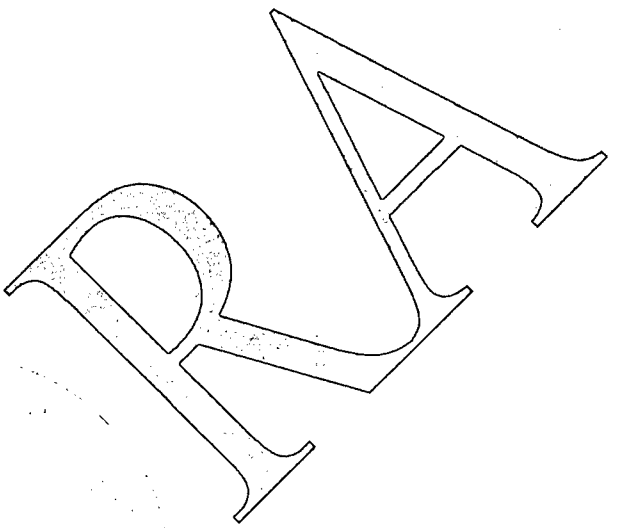
U.S. Nuclear Regulatory Commission

Enterprise Project Management (EPM)
Acquisition Plan
Version 1.0

Revision History

Date	Version	Description	Author
22-July-2008	1.0	Initial Release	Sandra Valencia



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1. Background and Purpose

This plan describes the Enterprise Project Management (EPM) Program strategy for acquiring contract support for all the Operations and Maintenance Activities.

The purpose of this acquisition plan is to identify the high-level requirements needed to support all the acquisition activities for the EPM Program. An EPM alternative and cost analysis of technical solution was conducted and Microsoft's EPM Solution was the best alternative.

The EPM solution is an integrated Microsoft Commercial-off-the-Shelf (COTS) commodity solution. EPM was implemented with no customization. Several EPM Modules can be utilized across offices within NRC.

The EPM project consists of the integration of existing technologies in operation in the Nuclear Regulatory Commission (NRC) POE today.

These technologies include:

- Microsoft Windows Server 2003
- Microsoft Project Server 2007
- Microsoft SQL Server 2005 Enterprise
- Microsoft SharePoint Server 2007

Additional Microsoft Technologies to be used at a later time are as follows:

- Microsoft BizTalk 2006
- Microsoft Forms 2007
- Microsoft Dynamics 2007

Additional Non-Microsoft Technologies (Compatible with Microsoft SQL Server 2005) and with SharePoint 2007) include:

- Crystal Reports XI Professional
- Crystal Reports Xcelsius

NRC Enterprise Architecture Team developed a draft of the NRC Segment Architecture, and EPM is one of the target Enterprise Segment Architecture for Project Management.

Two major contracts are currently in placed proving user helpdesk support and Microsoft COTS roll out support. These two contracts have served as the foundation of all the additional contracts to follow. We realized the future contracts need to be Performance Based Contracts and this is the plan for the near future contracts. The EPM Program Sponsor allows sufficient funds to go open competition for plan procurement activities.

2. Integrated Project Teams (IPT) Members

The following people make up the Integrated Project Team:

Name	Title	Office
Carl Konzman	EPM Program Manager/Project Officer	Office of New Reactors (NRO)
Sandra Valencia	EPM IT Program Manager	Office of Information Services (OIS)
Judy Seeherman	EPM Project Officer	OIS
Eleni Jernell	Contracting Official (CO)	Division of Contracts (DC)
Donald King	Contracting Official (CO)	DC
Sophonia Simms	NRR EPM Project Manager	Office of Nuclear Reactors Regulations (NRR)
Bezakula Alemu	NRO Project Manager	NRO

3. Contract Types and Financial Models

- Will you use a single contract or several contracts to accomplish this investment?

  We are currently using several contract types that are required to carry out the activities in the EPM Program. The EPM Program is currently in Operations and Maintenance Mode. Current contracts use Time and Materials contract types but for near future contracts performance based contracts will be performed.

  Other contract types will be Firm Fixed Price and Firm Fixed Price Award and Incentive.

- What is the type of contract/task order if a single contract is used?

  N/A

- If multiple contract/task orders will be used to discuss the type, how they relate to each other to reach the investment outcomes, and how much each contributes to the achievement of the investment cost, schedule and performance goals. Also discuss the contract/task order solicitation or contract provisions that allow the contractor to provide innovative, transformational solutions.

  EPM IPT uses a modular approach to system acquisition using financial models best suited to mitigate risk at select stages of COTS products implementation. All the O&M of COTS products are COTS products version upgrades as well as technology upgrades to the EPM Program. All the contract activities are related one to another since this is an integrated COTS solution.

4. Risk Assessment

The degree of risk varies throughout the COTS implementation lifecycle depending on the degree to which the requirements business processes are defined. EPM utilizes modular contracting in conjunction with iterative development to mitigate the risk associated with cost-reimbursement contracts and to allow use of fixed-price arrangements where practical. It is anticipated that increased architectural and organizational maturity will mitigate many technical risks, allowing for increased use of fixed-price, performance-based arrangements.

5. Performance and Quality Table

Performance and Quality Performance criteria were developed for the Time and Material contracts. For near future procurements, Performance Based Contracts will be developed.

Desired Outcomes	Performance/Quality Standard	Monitoring Method	Incentive / Disincentive
Deliverable items received in accordance with the stated schedule, including shorter-term milestones if applicable.	The stated delivery dates shall be met unless the Government and the Contractor agree to a new completion date.	100% inspection	Amount of cost and/or schedule overruns will be billed at rates exclusive of fee or profit per the T&M Inspection of Services clause.
Business Requirements Specifications	Aligned with Business requirements processes specifications. Complies with inspection checklist at Appendix A.	100% inspection	Correction of non-compliant elements will be billed at rates exclusive of fee or profit per the T&M Inspection of Services Clause.
EPM COTS Releases Upgrades	Rules-based interface	100% inspection	Correction of non-compliant elements will be billed at rates exclusive of fee or profit per the T&M Inspection of Services Clause.

6. Competition Process

Most of the contracts will go through competition process except for a couple of contracts that need specialized services and will be awarded to an 8A specific company. For the EPM helpdesk support contract, the task order is under a major umbrella contract and to ensure that the EPM Program takes advantage of an existing contract at the Agency. Further helpdesk contracts will be modify to include performance measures. All current contracts were competitively awarded to a GSA contractor and followed Division of Contracts procurement procedures.

7. COTS

- Will you use commercially available or COTS products for this investment? If so, what type of product will you use?

  Yes, EPM Solution is composed of COTS commodity products that do not required earned value management system, but the EPM IPT still will required contractors to perform EVM for contracts larger than 250k.

- To what extent will these items be modified to meet the unique requirements of this investment?

  N/A

- What prevented the use of COTS without modification?

  N/A

8. Section 508 Compliance

Section 508 compliance is ensured by reviewing Voluntary Product Accessibly Templates of each of the EPM COTS component. A Voluntary Product Accessibility Template, or VPAT, is a standardized form developed by the Information Technology Industry Council to show how a software product meets key regulations of Section 508 of the Rehabilitation Act.

9. Spend Plan

This is not displayed in this document. Please refer to the EPM Exhibit 300 Summary of Spending or Alternative Analysis.

10. Milestones

The following table applies to each acquisition activity:

#	Description	Dependency	Duration (in business days)	Target Completion Date
1	Kick-off			
2	Distribute for review: Acquisition Plan, revised Statement of Work (SOW)	1		
3	SOW, Acquisition Plan review	2		
4	Revise, distribute SOW, Acquisition Plan	3		
5	SOW, Acquisition Plan comments due	4		
6	Sign-off on final SOW, Acquisition Plan	5		
7	Requisition Processing	6		
8	EA award			
9	EA ramp-up time	8		

#	Description	Dependency	Duration (in business days)	Target Completion Date
10	SOW submitted to contractor	8		
11	Contractor proposal development	10		
12	Proposal review/negotiation/selection	11		
13	Contract modification processing			
14	Security clearance processing			

APPENDIX A: Software Requirements Documentation Inspection Checklist

Software Requirements Documentation Inspection Checklist

Score of 90% or greater represents acceptable quality

Score	
	Organization and Completeness
	Are cross-references to other requirements correct?
	Are requirements written at a consistent and appropriate level of detail?
	Do the requirements provide an adequate basis for design?
	Is the implementation priority of each requirement included?
	Are all required hardware, software, and communication interfaces defined?
	Does the Requirements Document include known customer or system needs?
	Is any necessary information missing from a requirement? If so, is it identified as TBD?
	Accuracy
	Do any requirements conflict with or duplicate other requirements?
	Is each requirement written in concise language?
	Is each requirement in scope for the project?
	Is each requirement free from content and grammatical errors?
	Can the requirements be implemented within known constraints?
	Quality Attributes
	Are performance objectives specified?
	Are all security and safety considerations properly specified?
	Are other pertinent quality attribute goals explicitly documented and quantified, with the acceptable tradeoffs specified?
	Traceability
	Is each requirement uniquely and correctly identified?
	Can each software functional requirement be traced to a higher-level requirement?
	Special Issues
	Do the requirements align with the Boundary Document?
	Have all touch points been identified?
	Are all requirements actually requirements, not design or implementation solutions?
	Are the time-critical functions identified, and timing criteria specified for them?
	Total Score: **0%**

Scoring Scale

0 Deliverable does not address this area

1 5+ defects representing severe limitations or cost/schedule implications

2 < 5 defects representing severe limitations or cost/schedule implications

3 5+ defects representing moderate limitations or cost/schedule implications

4 < 5 defects representing moderate limitations or cost/schedule implications

5 Deliverable adequately addresses this area