

**ORDER FOR SUPPLIES OR SERVICES**

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

BPA NO.

1. DATE OF ORDER 07-03-2008		2. CONTRACT NO. (If any) GS35P0652N		6. SHIP TO:	
3. ORDER NO. NRC-DR-11-08-307		4. REQUISITION/REFERENCE NO. ACR-08-307		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div. of Contracts Attn: Contract Management Branch No. 1 Mail Stop T-7-1-2 Washington, DC 20555				b. STREET ADDRESS ATTN: Jamila Perry 11545 Rockville Pike Mail Stop T-2-E-26	
7. TO:		c. CITY Rockville		d. STATE MD	e. ZIP CODE 20852
a. NAME OF CONTRACTOR WEBWORLD TECHNOLOGIES INC				f. SHIP VIA	
c. COMPANY NAME				8. TYPE OF ORDER.	
c. STREET ADDRESS 7613 GRESHAM ST				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY 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.	
d. CITY SPRINGFIELD		e. STATE VA	f. ZIP CODE 221512934		
9. ACCOUNTING AND APPROPRIATION DATA B&R: 87R-15-111-386 JCN: N7326 BOC: 3145 APPN: 31X0200 DUNS No.: 957461023 Obligated Amount: \$99,000.00				10. REQUISITIONING OFFICE ACR Advisory Committee on Reactor Safeguards	
11. BUSINESS CLASSIFICATION (Check appropriate box(es))					12. F.O.B. POINT Destination
<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 SMALL BUSINESS	
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION		b. ACCEPTANCE		16. DISCOUNT TERMS Net 30 days	

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)
	The contractor shall provide the necessary labor, equipment, supplies, materials, software, and hardware necessary to complete the work outlined in the attached statement of work.  The period of performance is June 18, 2008 through June 17, 2009 with two (2) one-year option periods.  NRC Project Officer: Jamila Perry at 301-415-6013. NRC Contract Specialist: Brandi K. Hamilton, 301-492-3614.				See CONTINUATION Page	

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		
21. MAIL INVOICE TO:						
a. NAME Department of Interior / NBC NRCPayments@nbc.gov						
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			
SEE BILLING INSTRUCTIONS ON REVERSE					\$626,822.40	17(h) TOTAL (Cont. pages)
					\$99,000.00	17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature)		23. NAME (Typed) Neha S. Dhir Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER			
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**ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION**

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

DATE OF ORDER

07-03-2008

CONTRACT NO.

GS35F0652N

ORDER NO.

NRC-DR-11-08-307

ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	June 18, 2008 through June 17, 2009 TOTAL: \$266,208.00 HOURS: 1,920					
51-002	APPLICATIONS PROGRAMMER II	[REDACTED]			\$237,091.50	
51-034	PROJECT/TASK MANAGER	[REDACTED]			\$29,116.50	
	OP 1 June 18, 2009 through June 17, 2010 TOTAL: \$213,465.60 HOURS: 1,440					
51-002	APPLICATIONS PROGRAMMER II	[REDACTED]			\$194,194.40	
51-034	PROJECT/TASK MANAGER	[REDACTED]			\$19,271.20	
	OP 2 June 18, 2010 through June 17, 2011 TOTAL: \$147,148.80 HOURS: 960					
51-002	APPLICATIONS PROGRAMMER II	[REDACTED]			\$133,813.44	
51-034	PROJECT/TASK MANAGER	[REDACTED]			\$13,335.36	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$626,822.40	

## **A.1 PROJECT TITLE**

The title of this project is as follows:

WEB BASED ADVISORY COMMITTEE TRACKING SYSTEM (webACTS)

## **A.2 BRIEF DESCRIPTION OF WORK (MAR 1987) ALTERNATE 1 (JUN 1988)**

(a) Brief description of work:

The objective of the attached Statement of Work is to upgrade the current ACTS system to a web-based system. The new system (webACTS) will serve as the automated information management system. This system will support the daily functions of the administrative and technical staff within the Office of the Advisory Committee for Reactor Safeguards (ACRS). These functions include the management of the technical work for the two technical branches as well as the management of the administrative business functions.

(b) Orders will be issued for work required by the NRC in accordance with 52.216-18 - Ordering. Only Contracting Officers of the NRC or other individuals specifically authorized under this contract may authorize the initiation of work under this contract. The provisions of this contract shall govern all orders issued hereunder.

## **A.3 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<https://www.acquisition.gov/far/index.html>

## **A.4 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)**

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days.

## **A.5 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)**

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed three years.

#### **A.6 52.232-19 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR (APR 1984)**

Funds are not presently available for performance under this contract beyond . The Government's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise for performance under this contract beyond , until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

#### **A.7 2052.215-70 KEY PERSONNEL (JAN 1993)**

(a) The following individuals are considered to be essential to the successful performance of the work hereunder:



The contractor agrees that personnel may not be removed from the contract work or replaced without compliance with paragraphs (b) and (c) of this section.

(b) If one or more of the key personnel, for whatever reason, becomes, or is expected to become, unavailable for work under this contract for a continuous period exceeding 30 work days, or is expected to devote substantially less effort to the work than indicated in the proposal or initially anticipated, the contractor shall immediately notify the contracting officer and shall, subject to the con-currence of the contracting officer, promptly replace the personnel with personnel of at least substantially equal ability and qualifications.

(c) Each request for approval of substitutions must be in writing and contain a detailed explanation of the circumstances necessitating the proposed substitutions. The request must also contain a complete resume for the proposed substitute and other information requested or needed by the contracting officer to evaluate the proposed substitution. The contracting officer and the project officer shall evaluate the contractor's request and the contracting officer shall promptly notify the contractor of his or her decision in writing.

(d) If the contracting officer determines that suitable and timely replacement of key personnel who have been reassigned, terminated, or have otherwise become unavailable for the contract work is not reasonably forthcoming, or that the resultant reduction of productive effort would be so substantial as to impair the

successful completion of the contract or the service order, the contract may be terminated by the contracting officer for default or for the convenience of the Government, as appropriate. If the contracting officer finds the contractor at fault for the condition, the contract price or fixed fee may be equitably adjusted downward to compensate the Government for any resultant delay, loss, or damage.

**A.8 2052.215-71 PROJECT OFFICER AUTHORITY (NOVEMBER 2006)**

(a) The contracting officer's authorized representative (hereinafter referred to as the project officer) for this contract is:

Name: Jamila Perry

Address: U.S. Nuclear Regulatory Commission  
11545 Rockville Pike T-2E26  
Rockville, MD 20852

Telephone Number: 301-415-6013

(b) Performance of the work under this contract is subject to the technical direction of the NRC project officer. The term "technical direction" is defined to include the following:

(1) Technical direction to the contractor which shifts work emphasis between areas of work or tasks, authorizes travel which was unanticipated in the Schedule (i.e., travel not contemplated in the Statement of Work (SOW) or changes to specific travel identified in the SOW), fills in details, or otherwise serves to accomplish the contractual SOW.

(2) Provide advice and guidance to the contractor in the preparation of drawings, specifications, or technical portions of the work description.

(3) Review and, where required by the contract, approval of technical reports, drawings, specifications, and technical information to be delivered by the contractor to the Government under the contract.

(c) Technical direction must be within the general statement of work stated in the contract. The project officer does not have the authority to and may not issue any technical direction which:

(1) Constitutes an assignment of work outside the general scope of the contract.

(2) Constitutes a change as defined in the "Changes" clause of this contract.

(3) In any way causes an increase or decrease in the total estimated contract cost, the fixed fee, if any, or the time required for contract performance.

(4) Changes any of the expressed terms, conditions, or specifications of the contract.

(5) Terminates the contract, settles any claim or dispute arising under the contract, or issues any unilateral directive whatever.

(d) All technical directions must be issued in writing by the project officer or must be confirmed by the project officer in writing within ten (10) working days after verbal issuance. A copy of the written direction must be

furnished to the contracting officer. A copy of NRC Form 445, Request for Approval of Official Foreign Travel, which has received final approval from the NRC must be furnished to the contracting officer.

(e) The contractor shall proceed promptly with the performance of technical directions duly issued by the project officer in the manner prescribed by this clause and within the project officer's authority under the provisions of this clause.

(f) If, in the opinion of the contractor, any instruction or direction issued by the project officer is within one of the categories as defined in paragraph (c) of this section, the contractor may not proceed but shall notify the contracting officer in writing within five (5) working days after the receipt of any instruction or direction and shall request the contracting officer to modify the contract accordingly. Upon receiving the notification from the contractor, the contracting officer shall issue an appropriate contract modification or advise the contractor in writing that, in the contracting officer's opinion, the technical direction is within the scope of this article and does not constitute a change under the "Changes" clause.

(g) Any unauthorized commitment or direction issued by the project officer may result in an unnecessary delay in the contractor's performance and may even result in the contractor expending funds for unallowable costs under the contract.

(h) A failure of the parties to agree upon the nature of the instruction or direction or upon the contract action to be taken with respect thereto is subject to 52.233-1 -Disputes.

(i) In addition to providing technical direction as defined in paragraph (b) of the section, the project officer shall:

(1) Monitor the contractor's technical progress, including surveillance and assessment of performance, and recommend to the contracting officer changes in requirements.

(2) Assist the contractor in the resolution of technical problems encountered during performance.

(3) Review all costs requested for reimbursement by the contractor and submit to the contracting officer recommendations for approval, disapproval, or suspension of payment for supplies and services required under this contract.

(4) Assist the contractor in obtaining the badges for the contractor personnel.

(5) Immediately notify the Security Branch, Division of Facilities and Security (SB/DFS) (via e-mail) when a contractor employee no longer requires access authorization and return of any NRC issued badge to SB/DFS within three days after their termination.

(6) Ensure that all contractor employees that require access to classified Restricted Data or National Security Information or matter, access to sensitive unclassified information (Safeguards, Official Use Only, and Proprietary information) access to sensitive IT systems or data, unescorted access to NRC controlled buildings/space, or unescorted access to protected and vital areas of nuclear power plants receive approval of SB/DFS prior to access in accordance with Management Directive and Handbook 12.3.

(7) For contracts for the design, development, maintenance or operation of Privacy Act Systems of Records, obtain from the contractor as part of closeout procedures, written certification that the contractor has returned to NRC, transferred to the successor contractor, or destroyed at the end of the contract in accordance with instructions provided by the NRC Systems Manager for Privacy Act Systems of Records, all records (electronic or paper) which were created, compiled, obtained or maintained under the contract.

## A.9 SECURITY REQUIREMENTS FOR BUILDING ACCESS APPROVAL (JUL 2007)

The Contractor shall ensure that all its employees, subcontractor employees or consultants who are assigned to perform the work herein for contract performance for periods of more than 30 calendar days at NRC facilities, are approved by the NRC for unescorted NRC building access.

The Contractor shall conduct a preliminary federal facilities security screening interview or review for each of its employee, subcontractor employee, and consultants and submit to the NRC only the names of candidates for contract performance that have a reasonable probability of obtaining approval necessary for access to NRC's federal facilities. The Contractor shall pre-screen its applicants for the following:

(a) felony arrest in the last seven years; (b) alcohol related arrest within the last five years; (c) record of any military courts-martial convictions in the past 10 years; (d) illegal use of narcotics or other controlled substances possession in the past year, or illegal purchase, production, transfer, or distribution of narcotics or other controlled substances in the last seven years; (e) delinquency on any federal debts or bankruptcy in the last seven years.

The Contractor shall make a written record of its pre-screening interview or review (including any information to mitigate the responses to items listed in (a) - (e)), and have the applicant verify the pre-screening record or review, sign and date it. Two copies of the pre-screening signed record or review shall be supplied to FSB/DFS with the Contractor employee's completed building access application package.

The Contractor shall further ensure that its employees, any subcontractor employees and consultants complete all building access security applications required by this clause within ten business days of notification by FSB/DFS of initiation of the application process. Timely receipt of properly completed records of the Contractor's signed pre-screening record or review and building access security applications (submitted for candidates that have a reasonable probability of obtaining the level of security clearance necessary for access to NRC's facilities) is a contract requirement. Failure of the Contractor to comply with this contract administration requirement may be a basis to cancel the award, or terminate the contract for default, or offset from the contract's invoiced cost or price the NRC's incurred costs or delays as a result of inadequate pre-screening by the Contractor. In the event of cancellation or termination, the NRC may select another firm for contract award.

A Contractor, subcontractor employee or consultant shall not have access to NRC facilities until he/she is approved by FSB/DFS. Temporary access may be approved based on a favorable NRC review and discretionary determination of their building access security forms. Final building access will be approved based on favorably adjudicated checks by the Government. However, temporary access approval will be revoked and the Contractor's employee may subsequently be denied access in the event the employee's investigation cannot be favorably determined by the NRC. Such employee will not be authorized to work under any NRC contract requiring building access without the approval of FSB/DFS. When an individual receives final access, the individual will be subject to a review or reinvestigation every five years.

The Government shall have and exercise full and complete control and discretion over granting, denying, withholding, or terminating building access approvals for individuals performing work under this contract. Individuals performing work under this contract at NRC facilities for a period of more than 30 calendar days shall be required to complete and submit to the Contractor representative an acceptable OPM Form 85P (Questionnaire for Public Trust Positions), and two FD 258 (Fingerprint Charts). Non-U.S. citizens must provide official documentation to the FSB/DFS, as proof of their legal residency. This documentation can be a Permanent Resident Card, Temporary Work Visa, Employment Authorization Card, or other official documentation issued by the U. S. Citizenship and Immigration Services. Any applicant with less than two years residency in the U. S. will not be approved for building access. The Contractor shall submit the documents to the NRC Project Officer (PO) who will give them to FSB/DFS.

FSB/DFS may, among other things, grant or deny temporary unescorted building access approval to an individual based upon its review of the information contained in the OPM Form 85P and the Contractor's pre-screening record. Also, in the exercise of its authority, the Government may, among other things, grant or deny permanent building access approval based on the results of its review or investigation. This submittal requirement also applies to the officers of the firm who, for any reason, may visit the NRC work sites for an extended period of time during the term of the contract. In the event that FSB/DFS are unable to grant a temporary or permanent building access approval, to any individual performing work under this contract, the Contractor is responsible for assigning another individual to perform the necessary function without any delay in the contract's performance schedule, or without adverse impact to any other terms or conditions of the contract. The Contractor is responsible for informing those affected by this procedure of the required building access approval process (i.e., temporary and permanent determinations), and the possibility that individuals may be required to wait until permanent building access approvals are granted before beginning work in NRC's buildings.

#### **CANCELLATION OR TERMINATION OF BUILDING ACCESS/ REQUEST**

The Contractor shall immediately notify the PO when a Contractor or subcontractor employee or consultant's need for NRC building access approval is withdrawn or the need by the Contractor employee's for building access terminates. The PO will immediately notify FSB/DFS (via e-mail) when a Contractor employee no longer requires building access. The Contractor shall be required to return any NRC issued badges to the Project Officer for return to FSB/DFS within three days after their termination.

(End of Clause)

#### **A.10 DURATION OF CONTRACT PERIOD (MAR 1987)**

This contract shall commence on date of order and will expire one year from date.

#### **A.11 CONSIDERATION AND OBLIGATION--DELIVERY ORDERS (JUN 1988)**

(a) The total estimated amount of this contract (ceiling) for the products/services ordered, delivered, and accepted under this contract is (\$266,208.00). The Contracting Officer may unilaterally increase this amount as necessary for orders to be placed with the contractor during the contract period provided such orders are within any maximum ordering limitation prescribed under this contract.

(b) The amount presently obligated with respect to this contract is (\$99,000.00). The Contracting Officer may issue orders for work up to the amount presently obligated. This obligated amount may be unilaterally increased from time to time by the Contracting Officer by written modification to this contract. The obligated amount shall, at no time, exceed the contract ceiling as specified in paragraph a above. 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.

(c) The total ceiling for the option period one is \$213,465.60. The total ceiling for the option period two is \$147,148.80.

#### **A.12 SEAT BELTS**

Contractors, subcontractors, and grantees, are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented, or personally owned vehicles.

### **A.13 Compliance with U.S. Immigration Laws and Regulations**

NRC contractors are responsible to ensure that their alien personnel are not in violation of United States Immigration and Naturalization (INS) laws and regulations, including employment authorization documents and visa requirements. Each alien employee of the Contractor must be lawfully admitted for permanent residence as evidenced by Alien Registration Receipt Card Form 1-151 or must present other evidence from the Immigration and Naturalization Services that employment will not affect his/her immigration status. The INS Office of Business Liaison (OBL) provides information to contractors to help them understand the employment eligibility verification process for non-US citizens. This information can be found on the INS website, <http://www.ins.usdoj.gov/graphics/services/employerinfo/index.htm#obl>.

The NRC reserves the right to deny or withdraw Contractor use or access to NRC facilities or its equipment/services, and/or take any number of contract administrative actions (e.g., disallow costs, terminate for cause) should the Contractor violate the Contractor's responsibility under this clause.

(End of Clause)

### **A.14 WHISTLEBLOWER PROTECTION FOR NRC CONTRACTOR AND SUBCONTRACTOR EMPLOYEES (JULY 2006)**

(a) The U.S. Nuclear Regulatory Commission (NRC) contractor and its subcontractor are subject to the Whistleblower Employee Protection public law provisions as codified at 42 U.S.C. 5851. NRC contractor(s) and subcontractor(s) shall comply with the requirements of this Whistleblower Employee Protection law, and the implementing regulations of the NRC and the Department of Labor (DOL). See, for example, DOL Procedures on Handling Complaints at 29 C.F.R. Part 24 concerning the employer obligations, prohibited acts, DOL procedures and the requirement for prominent posting of notice of Employee Rights at Appendix A to Part 24.

(b) Under this Whistleblower Employee Protection law, as implemented by regulations, NRC contractor and subcontractor employees are protected from discharge, reprisal, threats, intimidation, coercion, blacklisting or other employment discrimination practices with respect to compensation, terms, conditions or privileges of their employment because the contractor or subcontractor employee(s) has provided notice to the employer, refused to engage in unlawful practices, assisted in proceedings or testified on activities concerning alleged violations of the Atomic Energy Act of 1954 (as amended) and the Energy Reorganization Act of 1974 (as amended).

(c) The contractor shall insert this or the substance of this clause in any subcontracts involving work performed under this contract.

### **A.15 OPTION PERIODS - TASK ORDER/DELIVERY ORDER UNDER A GSA FEDERAL SUPPLY SCHEDULE CONTRACT (MARCH 2007)**

The Period of Performance (PoP) for this requirement may extend beyond the Offeror's current PoP on their GSA Schedule. Offerors may submit proposals for the entire PoP as long as their current GSA Schedule covers the requested PoP, or their GSA Schedule contains GSA's "Evergreen Clause" (Option to Extend the Term of the Contract), which covers the requested PoP if/when the option(s) are exercised. Offerors are encouraged to submit accurate/realistic pricing for the requirement's entire PoP, even if the proposed GSA Schedule does not include pricing for the applicable option years, etc.

For proposal evaluation purposes, the NRC assumes that applicable Evergreen Clause Option(s) will be exercised and the NRC will apply price analysis, as applicable. It is in the best interest of the Offeror to explain

major deviations in escalation, proposed in any Evergreen Clause option years. Resulting GSA task/delivery order option years subject to the Evergreen Clause will be initially priced utilizing the same rates proposed under the last GSA-priced year of the subject GSA Schedule. Upon GSA's exercise of the GSA Schedule option year(s) applicable to the Evergreen Clause, the NRC will modify the awarded task/delivery order to incorporate either the proposed pricing for the option years or the GSA-approved pricing (whichever is lower).

It is incumbent upon the Offeror to provide sufficient documentation (GSA-signed schedule, schedule modifications, etc.) that shows both the effective dates, pricing and terms/conditions of the current GSA Schedule, as well as Evergreen Clause terms/conditions (as applicable). Failure to provide this documentation may result in the Offeror's proposal being found unacceptable.

5/1/2008



***Web based Advisory Committee Tracking System (webACTS)***

Statement of Work

May 1, 2008

Prepared By  
***Office of the Advisory Committee on Reactor Safeguards (ACRS)***

5/1/2008

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## **Statement of Work for web based Advisory Committee Tracking System (webACTS)**

### **BACKGROUND**

In the summer of 2007, the office of the Advisory Committee on Reactor Safeguards (ACRS) identified a need for a system that would update the legacy system it uses to track work assignments, products, and the fiscal expenditures. The legacy system named Advisory Committees Tracking System (ACTS) was developed internally in 2004. ACTS is an office productivity tool that supports the day-to-day activities of ACRS including its PMDA Division and the two Technical Branches: Reactor Safety A and Reactor Safety B. Due to hardware and software limitations, as well as the merger of the ACNW&M into the ACRS, the current ACTS system requires a system upgrade.

### **OBJECTIVES**

The objective of this statement of work is to upgrade the current ACTS to a Web based Advisory Committee Tracking System (webACTS). The new webACTS will serve as the automated information management system which supports the daily functions of the administrative and technical staff within ACRS. These functions include the management of the technical work for the two technical branches as well as the management of administrative business functions of the ACRS including travel, training, contracts, budget appropriations, conference room scheduling, meeting schedules and expenditures.

### **SCOPE OF WORK**

ACTS was developed internally in FY 2004 and has been in use within the ACRS/ACNW Office since that time. In FY 2007, while planning for the potential of a 150 percent increase in workload due to the Agency's planning for the review of new reactor licensing applications, the ACRS requested that our technical contractor review the system and identify how the increased workload could be handled within the system. The contractor, based on their knowledge of the committees operation made some recommendations and changes to the overall ACTS system. The most significant recommended change is for the system to be WEB based and supported by an NRC server. Currently the ACRS is working with the Office of Information Systems as well as in the process of procuring the expertise to implement this recommendation. While in this transitional state the current contractor has made system changes so that ACRS business could continue and significant changes, such as the merger of the ACNW&M into ACRS could be accommodated. WebACTS is the concept and when completely done will provide a consistent way to assist in the management and tracking of the daily functions of the ACRS staff including scheduling over 100 public meetings per year. The system contains data items for various office functions and has the capability to capture, re-create, save and archive necessary NRC forms associated with each task. The system contains information subject to the privacy act, but it does not contain classified, confidential or sensitive information. The ability of webACTS to send emails to task key personnel in a timely manner or send reminder *emails based on pre-set*

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dates, will increase the efficiencies in the office.

The following provides brief descriptions of the webACTS functional areas:

**I. Program Management, Policy Development & Analysis (PMDA) Module:**

- Employee/Member/Consultant information (required for travel management)
- Available budget and expenditure for a fiscal year
- Travel authorization and travel claims for Committee members and staff
- External training information for staff including training cost
- Procurement which is used to maintain information of ACRS contracts and bank card purchases
- A Variety of Custom Reports that assist with the management of PMDA functions.

**II. Technical Module:**

- Technical topics addressed by ACRS
- Schedule of Committee meetings – 10 full Committee Meetings, and up to 60 subcommittee meeting
- A Variety of Custom Reports that assist with the management of technical functions.

**III. Management Module:**

- A Variety of Custom Reports for the ACRS Management Team

**IV. Control Panel Module:**

- The ability to administer the system and establishing security for webACTS.

**V. Help/Feedback**

- The ability for the end-users to send issues to the webACTS system administrator

**Technical Requirements for the webACTS are as follows:**

- Software architecture and design using object-oriented methodology for developing an existing client-server application and other Intranet website materials associated with it using Microsoft development tools
- Coding of the interactive ASP.NET portion of the web site including forms
- Database design and data modeling. Writing queries and database commands to interface with SQL Server 2005
- Setting up IIS and web server technologies

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- Testing modules with user groups and incorporating the results in the respective module

## CURRENT ENVIRONMENT

The current NRC operating environment is as follows:

- The project will utilize the NRC's 3-Tier environment which consists of separate development test and production environments. The configuration for each environment consists of a web server and a database server as detailed below:
- Web Servers: Windows 2003 servers with IIS 6.0.
- Database Servers: Windows 2003 with SQL Server 2005

## SCHEDULE OF DELIVERABLES

Deliverables	Due Date
Project Schedule	1 week after Kick-Off Meeting
Project Management Plan	30 days after Task Order startup and month thereafter
Status Report	30 days after Task Order startup and month thereafter
Users Guide	Complete by the User Acceptance Testing start date
Systems Operations Guide	20 days before production deployment
Data Conversion Plan and crosswalk	30 days after Task startup
Test Plan	Complete by the User Acceptance Testing start date
Training Plan	20 days before production deployment
Initial file/DB transfers and set up in the client development/production area	
Database Diagram	Upon User Acceptance and Security Accreditation
Database and all related files	20 days before production deployment
Application files/programming code/forms/images	20 days before production deployment
Application files/programming code/forms/images on CD	20 days before production deployment
Provide initial training to the system owner to set up various software elements	20 days before production deployment
Provide training to user groups	

## SECURITY CERTIFICATION REQUIREMENTS

webACTS is considered to be an "Other" System (as defined by IT Security) and will have to follow the certification requirements specified for an "Other" System. Those requirements will be met under a separate process from this Task Order.

## ORAL BRIEFINGS AND PARTICIPATION IN MEETINGS

Contractor personnel shall attend and participate in regularly scheduled staff, planning and task control meetings as requested. Upon request, the Contractor shall prepare and present oral briefings on progress of work, unique or interesting technical findings, and results of research and presentation of draft conclusions or reports. It is anticipated that meetings may occur bi-weekly initially and taper to an as-needed basis and that up to ten presentations may be necessary. An initial kick-off meeting to introduce the team members will be held when the task order is awarded.

## MONITORING OF FUNDS

Work on this SOW is measured in support hours provided and since the effort is constrained by a fixed budget, the contractor shall monitor and report expenditure of staff hours monthly and shall compare actual monthly expenditures with proposed monthly expenditures outlined in the spending plan. The Government reserves the right to redirect effort within the scope of this task to insure that the product is as usable within the limits of the funds provided.

## PERSONNEL

The desired experience and skills and expected standards of performance are as follows:

A senior programmer (one with over 15 years experience) who is able to communicate, write and develop/maintain the application and has thorough knowledge of the following:

- Dreamweaver CS3 (Interface Design)
- MS ASP.net (programming code)
- SQL 2005 Management Studio (DB Management)
- HTML (Coding)
- Java Scripts (Client-side Validation, add-on components)
- C# (add-on functions, e.g. upload/download and printing forms)
- SQL reporting services (Duplicating forms)
- VB 2005-08 (utilizing SQL Reporting Services)
- Adobe Photoshop (Graphics)
- MS Access programming
- Excellent communications and interpersonal skills
- Competency in managing development efforts (e.g., costs, schedules, and staff) as demonstrated through prior assignments
- Competency in writing user and technical documentation as demonstrated through prior assignments.

## **REPORTING REQUIREMENTS**

The contractor shall update and submit the Project Management Plan and the Project Schedule to cover this task. The Project Schedule will show tasking and sub-tasking, milestones, labor category and/or staff assigned and the project number of hours estimated to complete each task/subtask by staff member. This plan will be maintained in Microsoft Project 2002 or higher format. This plan will be progressed at the above level of detail on a monthly basis for the duration of the task.

The contractor shall provide a Monthly Status Report to the NRC Project Officer and the Contracting Officer by the 15<sup>th</sup> of each month. Each monthly report will include the task order number and task name; the period covered by the report; a summary of the work performed during the reporting period by each individual assigned to work on the project along with the number of hours worked; including appropriate statistics and plans for the next reporting period; problems encountered and the proposed corrective action, and analysis of the impact on other tasks within the scope of the task order; and a status of expenditures under the order for the reporting period, cumulative expenditures to date, funds obligated to date and balance of funds required to complete the order.

## **PLACE OF PERFORMANCE**

Place of performance shall be at NRC Headquarters for the application development, testing, integration and production roll-out and at the contractor site for other staff such as project oversight & writing documentation.

## **TRAVEL**

Travel shall be limited to local travel only.

## **PERIOD OF PERFORMANCE**

The period of performance for this effort begins with task order approval and includes in addition to a base 12 month period, two (2) separate 12 month option periods. However, NRC reserves the right not to exercise any of the option periods. No payment of travel expenses will be made to Contractor for routine travel to and from Agency's location. Contractor shall provide a detailed itemization of expenses as requested by Agency.

## **ESTIMATED LEVEL OF EFFORT**

The contractor will provide services on a fixed priced fully loaded hourly basis. It is estimated that the hours of 1,920 for a 12-month period will be provided by contractor personnel based on assigned tasks.