

**ORDER FOR SUPPLIES OR SERVICES**

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

BPA NO.

1. DATE OF ORDER <b>08/24/2006</b>		2. CONTRACT NO. (if any) GS35F4900H		6. SHIP TO:	
3. ORDER NO. DR-33-06-344		MODIFICATION NO.		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission ATTN: Michael Williams (Proj Officer)	
4. REQUISITION/REFERENCE NO. OIS-06-344		DEC 1/13/06		c. STREET ADDRESS 11545 Rockville Pike Mail Stop T-6E8G	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div. of Contracts/CMB3 Attn: Betty Freeman (301) 415-0587 Mail Stop T-7-I-2 Washington, DC 20555		d. CITY Rockville		d. STATE MD	e. ZIP CODE 20852

7. TO:		f. SHIP VIA	
a. NAME OF CONTRACTOR FORRESTER RESEARCH, INC.		8. TYPE OF ORDER	
b. COMPANY NAME		<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	

c. STREET ADDRESS 400 TECHNOLOGY SQ		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 CAMBRIDGE		e. STATE MA	f. ZIP CODE 021393583		

9. ACCOUNTING AND APPROPRIATION DATA COMMITMENT # 10670595C /\$47,856.26 JC# J1206-2 B&R# 610-15-5F1-325 BOC# 3131 APP# 31X0200.610		\$47,856.26		10. REQUISITIONING OFFICE CIO  OFFICE OF INFORMATION SERVICES	
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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)

ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	DUNS: 106765928 In accordance with GSA Schedule GS-35F-4900H for IT Research and Advisory Subscription Services:					
001	WholeView2 Member Seat				\$32,743.76	
002	IT View Reader Seat				\$15,112.50	
	Period of Performance: 09/01/06 thru 08/31/07					
	Statement of Work (attached)					
	NRC Contact: Michael Williams (301) 415-7827 MDW@nrc.gov					
	Forrester Contact: Tiffanee Neighbors (703) 245-6658 tneighbors@forrester.com					

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		\$47,856.26	
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-33-06-344)							
c. CITY Washington		d. STATE DC	e. ZIP CODE 20555			\$47,856.26	

22. UNITED STATES OF AMERICA BY (Signature)				23. NAME (Typed) Robert B. Webber Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER			
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AUTHORIZED FOR LOCAL REPRODUCTION  
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 347 (REV. 3/2005)  
PRESCRIBED BY GSA/FAR 40 CFR 53.213(e)

**TEMPLATE - ADM00**

**SUNSI REVIEW COMPLETE**

**ADM002**



U.S. NUCLEAR REGULATORY COMMISSION (NRC)  
OFFICE OF INFORMATION SERVICES (OIS)

STATEMENT OF WORK

**1.0 BACKGROUND**

The NRC's mission is to regulate the Nation's civilian use of byproduct, source, and special nuclear materials to ensure adequate protection of public health and safety, to promote the common defense and security, and to protect the environment. In support of this mission, the NRC's Office of Information Services, Assurance and Technology Direction Branch (ATDB) is responsible for the following major functions:

- Developing, planning, and implementing the agency's Enterprise Architecture (EA) program.
- Ensuring that Information Technology (IT) / Information Management (IM) projects are aligned with the agency's Enterprise Architecture and with the Federal Enterprise Architecture.
- Establishing IT direction and standards to support the agency's mission and program goals.
- Acting as a liaison with internal and external customers to understand business needs and to identify opportunities where IT/IM may be used to make their activities more effective and efficient.
- Supporting and maintaining a separate technology lab environment for prototype and pilot programs.
- Performing technology assessments, white papers, and pilots for new and emerging technologies.

**2.0 OBJECTIVE**

The objective of this contract is to provide the NRC with IT Research and Advisory Subscription Services to support the needs of ATDB. Rapidly evolving technologies and strategies make it impractical to possess all of the required in-house expertise and information required for strategic planning and management decisions. These services will allow the NRC to quickly react to changes in technology in order to make effective and informed strategic and tactical business decisions.

**3.0 SCOPE OF WORK**

The purpose of this statement of work (SOW) is to contract IT Research and/or Advisory Subscription Services that ATDB can leverage to:

- Assist in formulating strategic IT strategy and architecture
- Assist in formulating tactical IT strategy and architecture
- Provide a sanity check or sounding board for technology decisions
- Help in making decisions about IT investments

- Identify qualified vendors and short-list vendor solutions
- Monitor IT industry news and technology trends
- Get beyond vendor hype and verify vendor claims/promises
- Reduce the time it takes to make assessment and policy decisions
- Enhance staff knowledge, productivity and performance
- Review/critique tactical and strategic IT plans
- Obtain credible, authoritative, and independent IT information sources
- Discover and comprehend IT innovations
- Identify emergent IT standards
- Bring clarity to complex IT issues and discover the alternatives

The contractor shall provide IT Research. This service shall generally include access to the contractor's store of IT research documents.

Optionally, the contractor shall provide Advisory Services. The purpose of Advisory Services is for the NRC to obtain answers to questions related to matters read about in the contractor's research. Inquiries shall generally be related to the interpretation or application of the research and shall be typically satisfied in less than 30 minutes of analyst discussion and/or research.

The NRC is seeking to acquire one or more solutions to provide the required IT Research and/or Advisory Subscription Services. Additional services that may add value to the contractor's IT Research and/or Advisory Subscription Services solution should be included (e.g., briefings, analyst visits, facilitated sessions, conference tickets, or pre-recorded media).

#### **4.0 Requirements**

The section below lists the requirements for the IT Research and/or Advisory Subscription Services.

##### **4.1 Mandatory Requirements for IT Research Services**

The contractor shall provide the following requirements:

- Provide a broad range of reports related to IT and technology subject areas. Those subject areas shall minimally include the following components as described in the Federal Enterprise Architecture (FEA) Technical Reference Model (TRM)<sup>1</sup>:
  - a. Service Platform and Infrastructure – Support Platforms/Operating Systems
  - b. Service Platform and Infrastructure – Hardware/Infrastructure
  - c. Component Framework – Security

<sup>1</sup> The FEA TRM document is available at: <http://www.whitehouse.gov/omb/egov/documents/CRM.PDF>

- Provide unlimited web access to all contractor research and advisory documents, with 99% availability
- Provide document web search capabilities
- Permit any IT research reports to be printed locally to a NRC printer
- Permit any IT research reports to be saved locally to a NRC hard drive
- Provide all IT research reports in an industry standard document format (Ex. Adobe Portable Document Format (PDF), Microsoft Word, or Hypertext Markup Language (HTML))
- Provide monthly (at a minimum) new product evaluations and comparisons
- Provide monthly (at a minimum) updated IT industry trends and direction
- Provide information to assist in the identification of qualified solution providers
- Provide information to assist in the identification of new and emerging technologies
- Provide the scope and/or limitations of sharing of their IT Research Services within the agency. Contractor shall specify the mode of distribution permitted (verbal and/or printed). Contractor shall also be required to specify if the research information gathered from the contractor's web site is limited to the individual subscriber's use, or if it is available to be shared with a wider audience. Examples of the possible types of information sharing are described below:
  - Individual (subscriber) – 1 person maximum
  - Team (includes subscriber) – 8 person maximum
  - Section (includes subscriber) – 12 person maximum
  - Branch (includes subscriber) – 20 person maximum
  - Division (includes subscriber) – 50 person maximum
  - Office (includes subscriber) – 200 person maximum
  - Agency (includes subscriber) – 3,500 person maximum
  - Project/Workgroup (includes subscriber) – Minimum 2 persons / Maximum 20

#### **5.0 Place of Performance/Hours of Operation**

The place of performance for this contract is off-site at the contractor's location.

The hours of operation for IT Research Services are flexible as long as the 99% service availability is maintained throughout the period of this contract.

The hours of operation for the optional Analyst Advisory Services, is 9:00am-5:00pm, Monday through Friday, Eastern Standard Time.

#### **6.0 Period of Performance**

The period of performance is one-year from date of contract award.

## **7.0 Deliverables**

The contractor's deliverable shall be the IT research and/or advisory subscription services. The IT Research deliverable shall be the reports available via the web. The optional Advisory Subscription deliverable shall be the analyst phone calls and emails.

The contractor shall bring problems or potential problems affecting performance to the attention of the Project Officer (PO) as soon as possible. Verbal reports shall be followed up with written reports when directed by the PO.

## **8.0 Inspection and Acceptance**

In the absence of other agreements negotiated with respect to time provided for government review, deliverables will be inspected and the contractor notified of the PO's findings within 5 work days of the first business day of each month if a deliverable is not acceptable.

## **9.0 NRC Key Personnel**

### Project Officer

Name: Michael Williams

Address: Mail Stop: T-6E80, 11545 Rockville Pike, Rockville, MD 20852

Phone: 301-415-7827 / Email: [mdw@nrc.gov](mailto:mdw@nrc.gov)

### Purchasing Agent

Name: Betty H. Freeman

Address: Mail Stop: T-7I2, 11545 Rockville Pike, Rockville, MD 20852

Phone: 301-415-0587 / Email: [bhf@nrc.gov](mailto:bhf@nrc.gov)

## **10.0 Records/Data. FAR 52.227-14, "Rights in Data-General (June 1987)"**

FAR 52.227-14 is applicable and hereby incorporated by reference into this order, with the addition of the following terms:

"However and in addition thereto, the contractor understands and agrees that copyright of data first developed or produced in the performance of this order(s) shall be subject to obtaining permission and approval from the government contracting officer and is further subject to granting the government with a free paid up, world wide, irrevocable license to use, copy, release, duplicate, distribute, and disseminate the data for governmental purposes and to further allow the government the right to use, copy, release, duplicate, distribute, and disseminate the data to participants, interested parties, litigants and members of the public that the government deems necessary to fulfill its statutory, regulatory and policy obligations."

## **11.0 508 Compliance**

The contractor shall support the Government in its compliance with Section 508 throughout the development and implementation of the work to be performed. Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d) requires that when Federal agencies develop, procure, maintain, or use electronic information technology, Federal employees with disabilities have access to and use of information and data that is comparable to the access and use by Federal employees who do not have disabilities, unless an undue burden would be imposed on the agency. Section 508 also requires that individuals with disabilities, who are members of the public seeking information or services from a Federal agency, have access to and use of information and data that is comparable to that provided to the public who are not individuals with disabilities, unless an undue burden would be imposed on the agency.

The contractor should review the following websites for additional 508 information:

<http://www.section508.gov/index.cfm?FuseAction=Content&ID=12>

<http://www.access-board.gov/508.htm>

<http://www.w3.org/WAI/Resources>