ORDER FOR SUPPLIES OR SERVICES

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IMPORTANT: Mark all packages and papers with contract and/or order numbers. BPA NO. BASIC

1. DATE OF ORDER	2. CONTRACT NO. (If any)	3. ORDER NO.	MODIFICATION NO.	4. REQUISITION/REFERENCE NO.
APR 30 2008	GS35F0229K	DR-33-06-317-T043		OIS-06-317 dtd: 3/27/08

5. ISSUING OFFICE (Address correspondence to)
U.S. Nuclear Regulatory Commission
Div. of Contracts
Attn: CMB3
Mail Stop T-7-I-2
Washington, DC 20555

6. SHIP TO:
a. NAME OF CONSIGNEE
U.S. Nuclear Regulatory Commission
b. STREET ADDRESS
Attn: Bill Dabbs
11545 Rockville Pike
Mail Stop: T-2-C-2
c. CITY: Washington | d. STATE: DC | e. ZIP CODE: 20555

7. TO:
a. NAME OF CONTRACTOR
MAR, INCORPORATED
b. COMPANY NAME
c. STREET ADDRESS
1803 RESEARCH BLVD STE 204
d. CITY: ROCKVILLE | e. STATE: MD | f. ZIP CODE: 208506106

f. SHIP VIA

8. TYPE OF ORDER
[ ] a. PURCHASE
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.
[X] b. DELIVERY
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.

9. ACCOUNTING AND APPROPRIATION DATA
B&R:87L-15-5I1-160 JC:J7034 BOC:252A APP:31X0200.87L
FFS:RQSEC08302 OBLIGATE: $50,000.00

10. REQUISITIONING OFFICE CIO
CSO

11. BUSINESS CLASSIFICATION (Check appropriate box(es))
[X] a. SMALL [ ] b. OTHER THAN SMALL [ ] c. DISADVANTAGED [ ] g. SERVICE-DISABLED VETERAN-OWNED
[ ] d. WOMEN-OWNED [ ] e. HUBZone [ ] f. EMERGING SMALLBUSINESS

12. F.O.B. POINT
Destination

13. PLACE OF a. INSPECTION	13. PLACE OF b. ACCEPTANCE	14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	16. DISCOUNT TERMS
Rockville, MD	Rockville, MD		See SOW	NET 30

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	TASK ORDER 43 UNDER NRC ORDER DR-33-06-317 (CISSS): The contractor shall provide the U.S. Nuclear Regulatory Commission with, "Office of the Chief Financial Officer (OCFO) Contingency Planning" services in accordance with the following: - The attached Statement of Work (SOW) - The attached Schedule of Supplies or Services and Price/Cost - The terms and conditions of GSA Schedule GS-35F-0229K - The terms and conditions of NRC Order DR-33-06-317 Reference: MAR Quotation (Ref# 2008-046/WA971), dtd 4/11/08 DUNS: 062021639 ACCEPTANCE: Linda Klages 4/30/2008 Signature Date Linda Klages, Vice President, Contracts Print Name/Title					

SEE BILLING INSTRUCTIONS ON REVERSE

18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.	17(h) TOTAL (Cont. pages)	
			$60,041.77 (Ceiling)	

21. MAIL INVOICE TO:
a. NAME
U.S. Nuclear Regulatory Commission
Division of Contracts, Mail Stop T-7-I-2
b. STREET ADDRESS (or P.O. Box)
Attn: DR-33-06-317-T043
c. CITY: Washington | d. STATE: DC | e. ZIP CODE: 20555

17(i). GRAND TOTAL: $60,041.77

22. UNITED STATES OF AMERICA
BY (Signature) Eleni Jernell

23. NAME (Typed)
Eleni Jernell
Contracting Officer
TITLE: CONTRACTING/ORDERING OFFICER

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OPTIONAL FORM 347 (REV. 4/2006)
PRESCRIBED BY GSA/FAR 48 CFR 53.213(f)

DELIVERY ORDER DR-33-06-317
TASK ORDER No. 43
Office of the Chief Financial Officer (OCFO) Contingency Planning

1.0 OBJECTIVE

The contractor shall assist the Computer Security Office (CSO) with the development, verification, and validation of the Contingency Planning Process for the following Office of the Chief Financial Officer (OCFO) Automated Information Systems (AIS):

- HRMS -Human Resource Management System -Major Application -Sensitivity: Confidentiality (Moderate), Integrity (Moderate), and Availability (Moderate).
- FEES -License Fee Reporting System -Major Application -Sensitivity: Confidentiality (Moderate), Integrity (Moderate), and Availability (Moderate).

2.0 BACKGROUND

The following summarizes the systems that the contractor will be working with:

HRMS

Human Resources Management System (HRMS) is a customized commercial off the shelf (COTS) product from PeopleSoft (PS). In November 2001, the Nuclear Regulatory Commission (NRC) implemented four PeopleSoft HRMS modules: the Human Resource (HR) system, Time and Labor (T&L), Payroll, and Training Administration (TA). In November 2003, the NRC converted its HR and Payroll systems to the Department of the Interior/National Business Center's (DOI/NBC) Federal Personnel/Payroll System (FPPS) located in Denver, Colorado, The conversion was part of a Government project to streamline common Federal systems and processes referred to as e-Payroll. Historical HR and Payroll information was not fully converted to the FPPS. Historical HR and Payroll information reside in the current PS HRMS system.

An interface of limited HR data from FPPS to the PS HR module is used to support the daily operations of the PS T&L module. All HR processing is performed using the FPPS data. The PS application for Payroll is not updated. Approved and verified T&L data is sent to the FPPS for payroll production. A final data validation is performed by the FPPS and the employee verifies the data upon receipt of an earnings and leave statement produced by FPPS. Any discrepancies or problems with incoming data from T&L to FPPS are resolved by the NRC or DOI offices,

The T&L system interfaces with the agency's enterprise project management system, Reactor Program System (RPS) that provides data on projects assigned to employees. The data is accepted as accurate from known sources and the employee verifies the data while entering time in T&L against assigned projects or by viewing reports produced by RPS. Any discrepancies in time reporting can be resolved by the employee or the employees' supervisor, timekeeper, or office T&L coordinator.

The T&L system interfaces with the agency's financial Cost Accounting System (CAS). Also, an indirect interface is established with the license fee billing systems (FEES). The data is

accepted by both CAS and FEES as accurate. Any discrepancies are resolved by the system administrator of each system and the office administrative personnel.

This system is presently in operation.

FEES

The NRC is required to recover a major portion of its annual budget, and assesses fees to accomplish this as authorized by the Omnibus Budget Reconciliation Act of 1990, as amended, and the Independent Offices Appropriation Act of 1952. The NRC's fee recovery methodology and rates are published in the Code of Federal Regulations, specifically 10 CFR, Part 170 and Part 171. The Office of the Chief Financial Officer (OCFO), Division of Financial Management, License Fee Team administers some components of the License Fee Management Program through the use of automated processes. The Fees System is a term used to refer to a group of applications that share data from various sources throughout the NRC. The group of applications is considered one system for the purposes of FISMA reporting. The term "system" may be used throughout this report to refer to the "Fees System

The primary function of these applications is to calculate amounts due and generate invoices to licensees for annual fees and fees for various services, including new licensing approvals, licensing amendments, topical reports, and inspections. Additional functionality includes the tracking of new small-materials licensing application fee payments. Two of the Fees System applications reside on a mainframe located at the National Institutes of Health (NIH) in Bethesda, Maryland. The remaining applications reside on the NRC local area network.

As previously mentioned, the Fees System is a group of applications. There are nine applications that carry out the functions of the system. The Fees System is divided into two primary physical layouts:

- The License Fee Reports System (FEES) and Material Annual Fee System (MATANN) are based on data stored on a mainframe at NIH; and
- The remainder of the system components, described as follows, resides on the NRC LAN and is accessed through NRC user workstations.
    - o FACFEES stores data and generates invoices pertaining to Part 50 facility inspections;
    - o FEESFTP transfers billing and address data to the host-based accounts receivable system, FFS;
    - o FEESLBS generates invoices for fuel cycle facility inspections and power reactor licensing actions, as well as the staff/project manager hours and contract costs expended on a task-by-task basis;
    - o MATREV tracks revenue based on the payments received for new application fees;
    - o MATSYS generates fee bills for small materials inspections and licensing;
    - o PC/MATANN stores quarterly and annual invoices for the material license fees which are downloaded from the MATANN system.

o FACANN generates invoices for Part 171 reactor annuals.

3.0 SCOPE OF WORK

The contractor must ensure the system's contingency planning process has been implemented according to federally mandated and Nuclear Regulatory Commission (NRC) defined security requirements. The contractor will identify any deficiencies and will specify any operational risks that may affect the system's ability to perform its mission and protect its data (stored and transmitted). The contractor shall perform the following:

Tasks	HRMS	FEES
Subtask 2 -Contingency Plan (CP)	Shall work with the system owner to review, verify, and validate the system's CP. This includes the business impact assessment (BIA).	Shall work with the system owner to review, verify, and validate the system's CP. This includes the business impact assessment (BIA).
Subtask 3 -Contingency Test and Report	Shall work with the system owner to verify, validate, and document the results of the system's contingency test. Shall work with the system owner to update the system's CP to reflect validated information.	Shall work with the system owner to verify, validate, and document the results of the system's contingency test. Shall work with the system owner to update the system's CP to reflect validated information.

The contractor shall ensure that the steps, templates, and reports outlining system's the Contingency Planning process in NRC's Project Management Methodology are utilized and followed.

The contractor shall provide the necessary security support staff to develop the associated documentation to support the tasks specified in Statement of Work (SOW) ENCLOSURE 6 of Delivery Order DR-33-06-317 "CERTIFICATION AND ACCREDITATION PROCESS AND DELIVERABLES" for unclassified systems.

4.0 PERIOD OF PERFORMANCE

The period of performance of this task order will be from April 28, 2008, through April 27, 2009.

5.0 FUNDING

(a) The total estimated amount (ceiling) for the products/services ordered, delivered, and accepted under this task order is **$60,041.77**.

(b) The amount presently obligated with respect to this task order is **$50,000.00**. 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. When and if the amount(s) paid and payable to the Contractor hereunder shall equal the obligated amount, the Contractor shall not be obligated to continue performance of the work unless and until the Contracting Officer shall increase the amount obligated with respect

to this contract. Any work undertaken by the Contractor in excess of the obligated amount specified above is done so at the Contractor's sole risk.

6.0 SCHEDULE

The contractor shall provide security documentation and reports for each system consistent with the NRC approved integrated project plan (Subtask 1).

7.0 TASKS

The contractor shall support the development, verification, and validation of the Contingency Planning Process for OCFO systems according to SOW Enclosure 6 and Section B "Schedule of Supplies or Services and Prices".

Subtask 1: Integrated Security Activity Project Plan

The contractor shall develop and implement a project plan to ensure the completion of the tasks identified in this SOW occurs as expected. The contractor shall be required to develop and maintain an Integrated Security Activity Project Plan and perform Integrated Activity Scheduling. These deliverables shall be developed at the individual project level (i.e., each system for which a certification and accreditation effort will be undertaken) and aggregate to the program level. The Project Plan shall incorporate all tasks and projects such that the individual projects roll up into an Integrated Security project schedule encompassing all NRC security related activities, services, and deliverables. The Project Plan shall identify resources for each activity and include the Work Breakdown Structure levels. The Project Plan will include:

- **Level 5 Work Breakdown Structure (WBS)**

  The WBS shall include a definition of the work to be conducted decomposed into distinct discrete manageable tasks or groups of tasks (work packages) with decisive outputs and specific measurable entry and exit criteria. Each work package shall have a short duration, or can be divided into a series of milestones whose status can be objectively measured. Each work package shall be assigned a start and finish date, a budget value, and can be integrated with higher-level schedules.

- **Schedule and Budget**

  The schedule and budget will identify what resources are needed, identify how much effort is required, and when each of the tasks specified in the WBS can be completed. The contractor shall allocate a portion of the budget for each work package that comprises the WBS, and ensure that the WBS adequately defines all work necessary to meet the requirements for the project.

Subtask 2: System CP

The Contractor shall work with the system owner to review, verify, and validate the system's CP. The contractor will ensure the CP and its test procedures have been properly entered within the Rational Suite Enterprise. The System CP shall be documented in a report generated from the Rational Suite Enterprise that follows the NRC Template for the System CP. The Plan shall be

maintained in its hard copy form for contingency execution should the Rational Suite Enterprise or NRC Network Infrastructure be unavailable.

The CP must adhere to federally mandated requirements, NRC defined security requirements, National Institute of Standards & Technology (NIST) Special Publication (SP) 800-34 "Contingency Planning Guide for Information Technology Systems", NIST SP 800-37 "Guide for the Security Certification & Accreditation of Federal Information Systems", and the NRC Contingency Plan (CP) Template.

The CP shall contain detailed procedures for the Notification/Activation Phase, Recovery Operations, and Return to Normal Operations. These procedures shall contain sufficient detail that a technically trained individual not familiar with the system can successfully follow the procedures. The system CP shall contain:

- Sufficient contact information (personnel and vendor)
- Equipment (hardware and software)
- Specification information to enable reconstitution of the system from scratch, all service level agreements, memoranda of understanding
- IT standard operating procedures for the system
- Identification of any systems that this system is dependent upon along with references for the applicable contingency plans
- References to the emergency management plan and occupant evacuation plan
- References to the appropriate continuity of operations plan.

The System CP shall be documented in a report generated from the Rational Suite Enterprise that follows the NRC Template for System CP. The report shall be delivered in draft form and then in pre-Test form after NRC comments have been incorporated. The NRC CSO staff review of the draft is required to ensure compliance.

Subtask 3: Contingency Test and Report

The Contractor shall verify, validate, and document the results of the system's CP Test. The contractor shall review the CP and the results of the CP Test to ensure all aspects of the CP were tested and the results documented in the System Contingency Test Report (CP Test Report). The CP Test Report shall be developed in accordance with federally mandated requirements, NRC defined security requirements, NIST SP 800-34 "Contingency Planning Guide for Information Technology Systems", NIST SP 800-37 "Guide for the Security Certification and Accreditation of Federal Information Systems", and the NRC Contingency Test Report Template.

The CP Test shall be documented in a report that follows the NRC Template for a NRC Contingency Test Report. The CP Test Report shall identify all testing assumptions, constraints, and dependencies as well as any anomalies, impromptu tests, and deviations encountered

during testing. The CP Test Report shall include the actual testing schedule and detailed test results for each test procedure outlining specific errors encountered. The CP Test Report shall include a table of test findings incorporating any test issues and recommendations. The CP Test Report shall identify any problems encountered during testing and identify the resulting action items for the system. The CP Test Report shall be delivered in draft form and then in final form after NRC comments are incorporated. The NRC must approve the final CP Test Report.

The Contractor shall update the system's CP once the CP Test Report has been completed to reflect validated information. The NRC must approve the final version of the system's CP.

8.0 TRAVEL

No Travel is anticipated under this Task Order.

9.0 MEETINGS

The contractor's technical representative shall attend monthly status meetings at NRC Headquarters to discuss work being performed under this task order.

10.0 LEVEL OF EFFORT

The estimated level of effort for this task order is 568 staff hours.