

**ORDER FOR SUPPLIES OR SERVICES**

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

BPA NO. DR-09-06-131

1. DATE OF ORDER <b>JUL 26 2007</b>		2. CONTRACT NO. (If any) GS35F0125S		6. SHIP TO:	
3. ORDER NO. 007		MODIFICATION NO.		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div. of Contracts Attn: Adelis M Rodriguez, 301-415-5719 Mail Stop T-7-I-2 Washington, DC 20555		4. REQUISITION/REFERENCE NO. CFO-06-131		d. STREET ADDRESS  Attn: Adelis M Rodriguez Mail Stop: T7 I2	
7. TO:		c. CITY Washington		d. STATE DC	e. ZIP CODE 20555
a. NAME OF CONTRACTOR AEGIS.NET, INC AEGIS.NET		f. SHIP VIA		8. 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 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: 77N-15-5H1-357 Job: N7242 BOC: 252A Approp.: 31X0200 Obligate: \$148,323.35 FFS: CFO-07-352 DUNS: 152858358		10. REQUISITIONING OFFICE CFO		12. F.O.B. POINT N/A	
11. BUSINESS CLASSIFICATION (Check appropriate box(es))					
<input checked="" type="checkbox"/> a. SMALL		<input type="checkbox"/> b. OTHER THAN SMALL		<input type="checkbox"/> c. DISADVANTAGED	
<input type="checkbox"/> d. WOMEN-OWNED		<input type="checkbox"/> e. HUBZone		<input type="checkbox"/> f. EMERGING SMALLBUSINESS	
				<input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED	
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION destination	b. ACCEPTANCE destination				
16. DISCOUNT TERMS					

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 DR-09-06-131, the estimated hours are according to your price proposal dated July 20, 2007 for Task order No. 007.					
001	Functional Expert - year 2				\$9,713.40	
002	Iv&V Technical Specialist - year 2				\$80,864.00	
003	Functional Expert - year 3				\$6,637.20	
004	Iv&V Technical Specialist - year 3				\$51,108.75	

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.	
21. MAIL INVOICE TO:					
a. NAME U.S. Nuclear Regulatory Commission Payment Team, Mail Stop T-7-I-2					
b. STREET ADDRESS (or P.O. Box) Attn: DR-09-06-131 TO 7					
c. CITY Washington		d. STATE DC	e. ZIP CODE 20555		f. AMOUNT \$148,323.35

17(h) TOTAL (Cont. pages)

17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature)

*Stephen Pool*

23. NAME (Typed)  
Stephen Pool  
Contracting Officer  
TITLE: CONTRACTING/ORDERING OFFICER

**TEMPLATE - ADM001**  
AUTHORIZED FOR LOCAL REPRODUCTION  
PREVIOUS EDITION NOT USABLE

**SUNSI REVIEW COMPLETE**

OPTIONAL FORM NO. 347 (REV. 9-2006)  
PRESCRIBED BY GSA FPMR (41 CFR) 101-11.6

**ADM001**

**STATEMENT OF WORK FOR TASK ORDER NO. 007 TO PROVIDE COMPUTER  
INDEPENDENT VERIFICATION AND VALIDATION SERVICES  
FOR THE FEE SYSTEMS (FEES)**

**1.0 BACKGROUND**

The Office of the Chief Financial Officer (OCFO) of the U.S. Nuclear Regulatory Commission (NRC) requires independent verification and validation (IV&V) services for the steady state OCFO financial management systems, 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 the Office of Information Services (OIS) Management Directive (MD) 2.8, Project Management Methodology (PMM) requirements or other requirements as directed by NRC Project Officer to evaluate and support OCFO steady state systems, systems under development, and legacy systems replacement efforts. These services shall include but not be limited to (1) establishing a process for requirements and design reviews, (2) support of the project team in resolving all software-related issues, (3) evaluation and support of test planning, test validation, execution, and reporting, and (4) providing reports on specific findings and 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 reports on specific findings and recommendations for actionable items continuously throughout the process.

**3.0 SCOPE OF WORK**

IV&V services are needed for the Fiscal Year 2008 (FY08) OCFO Fees System (Fees) quarterly releases. The Fees System quarterly releases will involve of one application release for the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> quarters for the application entitled Fees. The 4<sup>th</sup> quarter releases will be comprised of four application releases for the applications entitled Fees, FEESLBS, MATANN, and PC-MATANN. The Fees application releases will require review of test planning and validation of results in conjunction with OCFO's user acceptance testing.

#### 4.0 SPECIFIC TASK REQUIREMENTS

##### 4.1.1 Task 1 - Fees System Quarterly Releases for FY08

###### Requirements

The contractor shall:

1. Develop an IV&V Plan to include a proposed work schedule showing milestones, critical activities and dependencies for the completion of work.
2. 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.
3. 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.
4. 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.
5. Analyze the required documents and evaluate for correctness, consistency, completeness, accuracy, readability, and testability.
6. Validate that the test plans encompass are thorough analysis, design, and development of all required functionality is completed
7. Verify that the acceptance test scenarios comply with the test plan for purpose, format, and content for the Fees release.
8. Validate that the acceptance test cases satisfy the criteria established in the test plan and satisfy that the requirement satisfies the initial requirements.
9. Validate independently the program requirement to determine whether the requirement satisfies the initial requirements.
10. Test for correctness and completeness of the functional requirements.
11. Verify that the acceptance test scenarios comply with the test plan for purpose, format, and content for the Fees System quarterly releases.
12. Validate that the acceptance test results satisfy the criteria established in the test plan and satisfy the business requirements.
13. Test for correctness and completeness of the functional requirements.
14. Provide notification in a timely manner if prior to the delivery date of the draft IV & V Report questions or issues arise requiring action.

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

Note: The due date for NRC approval of draft reports will be 5 work days after receipt 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 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 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 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 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

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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. 007 is sixteen months from the date of task order award.