UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D.C. 20555-0001

OCT 15 2007

OAO Corporation
2277 Research Boulevard
Mailstop 4G ATTN: Joyce L. Lambert
Rockville, MD 20850

SUBJECT: TASK ORDER NO.13 ENTITLED "ADAMS", UNDER DELIVERY ORDER NO. DR-33-07-358

Dear Ms. Lambert:

In accordance with Section C.27 entitled "Task Order Procedures," of the subject delivery order, this letter hereby definitizes Task Order 13. This effort shall be performed in accordance with the enclosed Statement of Work and OAO Corporation's cost estimate dated, September 18, 2007, which is made a part hereof of this order.

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

[redacted] - Project Manager

The Contractor agrees that such personnel shall not be removed from the effort under the task order without compliance with the Key Personnel Clause (2052.215-70) of the delivery order.

Task Order No. 13 shall be in effect from September 26, 2007, through September 25, 2008, with a total cost ceiling of $903,754.44.

This Task Order No. 13 obligates funds in the amount of $903,754.44. The obligated amount shall, at no time, exceed the task order cost ceiling. 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 task order. Any work undertaken by the Contractor in excess of the obligated amount specified above is done so at the Contractor's risk.

Your contacts during the course of this task order are:

Technical Matters: Harry Kromer - (301) 415-6817
Wil Madison - 301-415-7221

Contractual Matters: Richard Bright - (301) 415-8086

ADM002

TEMPLATE - ADM001

SUNSI REVIEW COMPLETE NOV 25 2008

*ACCOUNTING AND APPROPRIATION DATA Task Order No. 13 is as follows:

B&R: 710-15-5G1-348 JC: J1017 BOC: 252A APPN: 31X0200.710 COM: 10770939C
$171,754.44
B&R: 710-15-FG1-348 JC: J1017 BOC: 2574 APPN: 31X0200.710 COM: 10770688C
$180,000.00
B&R: 710-15-5G1-348 JC: J1017 BOC: 252A APPN: 31X0200.710 COM: 10770760C
$210,000.00
B&R: 710-15-5G1-348 JC: J1250 BOC: 252A APPN: 31X0200.710 COM: 10770897C
$250,000.00
B&R: 710-15-5G1-344 JC: ~~X~~P2413 BOC: 2574 APPN: 31X0200.710 COM: 10770885C
$92,000.00

*ADMINISTRATIVELY TRANSFERRED FUNDS FROM BASE CONTRACT

The issuance of this task order does not amend any terms or conditions of the subject delivery order.

Please indicate your acceptance of this task order by having an official who is authorized to bind your organization, execute three copies of this document in the spaces provided below and return two copies to the Contract Specialist. You should retain the third copy for your records. If you have any questions regarding the subject task order, please contact Richard Bright, Contract Specialist on (301) 415-8086.

Sincerely,

Eleni Jernell, Contracting Officer
Contract Management Branch No. 3
Division of Contracts
Office of Administration

ACCEPTED: Joyce L Lambert

Joyce L. Lambert
NAME

CONTRACTS
TITLE

10/23/2007
DATE

Task Order 13	ADAMS	BASE YEAR RATE	BASE YEAR HOURS	BASE YEAR AMOUNT
	OFF-SITE			
010	010 Program Manager	[redacted]	-	$0.00
020	020 Project Manager	[redacted]	[redacted]	[redacted]
030	030 Quality Assurance Manager	[redacted]	-	$0.00
050	050 Principal BPR Specialist	[redacted]	-	$0.00
060	060 Senior BPR Specialist	[redacted]	-	$0.00
070	070 Principal Systems Architect	[redacted]	-	$0.00
080	080 Senior Systems Architect	[redacted]	-	$0.00
090	090 Principal Information Engineer	[redacted]	-	$0.00
100	100 Senior Information Engineer	[redacted]	[redacted]	[redacted]
110	110 Senior Functional Analyst	[redacted]	[redacted]	[redacted]
130	130 Systems Analyst 5	[redacted]	[redacted]	[redacted]
140	140 Systems Analyst 4	[redacted]	[redacted]	[redacted]
150	150 Systems Analyst 3	[redacted]	-	$0.00
160	160 Systems Analyst 2	[redacted]	-	$0.00
170	170 Systems Analyst 1	[redacted]	-	$0.00
210	210 Computer Programmer 7	[redacted]	-	$0.00
220	220 Computer Programmer 6	[redacted]	-	$0.00
230	230 Computer Programmer 5	[redacted]	-	$0.00
240	240 Computer Programmer 4	[redacted]	-	$0.00
250	250 Computer Programmer 3	[redacted]	-	$0.00
251	251 Computer Programmer 2	[redacted]	-	$0.00
260	260 Support Specialist 6	[redacted]	[redacted]	[redacted]
270	270 Support Specialist 5	[redacted]	-	$0.00
280	280 Support Specialist 4	[redacted]	-	$0.00
290	290 Support Specialist 3	[redacted]	-	$0.00
310	310 Engineer 5	[redacted]	-	$0.00
320	320 Engineer 4	[redacted]	-	$0.00
350	350 Sr Computer Security Specialist	[redacted]	-	$0.00
360	360 Computer Security Specialist	[redacted]	-	$0.00
370	370 Operations Manager	[redacted]	-	$0.00
430	430 Communications Network Engineer	[redacted]	-	$0.00
520	520 Apps Systems Analysis and Program Manager	[redacted]	-	$0.00
530	530 Apps Systems Analysis and Program Sup	[redacted]	[redacted]	[redacted]
540	540 Apps Systems Analyst/Programmer - St Spec	[redacted]	[redacted]	[redacted]
550	550 Apps Systems Analyst/Programmer - Lead	[redacted]	-	$0.00
560	560 Telecommunications/Internetworking Designer	[redacted]	-	$0.00
570	570 Network Planner	[redacted]	-	$0.00
580	580 Network Operations Specialist	[redacted]	-	$0.00
590	590 Telecommunications Engineer - Senior	[redacted]	-	$0.00
600	600 Telecommunications Engineer - Inter	[redacted]	-	$0.00
610	610 Telecommunications Systems Analyst	[redacted]	-	$0.00
620	620 Network Controller	[redacted]	-	$0.00
630	630 Telecommunications Engineer/Analyst	[redacted]	-	$0.00
640	640 Network Control Technician	[redacted]	-	$0.00
650	650 Telecommunications Analyst/Tech-Senior	[redacted]	-	$0.00
700	700 Documentation Specialist	[redacted]	-	$0.00
710	710 Documentation Coordinator	[redacted]	-	$0.00
720	720 Technical Expert - Level 4	[redacted]	-	$0.00
730	730 Technical Expert - Level 3	[redacted]	-	$0.00
740	740 Technical Expert - Level 2	[redacted]	[redacted]	[redacted]
750	750 Technical Expert - Level 1	[redacted]	[redacted]	[redacted]
760	760 Information Services Consultant	[redacted]	-	$0.00
	ON-SITE			
105	105 Senior Information Engineer Onsite	[redacted]	-	$0.00
265	265 Support Specialist 6 Onsite	[redacted]	-	$0.00
275	275 Support Specialist 5 Onsite	[redacted]	-	$0.00
285	285 Support Specialist 4 Onsite	[redacted]	-	$0.00
525	525 Apps Systems Analysis and Program Manager Onsite	[redacted]	-	$0.00
535	535 Apps Systems Analysis and Program Sup Onsite	[redacted]	-	$0.00
545	545 Apps Systems Analyst/Programmer - St Spec Onsite	[redacted]	-	$0.00
555	555 Apps Systems Analyst/Programmer - Lead Onsite	[redacted]	-	$0.00
715	715 Documentation Coordinator Onsite	[redacted]	-	$0.00
745	745 Technical Expert - Level 2 Onsite	[redacted]	-	$0.00
	TOTAL	[redacted]	[redacted]	$903,754.44

Task Order 13 **Agencywide Documents Access and Management System (ADAMS) Operations and Maintenance**

A. Background

The NRC generates many documents as products of its regulatory activities. Some of these documents come from licensees, the public, and other external sources while the rest originate from the NRC staff. To help manage its large document collection, the NRC implemented the Agencywide Documents Access and Management System (ADAMS). NRC first deployed ADAMS in February 1999 using Commercial off-the-shelf (COTS) products. Roughly thirty customizations were made to the COTS products to meet NRC-specific requirements. Since that time, NRC has added many improvements to stay current with COTS product updates, accommodate new requirements, correct software errors, and add a web-based search tool for finding and retrieving documents. NRC developed ADAMS according to the NRC Project Management Methodology (PMM) but with a focus on utilizing the FileNet suite of Commercial Off-the-Shelf (COTS) products integrated with Documentum's ForeMost records management product to provide the bulk of the ADAMS functional requirements.

ADAMS provides:

·*Library management services – document profiling (metadata), check-in, check-out, document security, and version control;*

·*Records management services – managing documents declared as NRC Official Agency Records (OAR) according to government standards;*

·*Public access to NRC records – making appropriate documents available to the public through the world wide web, and;*

·*Document search – assist users (staff and the public) with finding and retrieving documents of interest.*

ADAMS is an integral part of several major applications/systems that exist to support vital NRC business processes and procedures. This task order provides support for the operations and maintenance of the NRC electronic document collections and its associated interfaces.

B. Scope

The scope of this task order provides comprehensive support for the, analysis, development, project management, configuration management and change control for ADAMS and Foremost operations, maintenance, and IT planning activities. These efforts include but are not limited to the following:

- Ensure that Contractor resources are available to respond to urgent application and configuration problems.
- Provide release management, general and release-based emergency maintenance, operational support for the applications (COTS and custom) and make routine and ad hoc preventative and corrective changes to any of the components that comprise these systems.

Task Order 13 **Agencywide Documents Access and Management System (ADAMS) Operations and Maintenance**

- Provide support for configuration management and change control. This support includes analysis, development of requirements, detailed designs, business processes, system processes, and procedures for the associated applications and technical components which support or are dependent on NRC document and records management processes and procedures.

- Provide project analyst support.

- Provide operations and maintenance procedure development and business process improvement support.

- Provide contingency planning support.

- Provide configuration management and project management support. Ensure that all system modifications are accomplished according to plan within specified time limits, cost constraints and acceptable risk parameters. Alignment must be achieved for the actual content, scope and dates of completion for each release and configuration modifications. All scopes, schedules, budgets, risks and how the projects will be conducted and integrated must be agreed to.

The components covered under this task order include the following 11 items:

1. Document management services (internal, public, and remote/mobile users)
2. Publishing services
3. Web and search services
4. Records management services
5. COTS vendor release implementation services
6. Custom code maintenance services
7. System interfaces
8. System interactions
9. PMM documentation development
10. PMM documentation maintenance
11. Project Management Support

The Contractor shall provide general, release-based and emergency management and maintenance support of the ADAMS application software, files, databases, and hardware configuration, as defined by the NRC's PMM.

C. Statement of Work

The Contractor shall handle all roles in the PMM for general and release-based management and emergency maintenance except for that of Overall Project Manager and the Configuration Control Board. However, the NRC Task Order Manager (TOM) shall set priorities and approve changes.

1. ADAMS 4.x Operations and Maintenance Support

Task Order 13 **Agencywide Documents Access and Management System (ADAMS) Operations and Maintenance**

The custom ADAMS application requires ongoing maintenance and support. As technologies throughout the agency change there are instances that require the attention of developers to diagnose system anomalies to ensure the ADAMS system remains operational.

The Contractor shall be responsible for making necessary changes to ensure that identified problems with a system/module are corrected and the system is returned to production in the shortest amount of time possible.

Maintenance Requests:

The NRC TOM/client shall notify the Contractor of system maintenance requests using the Rational ClearQuest change request system, in accordance with the Delivery Order, Statement Of Work, Section C.3, Subsections 3.1 "Maintenance" and 3.2 "Maintenance Change Request Process." The Contractor shall follow the procedures contained in the "OIS Application Change Request System Guide using Rational ClearQuest" to document all maintenance work performed and completed. The Contractor shall attend, as required, occasional meetings with the NRC TOM at the NRC office to discuss significant maintenance issues.

The Contractor shall provide on-going / on demand technical support and maintenance beyond that covered under the vendor Annual Licensing Agreements for ADAMS COTS Products (FileNET, Convera, Foremost TruArc). Maintenance includes providing support in the following areas for existing FileNET/ADAMS Libraries and any new applications developed during the period of performance of this order:

- Providing the full maintenance spectrum for the applications, custom code, patches, new release installations, corrections, emergency and non-emergency on-site support as needed.
- Custom Code maintenance due to changes in the environment (Operating System, New releases, patches, problem corrections, etc).
- Answering and responding to questions on application operation or on associated system problems, troubleshooting.
- Making modifications for configuration or custom code changes, and implementing modifications as recommended by the contractor or requested by the NRC project manager or the designated NRC representative.
- Implementing any associated releases, patches, and product upgrades
- Evaluation of situations and recommendations of potential solutions, including but not limited to new hardware.

2. ADAMS 4.x Development Activities

Several development activities are anticipated in order to enhance current ADAMS and facilitate transition of the ADAMS 4.x technologies to the Next Generation ADAMS system. These changes will be approved on an as needed basis through the ADAMS User Advisory Group (UAG) and Engineering Review Board (ERB). The contractor is expected to perform the following duties:

-Provide estimates for cost and effort on a per change request basis including:

1. custom code analysis
2. regression, data integrity, and integration testing
3. impact analysis of changes
4. hardware needs analysis

- Full software lifecycle development of approved changes from analysis to production deployment and subsequent operations and maintenance

3. Change Control and Configuration Management

ADAMS change control and configuration management (CM) process is used to ensure that the enterprise system is properly tested and configured before its implementation. The NRC is modernizing IT systems. The OIS organization operates and maintains the systems. It manages the acquisition, accepts, and transitions the systems to operation and maintenance. Each system modification is accomplished through the ADAMS change and configuration management process. This process involves extensive use of the Rational Tool Suite. The work tasks to be accomplished in support of configuration management include, but are not limited, to the following:

A. Support ADAMS Configuration Management Strategy

- Manage requirements—Adopt and adhere to a systematic approach to requirements management by finding, documenting, organizing, and tracking a system's changing requirements.

- Manage Design and development—Adopt and adhere to a systematic approach to system modifications and release management through organizing, developing, documenting and tracking system design specifications

- Project support duties—Includes, but is not limited to, the following:

  - Maintain and update project plans as they are revised (project plans are the what is to be done and how, documentation, which can also be referred to as the project charter or plan (as is the case in the PMM Framework) depending upon the constructs of the document.) This is typically a textual (Word) document supported by graphics as appropriate.
  - Maintain and update integrated project schedules. (This is the Microsoft Project file that depicts tasks to be completed, duration, start, finish, resources assigned, predecessors, and completion status. Sometimes it is beneficial to include other information, such as a WBS structure or Metasystem Process IDs. A Gantt Chart view may also be used for presentation purposes.)

  - Maintain and update aggregated project cost and expense tracking (includes budget information, allocated and authorized funds, and expended funds reporting). (This is an Excel Spreadsheet that depicts the monies levied against specific processes for which there are issues and/or requirements that must be addressed.) Create, maintain and update (business driven) Gap Issues and Requirements Database. The issues and requirements will be updated with additional analysis information, parties assigned for resolution, and ultimately the status of each through completion.

- Assist to facilitate resolution to appropriate project management issues (issues tracking, earned value management and reporting).

- Publish updates to project plans, project schedules, project costs and expenses, issues and requirements, and project issues reports. (As an integrated briefing package, this should typically include the updating of the project's book or some other prepared briefing deck.)

- Develop and prepare, but not necessarily present, status and progress reports at the stakeholder, program, senior, and executive management level, including a dashboard presentation. (Graphical formats that can be developed in PowerPoint presentations, Visio diagrams, textual word documents, for example, and that will be custom to the needs of the presentation.)

B. Perform ADAMS Management Controls

In addition to appropriate continuation of the above tasks and services, MD 2.8 dictates the overall process for project management, as well as configuration and change management to the underlying IT infrastructure at the agency. The PMM requires a series of documents to be developed throughout the overall process.

- Requirements Analysis: Documents the needs that the proposed technology will meet and the potential impact the new technology may have on the existing environment.
- Detail System Requirements Specifications Document: Documents the business or technological needs of the customer.
- System Design Document: Transforms the defined requirements into design specifications for the new technology or to make changes to existing technologies that will guide the work of the development phase.
- New Technology Development Activities: Develops the new technology. Prerequisites for this are the completion of the detail design and the approval for the risk assessment document.
- Acceptance Test: To prove that the developed technology satisfies the requirements defined. Another objective is to perform an integrated test function as specified by the design parameters.
- Integration: Assist in the resolution of all problems between the new technology and the production operational environment (POE) to ensure that the new technology is reliable and has the lowest possible support cost.
- Operational Test: To prove that the developed technology is operationally stable, fully integrated into the POE, the supporting processes and procedures are in place to operate and maintain the technology, and personnel are trained and capable of operating and maintaining the technology.
- Transition into the POE: To ensure that all support processes and personnel are in place and prepared to support the new technology.
- Implementation and Training: Communicate the changes and train affected staff in new/changed procedures.
- Operation and Support: Monitor and refine the new technology to ensure that it continues to meet the requirements.
- Decommissioning: End the operation or the technology in a planned, orderly manner and ensure that system components and data are properly archived or incorporated into other technologies.

3. Maintain ADAMS Steady-State Operability

In addition to appropriate continuation of the above tasks and services, compliance with the requirements and expectations of OMB Circular A-130, "Management of Federal Information Resources," is primarily concerned with the control and operations/evaluations phases of CPIC as discussed below.

- Operations and Evaluation Phase
  - Implement performance and return on investment measurements and reports.
  - Transfer responsibility for operations, support, and maintenance from the development team to a full production operations and support team.
  - Continue to plan, obtain, and authorize maintenance funding until the investment is decommissioned.
  - Arrange for ongoing support for the IT investment and continue to ensure that changes and upgrades are documented and placed under configuration management.
  - Participate in configuration control board (CCB) activities and exercise change control such that the system continues to meet its requirements for function and performance.
  - Conduct regression test requirements and test security controls after any system modification.
  - Conduct a lessons learned review 6 months after the transfer from development to full production.
  - Determine when a system is to be decommissioned and execute the decommissioning project. Decommissioning occurs when there is no longer a business need or justification for the costs of the system. Remove all of the IT investment's unique software and hardware from the production operating environment.

D. Administration

Security Clearance

Contractor personnel shall obtain a security clearance at the established level necessary to allow Contractor personnel to proceed unescorted to the designated place of work within NRC facilities.

Oral Briefings and Participation in Meetings

Contractor personnel shall attend and participate in regularly scheduled staff, planning, and task control meetings, as required. Upon request, the Contractor shall prepare and present oral briefings on progress of work, unique or interesting technical findings, results of research, and presentation of draft conclusions or reports.

Task Order 13 **Agencywide Documents Access and Management System (ADAMS) Operations and Maintenance**

Hours of Duty

The work hours for this task are from 08:00 hours through 16:30 hours, Monday through Friday, excluding Government holidays.

Planned/Emergency Absences

The Program Manager will notify the NRC TOM when Contractor staff is on extended planned absences or away from the area. The Contractor shall provide a substitute individual whenever possible so that the project will not suffer any undue delays.

Monitoring of Funds

Since work on this task is measured in support hours provided and the effort is constrained by a fixed budget, the Contractor shall monitor and report expenditure of staff hours biweekly and shall compare actual monthly expenditures with proposed monthly expenditures outlined in the spending plan and in accordance with OMB EVM requirements. The Government reserves the right to redirect effort within the scope of the tasks to insure that the product is as usable, within the limits of the funds provided.

Acceptance of Work

The NRC reserves the right to negotiate additional work in the event such requirements become necessary. The NRC will notify the Contractor of its intent to exercise this option in writing.

Place of Performance

Work shall be performed primarily at the NRC in the One White Flint North and the Two White Flint North buildings in provided space.

Expertise/Skills

All staff performing activities directly related to the maintenance of the ADAMS software solutions must have appropriate levels of experience with FileNET Panagon software, Visual Basic, TSM (formerly ADSM), Windows XP, Windows 2000 and 2003 Server, SQL Server, and other software foundations required to maintain the ADAMS solution. The Contractor shall have knowledge of Convera RetrievalWare administration wizards to generate system configuration files, define libraries, generate document parsers, index data into libraries, and perform text and fielded searches over the newly indexed libraries. The Contractor shall also have knowledge of RetrievalWare from an architectural perspective and understanding of its capabilities with a focus on integration and customization. In addition, the Contractor shall have knowledge of RetrievalWare API programming and demonstrated ability to design GUI features, argument passing, standard list handling for all calls, standard status code returns, and error handling.

All staff performing other tasks, subtasks, and elements of subtasks will have appropriate skills to conduct the tasks as determined by the NRC TOM.

The Contractor shall provide the following skills:

- fundamental understanding of professional project management discipline
- high-level skills in the use of the following Microsoft Office 2003 tools:
  - Project
  - Access
  - Word
  - Excel
  - PowerPoint
  - Visio

- Programming Skills:
  1. Ability to review and understand legacy code
  2. Ability to design, develop, test, and deliver code based on change requests for a production system
  3. Ability to integrate with legacy applications
  4. Knowledge of Microsoft .NET platform
  5. Knowledge of Microsoft 2000/2003 server platforms
  6. Knowledge of Microsoft Outlook 2007 platform
  7. Knowledge of Microsoft IIS Web Server

- Rational Skills:
  1. Knowledge of Rational Product Suite for use with software development including:
  2. Clear Case
  3. Clear Quest
  4. Test Manager
  5. Other Rational Suite Products
- Convera Skills:
  - Knowledge of Convera RetrievalWare 7.x products.
- Knowledge or ability to understand RetrievalWare's Proprietary CGI Web Macro language

Convera skills are desired, but not required, skill and training may be required to support the configuration control and change management process.

Secondary Skills

In addition, Contractor personnel must work well with others and take direction easily.

E. Deliverables

Deliverables shall include the following:

- A project plan that shall contain the schedule of activities, tasks, milestones, and staffing for each system modification, development effort or support activity.
- A spending plan outlining expected expenditures for each system modification, development effort or support activity, by month.
- All required configuration management documentation for each system modification, development effort or support activity will include written and electronic copies.

F. Task Order Manager

The manager for this task order is Wil Madison, (301) 415-7221.