

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 2

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

BPA NO. NRC-DR-09-08-326

1. DATE OF ORDER: NOV 6 2008		2. CONTRACT NO. (If any) GS23F8150H		6. SHIP TO:	
3. ORDER NO. NRC-T003		4. REQUISITION/REFERENCE NO. 09-08-326T003		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		7. TO:		b. STREET ADDRESS	
a. NAME OF CONTRACTOR DEVA & ASSOCIATES, P.C.		b. COMPANY NAME		c. CITY Washington	
c. STREET ADDRESS 1901 RESEARCH BLVD STE 410		d. STATE DC		e. ZIP CODE 20555	
d. CITY ROCKVILLE		e. STATE MD		f. ZIP CODE 208506120	
9. ACCOUNTING AND APPROPRIATION DATA Attention NRC Accounting Office - See Block 17(b) for appropriation data. DUNS 789017506		10. REQUISITIONING OFFICE CFO		8. TYPE OF ORDER	
11. BUSINESS CLASSIFICATION (Check appropriate box(es))		12. F.O.B. POINT Destination		f. SHIP VIA	
<input checked="" type="checkbox"/> a. SMALL		<input type="checkbox"/> b. OTHER THAN SMALL		<input type="checkbox"/> a. PURCHASE	
<input type="checkbox"/> c. DISADVANTAGED		<input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED		<input checked="" type="checkbox"/> b. DELIVERY	
<input type="checkbox"/> d. WOMEN-OWNED		<input type="checkbox"/> e. HUBZone		REFERENCE YOUR	
<input type="checkbox"/> f. EMERGING SMALLBUSINESS		13. PLACE OF		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.	
a. INSPECTION Destination		b. ACCEPTANCE Destination		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.	
14. GOVERNMENT B/L NO. N/A		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) MAY 6 2008		16. DISCOUNT TERMS 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)
001	Partner/Project Director				\$32,045.40	
002	Manager				\$44,112.00	
003	Senior Accountant				\$53,555.84	
<p>The above labor rates are in accordance with BPA No. NRC-DR-09-08-326 under which this task order was issued.</p> <p>**NOTE TO NRC ACCOUNTING OFFICE** ACCOUNTING AND APPROPRIATION DATA Transfer \$50,334.42 previously obligated under BPA No. NRC-DR-09-08-326 to this task order. B&R No.: 87N-15-5H1358, Job Code: L1965, BOC: 252A, Appropriation No.: 31X0200</p>						

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		\$129,713.24	
SEE BILLING INSTRUCTIONS ON REVERSE		21. MAIL INVOICE TO:				17(h) TOTAL (Cont. pages)	
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		17(i) GRAND TOTAL	
		d. STATE CO		e. ZIP CODE 80235-2230		\$129,713.24	

22. UNITED STATES OF AMERICA
BY (Signature)

Sharon M. Lim

23. NAME (Typed)
Sharon M. Lim
Contracting Officer

TITLE: CONTRACTING/ORDERING OFFICER

ADDITIONAL TASK ORDER TERMS AND CONDITIONS

A.1 CONSIDERATION AND OBLIGATION - LABOR HOURS

- (a) The total not to exceed cost to the Government for full performance of this task order is \$129,713.24.
- (b) The amount of \$50,334.42 will be transferred from the base BPA as the obligated amount for this task order. The contractor shall not exceed this obligated amount at any time.
- (c) It is estimated that the amount currently allotted will cover performance through January 16, 2009.

A.2 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 concurrence 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.

STATEMENT OF WORK
TASK ORDER NO. 3 UNDER
BPA NO. NRC-DR-09-08-326

Title: NRC "As-Is" Business Process Mapping

Project Officer: Ruth Spencer, (301) 415-0569

1.0 BACKGROUND

Office of Management and Budget (OMB) Circular A-123, Management's Responsibility for Internal Control, outlines the Nuclear Regulatory Commission (NRC) management responsibility for establishing and maintaining internal controls to achieve the objectives of effective and efficient operations, reliable financial reporting, and compliance with applicable laws and regulations. NRC management should consistently apply the internal control standards to meet each of the internal control objectives and to assess internal control effectiveness. When assessing the effectiveness of internal control over financial reporting and compliance with Federal financial laws and regulations, management must follow the assessment process contained in OMB Circular A-123, Appendix A. Additionally, the NRC must provide an annual assurance statement on internal control in its Performance and Accountability Report, including a separate assurance on internal control over financial reporting, along with a report on identified material weaknesses and corrective actions.

To meet the requirements of OMB Circular A-123, the NRC has defined the control environment and performed risk assessments to identify the most significant areas within that environment in which to place or improve internal control. Once significant areas were identified, control activities were implemented or redesigned to improve their effectiveness. The NRC is currently in the process of continuous monitoring and testing to identify poorly designed or ineffective controls in order to redesign or improve those controls and to accomplish the periodic OMB reporting requirements.

Appropriate internal control should be integrated into each system established by Agency management to direct and guide its operations. This applies to program, operational, and administrative areas as well as accounting and financial management. The NRC is currently in the process of implementing a new integrated Core Financial System (CFS) to replace the functionality of five legacy financial systems; the Federal Financial System (FFS) core accounting system, the Allotment/Allowance Financial Plan (AAFP) system, the Capitalized Property System (CPS), the Cost Accounting System (CAS), and the License Fee Billing System (FEES). The new CFS will consolidate functions and reduce interfaces necessary to carry out the business activities of the NRC such as license fee billing. The integration of the new CFS will support the NRC planned enterprise architecture and provide for integrated financial management and information across the Agency. The NRC expects the new CFS to address a growing need for better integration of program, financial, and budgetary information to support more efficient and effective management of its major program areas, staff, and organizations. Additionally, the NRC is also implementing an e-Travel system, upgrading its Time and Labor (T&L) system, and implementing a new Budget Formulation System (BFS). The new CFS must interface with the e-travel system for travel obligation, expenditure, and employee trip details; the T&L system to accumulate employee labor hours for fee billing and

cost accounting; and the BFS to provide data for budget execution and comparison analysis of budget to actual data.

2.0 OBJECTIVE

The objective of this task order is to obtain contractor assistance to develop process flow diagrams and supporting spreadsheets for the NRC's OMB Circular A-123 business process areas:

- Fund Balance with Treasury
- Budget Execution
- Payroll
- Procurement
- Disbursements
- Property
- Revenue
- Financial Reporting
- Information Systems

In addition to using the process flow diagrams for continuous internal control monitoring and to update and develop office procedures, the NRC will use the "As-Is" workflow mapping as input for designing the "To-Be" workflow and internal control of the new integrated CFS. As such, the "As-Is" process flow diagrams shall be further identified and grouped by the following financial system functional areas:

1	System User Profile and Security Maintenance
2	Vendor Maintenance
3	General Ledger and External Reporting (SF-224, FACTS I & II, OMB Financial Statements)
4	License Fee Billing
5	Accounts Receivable
6	Funds Control and Budget Execution
7	Reimbursable Agreement Activity
8	Purchasing – Commitment/Obligation
9	Bankcard Management, Account Statement Reconciliation, and Payment
10	Accounts Payable – Commercial Payments
11	Accounts Payable – Inter-agency IPAC Payments
12	Disbursements – Commercial Payments
13	Disbursements – Inter-agency IPAC Payments
14	Travel Accounting
15	Time and Labor Recording and Processing
16	Cost Accounting
17	Payroll Processing
18	Property Accounting and Fixed Assets

3.0 SCOPE OF WORK

The scope of this work will be the identification and mapping of all NRC financial processes, validating existing documentation, where available, and creating documentation where needed. The Contractor shall work with the NRC Project Officer to identify documentation gaps, prioritize processes for completion order, and develop a project plan with due dates for the documentation to be completed.

The Contractor shall review current office policies and procedures, existing system documentation, new system requirements and statement of work, reports from other business process improvement studies, and existing OMB Circular A-123 process narratives/diagrams in order to develop process flow diagrams/spreadsheets for the "As-Is" business processes. The Contractor shall also interview NRC managers and subject matter experts (SMEs) at headquarters and regional offices to gain an understanding of agency operations, program objectives, the current systems environment, and office specific requirements in order to document the "As-Is" business processes.

The scope of this work extends to all NRC managers and SMEs who execute business events, process financial transactions, maintain existing NRC systems, or rely upon financial data from the existing NRC systems in the normal course of business. The Contractor shall provide a detailed workflow analysis of the business processes grouped by the financial system functional areas identified in Section 2.0 of this Statement of Work.

3.1 SPECIFIC TASK REQUIREMENTS

3.1.1 Requirement 1 – Prepare a detailed project plan and interview plan.

This requirement is to develop an overall approach or roadmap for accomplishing the objective of this task and shall include an interview plan for engaging OCFO and Office Managers and SMEs during the performance of work. The Contractor shall meet with the NRC Project Officer and OCFO management and staff, as needed, to ensure the requirements of the task order are fully addressed in the project plan. The Contractor shall work with the NRC Project Officer and OCFO management to prioritize and schedule the process areas to be mapped. The Contractor shall provide a recommendation for completing the work based on a logical flow of information and sequence of events within the business cycle (e.g. appropriation, allowance, commitment, obligation, expenditure, disbursement, reporting). However, the Contractor shall adjust the project plan accordingly to accommodate time constraints and other workload commitments of NRC managers and SMEs. The project plan shall identify the individual tasks, milestones, resources and deliverables required to perform the work under this task order, resulting in a detailed project plan and schedule that will be used for measuring progress.

Deliverables

The Contractor shall deliver a detailed project plan identifying the approach the Contractor shall follow for performing the work under this task. The Contractor shall provide an electronic copy of the project plan to the NRC Project Officer bi-weekly to update accomplishment of tasks, activities, milestones and deliverables.

Deliverable / Action	Due Date
Review existing A-123 process narratives and diagrams (to be provided at TO award)	Prior to kick-off meeting.
Draft Project Plan and Interview Plan	10 business days after the Task Order kick-off meeting.
Final Project Plan and Interview Plan	2 business days after receiving comments on the draft from the NRC

Deliverable / Action	Due Date
	Project Officer.
Project Plan Updates	Bi-weekly, with the first update due two weeks after the Final Project Plan is submitted

3.1.2 Requirement 2 – Develop workflow mapping of the NRC “As-Is” business processes.

The Contractor shall provide qualified personnel to complete the task requirements of developing process flow diagrams/spreadsheets for the NRC “As-Is” business processes and shall perform the following tasks:

- Review existing office procedures, OMB Circular A-123 assessment narratives, reports from previous business process improvement studies, system documentation, and the new CFS Statement of Work and requirements documentation for each financial system functional area prior to the development of the process flow diagrams. The NRC Project Officer and NRC managers and process owners will provide the Contractor with all existing documentation on the financial processes being documented as a point of reference;
- Coordinate with the NRC Project Officer regarding the conduct of meetings with business process owners, managers, and SMEs who perform financial business events and/or record financial transactions in the legacy financial systems for each financial system functional area and identify at the transaction level the processes requiring flow diagrams;
- Interview existing system owners to ensure all automated processes are documented in the process flow diagrams;
- For all interviews, develop notes for documentation and follow-up validation of results prior to the development of process flow diagrams;
- Develop a standardized format for documenting each process flow diagram using Microsoft Visio and supporting spreadsheets using Microsoft Excel. The NRC Project Officer shall approve the format prior to completion of the draft process flow diagrams. The format shall be developed for ease of use and future updating by NRC staff;
- For each “As-Is” process identified that requires a flow diagram, document the process from initial authorization, to processing/recording, reviewing, documenting, to final approval of the business event and/or transaction;
- For each “As-Is” process identified that requires a flow diagram, document all manual and system functions performed from the initial authorization to final management approval of the business event and/or financial transaction;
- Provide recommendations for process revision or re-engineering in order to improve internal control in the existing system as well as for the design of the new CFS;
- All “As-Is” process flow diagrams shall be in Visio chart form accompanied by an Excel spreadsheet describing the process (e.g. activity description, owner, system that supports the process) in more detail to support the chart.

Deliverables

The Contractor shall submit to the NRC Project Officer for review the "As-Is" process flow diagrams/spreadsheets for each financial system functional area as they are completed. The Contractor shall prepare a final report that combines all of the processes by financial system functional area with a further roll up to the Circular A-123 process area, as identified in Section 2.0 of this Statement of Work.

Deliverable / Action	Due Date
Draft "As-Is" workflow map and process narrative for each identified process and grouped by each financial system functional area identified in Section 2.0 of this Statement of Work.	10 business days after completion of NRC manager and SME interviews. Note: Since due dates for the draft process flow diagrams depend on the availability of NRC managers and SMEs, the NRC Project Officer and Contractor will adjust the due dates, as needed, during the performance of the task.
Final "As-Is" workflow map and process narrative for each identified process and grouped by each financial system functional area identified in Section 2.0 of this Statement of Work.	3 business days after receiving comments on the draft process flow diagrams from the NRC Project Officer.
Final NRC "As-Is" Business Process Report.	10 business days after the NRC Project Officer approves the last of the final "As-Is" flow diagram deliverables submitted by the Contractor.

4.0 ACCEPTANCE CRITERIA

The report deliverables shall provide sufficient detail to ensure completeness, consistency, correctness, and accuracy of the work performed. All deliverable products shall be grammatically correct and contain correct spelling. All technical and financial terms shall be clearly defined to be understood by all readers. All final deliverable products shall be approved in writing by the NRC Project Officer or designated representative(s).

5.0 MEETINGS AND TRAVEL

5.1.1 Initial Task Order Meeting

For tasks identified in Section 3.0 above, the Contractor shall participate in an initial meeting no later than five (5) business days after award. The purpose of the meeting is to review and discuss the OCFO's goals for the task order and to establish Contractor/NRC communications and the reporting framework for the task order. Further, discussion shall include the corresponding meetings with the NRC managers and SMEs and deliverables as identified in Section 3.0 above. Internal NRC documents will be coordinated during this meeting.

6.1.2 Status Meetings

To monitor the performance of the tasks identified in Section 3.0 above, the Contractor shall be expected to attend periodic status meetings to be conducted, at a minimum, on a bi-weekly basis. Dates and times of status meetings will be

mutually agreed upon by the NRC Project Officer and Contractor. Status meetings will be held at the NRC Headquarters in Rockville, MD.

6.1.3 Travel

For Tasks identified in Section 3.0 above, the Contractor shall complete work associated with these tasks at the Contractor's own facilities and/or NRC Headquarters in Rockville, MD. Arrangements will be made to talk to Regional staff through teleconferencing or on their scheduled visits to NRC Headquarters.

6.0 GOVERNMENT FURNISHED MATERIALS AND EQUIPMENT

For Tasks identified in Section 3.0 above, to facilitate the work to be performed, the NRC will, upon request, provide the Contractor with any and all materials documenting OMB Circular A-123 reviews; current application systems, processes, and requirements; new CFS statement of work and requirements; and will provide access to Government and other Contractor personnel as required.

7.0 PERIOD OF PERFORMANCE

The period of performance is 6 months from the date of task order award.