

ORDER FOR SUPPLIES OR SERVICES

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

BPA NO. N/A

1. DATE OF ORDER AUG 4 2008		2. CONTRACT NO. (if any) NRC-07-08-145		6. SHIP TO:	
3. ORDER NO. NRC-T003		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, 301-492-3623 Mail Stop TWB-01-B10M Washington, DC 20555		4. REQUISITION/REFERENCE NO. NRS-08-145		b. STREET ADDRESS Division of Contracts Mail Stop T-4-A-57 Attn: Roya Noory	
7. TO:		c. CITY Washington		d. STATE DC	e. ZIP CODE 20555
a. NAME OF CONTRACTOR HUMANTOUCH LLC		f. SHIP VIA N/A		8. TYPE OF ORDER	
b. COMPANY NAME		<input type="checkbox"/> 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.		<input checked="" type="checkbox"/> 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.	
c. STREET ADDRESS 6420 CROSSWOODS DR		d. CITY FALLS CHURCH		e. STATE VA	f. ZIP CODE 220441214
9. ACCOUNTING AND APPROPRIATION DATA Obligate: \$142,840.00 B&R: 811-15-5E1-385 Job: I111 BOC: 2572 Approp.: 31X0200.811 DUNS: 843919197 FFS: NSR-08-145		10. REQUISITIONING OFFICE NSR			
11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT	
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input checked="" 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 SMALLBUSINESS				N/A	
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		N/A	
				16. DISCOUNT TERMS See Base Contract	

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)
001	Senior PMO Consultant - Estimated				\$57,318.40	
002	Senior Programmer				\$85,521.60	
This Task Order is to perform the requirements of the attached Statement of Work related to NSIR configuration and change management support. The NRC hereby accepts Humantouch's proposal dated July 31, 2008.						
Total Obligated Amount: \$142,840.00 Total Ceiling: \$142,840.00 Period of Performance: award date - 12/30/09.						

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.	
21. MAIL INVOICE TO:					
a. NAME Department of Interior National Business Center					
b. STREET ADDRESS (or P.O. Box) Attn: Fiscal Services Branch - D2770 7301 W. Mansfield Avenue					
c. CITY Denver		d. STATE CO	e. ZIP CODE 80235-2230		
					\$142,840.00

22. UNITED STATES OF AMERICA BY (Signature)		23. NAME (Typed) Stephen Pool Contracting Officer	
		TITLE: CONTRACTING/ORDERING OFFICER	

**STATEMENT OF WORK
FOR CONTRACTOR TO PROVIDE
NSIR CONFIGURATION AND CHANGE MANAGEMENT SUPPORT
TASK ORDER 3**

I. SCOPE

This task provides support for the configuration and change management which includes, but is not limited to planning, coordinating, and managing all tasks necessary to implement configuration management principles and conduct configuration management activities based on NRC's existing configuration management processes and tools.

II. REQUIREMENTS

The contractor must support the project officer (PO) in establishing baselines, links and accounts with Rational for all NSIR systems that are operational or that are scheduled for operations. The contractor must receive approval from the PO for the each baseline created for a specific document. The baseline process should begin with establishing system/subsystem functional baselines and conclude with establishing and maintaining the project's scope, schedule, and cost baselines. The contractor may be requested to work individually with the PO to establish and document configurations, create baseline documentation and control changes to include hardware and software.

The contractor must support the PO in establishing a means to identify, evaluate, coordinate and control, review, approve or disapprove, incorporate, test, and document in a manner that best serve the project. Approved baselines should be considered the primary controlled elements for each project and identified as scope/technical, schedule, and cost.

Configuration Management Planning and Administration

This activity includes planning, coordinating, and managing all tasks necessary to implement configuration management principles and conduct configuration management activities based on NRC's existing configuration management processes and tools (example: Rational Clear Case). Configuration management planning and administration must occur throughout all NSIR project life cycle phases. The contractor shall ensure the configuration management plan and supporting procedures are documented and formalized. The contractor must also ensure continuity of configuration management processes at all management levels. The contractor shall train personnel in configuration management processes and perform periodic assessments to identify and implement improvements in the configuration management process. The contractor must also make sure the deliverables are in compliance with FISMA, NIST, and NRC PMM methodology.

Configuration Management Process, Procedures and Implementation

The contractor shall document and implement a systematic and measurable change process consistent with NRC procedures already in place to ensure proposed changes are properly identified, prioritized, documented, coordinated, evaluated, and adjudicated. The contractor shall also document, implement, verify, and track approved changes to ensure proper incorporation into all project deliverables: structures, systems, and components. The contractor shall develop a charter and operating procedures for the NSIR Configuration Change Control Board and facilitate and implement Configuration Change Control Board meetings. The charter describes the purpose, authority, and composition of the board. Operating procedures describe how the board functions.

III. DELIVERABLES

NRC-07-08-145 NRC-T003

The contractor shall be required to comply with the deliverable schedule stated below. For each deliverable the contractor shall provide one (1) hard copy and (1) electronic copy. All deliverables shall be formatted and prepared using Microsoft Word for documentation and reports, Microsoft PowerPoint for briefings, and Microsoft Project for schedules. Any deliverables rejected by the PO shall be revised and resubmitted within 3 working days of notification from the PO that the deliverable was rejected.

Deliverables and due dates are summarized below.

DELIVERABLE	SCHEDULE
Weekly status reports	Friday of each week
Identify all NSIR projects/systems for the specified duration	2 weeks after the award
Assist Project Managers with Req Pro software	As needed
Develop a Charter and operating procedures for Configuration Change Control Board	4 weeks after the award
Monthly status reports	Monthly – 5 work days after the end of each month
Set up/facilitate Configuration Change Control Board meeting	6 weeks after the award -

* All services requested in this task order must be completed by December 30, 2008.