the OCFO financial systems operational, under development, and planned. The contractor shall meet the following objectives:

- (1) Evaluate system and design requirements and other documents to ensure that critical requirements are identified,
- (2) Review test planning to ensure that thorough analysis, design, development, testing, and reporting of all required functionality is completed,
- (3) Validate test results against requirements/expectations, and
- (4) Provide findings reports containing specific recommendations for actionable items continuously throughout the process.

3.0 SCOPE OF WORK

IV&V services are needed for the OCFO Fees System (Fees) 4th quarter release and for the Human Resources Management System (HRMS) upgrade project. The Fees System 4th quarter release will be comprised of two application releases. The Fees applications of MATANN and PC MATANN will require review of test planning and validation of results in conjunction with OCFO's user acceptance testing. The HRMS project requires evaluation of system and design requirements review as the upgrade progresses.

4.0 SPECIFIC TASK REQUIREMENTS

4.1.1 Task 1 - Fees System Quarterly Release

Requirements

The contractor shall:

1. Verify that the acceptance test scenarios comply with the test plan for purpose, format, and content for the Fees release.
2. Validate that the acceptance test cases satisfy the criteria established in the test plan and satisfy that the requirement satisfies the initial requirements.
3. Validate independently the program requirement to determine whether the requirement satisfies the initial requirements.
4. Test for correctness and completeness of the functional requirements.
5. Develop an IV&V Plan to include a proposed work schedule showing milestones, critical activities and dependencies for the completion of work.
6. Include any or all of the artifacts for each of the four (4) phases of the PMM or project life cycle processes. The PMM phases include Inception, Elaboration, Construction, and Transition.
7. Establish a baseline IV&V Plan prior to the start of the project task which should include their proposed IV&V methodology or approach that will be used, including a plan of the IV&V schedule for each IV&V artifact.
8. Identify the preliminary list of processes, product, and tools to be evaluated by the IV&V process in coordination with the PMM or as directed by the project officer.
9. Analyze the required documents and evaluate for correctness, consistency, completeness, accuracy, readability, and testability for Task 1.
10. Verify that the acceptance test scenarios comply with the test plan for purpose, format, and content for the Fees System 4th Quarter release.
11. Validate that the acceptance test results satisfy the criteria established in the test plan and satisfy the business requirements.
12. Test for correctness and completeness of the functional requirements.
13. Provide notification in a time-essential manner if prior to the delivery date of the draft IV & V Report questions or issues arise requiring action prior to the release date (or impacting a successful release).

Standard

The contractor shall prepare a report template for each artifact requiring IV&V. The report template is to include at a minimum, an executive summary of no more than 5 pages summarizing the results of the review and conclusion. The report template shall also include the detail activity of the IV&V activities, tasks and results, including status and disposition of anomalies and risks.

Deliverables

The contractor shall deliver the following:

Item	Name	Due Date
1	Draft Independent Verification and Validation Plan (including appendices for the artifacts specified in the PMM)	10 work days after task order award
2	NRC approval	5 work days after receipt of draft
3	Final Independent Verification and Validation Plan (including appendices for the artifacts specified in the PMM)	5 work days after NRC approval of draft
4	Draft Report Template	10 work days after task order award
5	NRC approval	5 work days after receipt of draft
6	Final Report Template	5 work days after NRC approval of draft
7	Draft IV&V Report for Each Artifact Provided	10 work days after submission of artifact to be IV&V'd
8	NRC approval	5 work days after receipt of draft
9	Final IV&V Report for Each Artifact Provided	5 work days after NRC approval of draft

4.1.2 Task 2 - Human Resources Management System Upgrade Project

Requirements

The contractor shall:

1. Analyze the requirements completed and being prepared for the HRMS upgrade.
2. Analyze the system requirements to verify the consistency of requirements to user needs, validate whether the requirements can be satisfied by the defined

technology, verify whether objective information can be demonstrated by testing, is provided in the requirements.

3. Review the requirements prepared and under development for completeness and thoroughness.
4. Develop an IV&V Plan to include a proposed work schedule showing milestones, critical activities and dependencies for the completion of work. Further, the contractor shall include any or all of the artifacts for each of the four (4) phases of the PMM or project life cycle processes. The PMM phases include Inception, Elaboration, Construction, and Transition.
5. Establish a baseline IV&V Plan prior to the start of the project task which should include their proposed IV&V methodology or approach that will be used, including a plan of the IV&V schedule for each IV&V artifact.
6. Identify the preliminary list of processes, product, and tools to be evaluated by the IV&V process in coordination with the PMM or as directed by the project officer.
7. Analyze the required documents and evaluate for correctness, consistency, completeness, accuracy, readability, and testability for Task 2.
8. Verify that the requirements are complete and thorough and that critical requirements have been identified or the Human Resources Management System Upgrade project.
9. Provide notification provided in a time-essential manner if prior to the delivery date of the draft IV & V Report questions or issues arise requiring action prior to the release date (or impacting a successful release).

Standard

The contractor shall prepare a report template for each artifact requiring IV&V. The report template is to include at a minimum, an executive summary of no more than 5 pages summarizing the results of the review and conclusion. The report template shall also include the detail activity of the IV&V activities, tasks and results, including status and disposition of anomalies and risks.

Deliverables

The contractor shall deliver the following:

Item	Name	Due Date
1	Draft Independent Verification and Validation Plan (including appendices for the artifacts specified in the PMM)	10 work days after task order award

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6	Final Report Template	5 work days after NRC approval of draft
7	Draft IV&V Report for Each Artifact Provided	10 work days after submission of artifact to be IV&V'd
8	NRC approval	5 work days after receipt of draft
9	Final IV&V Report for Each Artifact Provided	5 work days after NRC approval of draft

5.0 OVERALL PERFORMANCE STANDARDS AND DEDUCTION SCHEDULE:

The following processes will be used by NRC to motivate successful performance of the contract requirements stated herein:

Failure by the Contractor to comply with any of the procedures and/or contract requirements stated herein shall constitute a **“valid-deficiency”** under this contract, unless the failure can be shown to be caused by circumstances beyond the Contractor’s control.

No more than one (1) contract-deficiency shall be allowed by NRC per calendar-month period, in which the NRC-PO determines the discrepancy is a “valid-deficiency” for non-compliance with any Contract Requirements.

The Contractor shall invoice monthly with a single invoice that includes a breakdown of the cost of all support provided during the previous calendar-month’s period. For any month in which the Contractor fails to comply with the contract requirements stated herein, NRC reserves the right to deduct the following amounts from that month’s total monthly invoice payment:

- 0-1 Valid-deficiency’s per calendar-month period will result in no deduction;
- 2 Valid-deficiency’s per calendar-month period will result in 5% of the total monthly invoice being deducted;
- 3 Valid-deficiency’s per calendar-month period will result in 6% of the total monthly invoice being deducted;
- 4 Valid-deficiency’s per calendar-month period will result in 7% of the total monthly invoice being deducted;
- 5 Valid-deficiency’s per calendar-month period will result in 8% of the total monthly invoice being deducted;
- 6 Valid-deficiency’s per calendar-month period will result in 10% of the total monthly invoice being deducted.

NOTE: Under the Performance Incentives listed above, NRC will not deduct more than a total of 10% from the monthly invoice.

The deductions listed above do not prevent NRC from taking other appropriate actions to correct performance problems under this contract.

6.0 ACCEPTANCE CRITERIA

For Task 1 and Task 2 in Section 4.0 above, the contractor shall prepare a final IV&V report to include, at a minimum, scope of work, methodology, findings, traceability matrix, and recommendations. The report deliverable should provide sufficient detail to ensure completeness, consistency, correctness, and accuracy of the work performed. All deliverable products shall be grammatically correct according to industry standard rules and contain correct spelling. All technical and financial terms shall be clearly defined to be understood by all readers. All final deliverable products will be approved in writing by the PO or a designated representative.

7.0 MEETINGS AND TRAVEL

7.1.1 Kick-off Meeting

For Task 1 and Task 2 in Section 4.0 above, the contractor shall participate in a kick-off meeting no later than five (5) business days after award to introduce the NRC Project Officer, the Task Manager, and other NRC representatives. The purpose of the meeting is to review and discuss the OCFO's goals for the project and to establish contractor/NRC communications report framework for the project. Further, discussion shall include the PMM phases and corresponding deliverables as identified in Section 5.0, Deliverables. Internal NRC documents will be coordinated during this meeting.

7.1.2 Travel

For Task 1 and Task 2 in Section 4.0 above, the contractor shall complete work associated with these tasks at the contractor's own facilities and/or NRC Headquarters in Rockville, MD. Travel to other locations will not be required.

8.0 GOVERNMENT FURNISHED MATERIALS AND EQUIPMENT

For Task 1 and Task 2 in Section 4.0 above, to facilitate the work to be performed, the NRC will, upon request, provide the contractor with any and all materials documenting current applications systems, processes, requirements, and access to Government and other contractor personnel as required. Such documentation may include Users, Guides, As-Built Guides, among others.

9.0 PERIOD OF PERFORMANCE

The period of performance for task order No. 001 is one year from the date of task order award.