



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.5 ENTITLED "Fee Program Systems", 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 5. 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:

██████████ 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. 5 shall be in effect from September 26, 2007, through September 25, 2008, with a total cost ceiling of \$456,431.70.

This Task Order No. 5 obligates funds in the amount of \$170,157.02. 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  
Christine Hite - 301-415-8191

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

TEMPLATE - ADM001

SUNSI REVIEW COMPLETE

NOV 25 2008

ADM002

\*ACCOUNTING AND APPROPRIATION DATA Task Order No. 5 is as follows:

B&R: 77N-15-5H1-367 JC: N7053 BOC: 2574 APPN: 31X0200.77N COM: RQ700700046  
\$40,157.02

B&R: 77N-15-5H-1367 JC: J7014 BOC: 2574 APPN: 31X0200.77N COM: RQ700700045  
\$130,000.00

\*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 5 Fee Program Systems		BASE YEAR RATE	BASE YEAR HOURS	BASE YEAR AMOUNT
<b>OFF-SITE</b>				
010	010 Program Manager		-	\$0.00
020	020 Project Manager		-	\$0.00
030	030 Quality Assurance Manager		-	\$0.00
050	050 Principal BPR Specialist		-	\$0.00
060	060 Senior BPR Specialist		-	\$0.00
070	070 Principal Systems Architect		-	\$0.00
080	080 Senior Systems Architect		-	\$0.00
090	090 Principal Information Engineer		-	\$0.00
100	100 Senior Information Engineer		-	\$0.00
110	110 Senior Functional Analyst		-	\$0.00
130	130 Systems Analyst 5		-	\$0.00
140	140 Systems Analyst 4		-	\$0.00
150	150 Systems Analyst 3		-	\$0.00
160	160 Systems Analyst 2		-	\$0.00
170	170 Systems Analyst 1		-	\$0.00
210	210 Computer Programmer 7		-	\$0.00
220	220 Computer Programmer 6		-	\$0.00
230	230 Computer Programmer 5		-	\$0.00
240	240 Computer Programmer 4		-	\$0.00
250	250 Computer Programmer 3		-	\$0.00
251	251 Computer Programmer 2		-	\$0.00
260	260 Support Specialist 6		-	\$0.00
270	270 Support Specialist 5		-	\$0.00
280	280 Support Specialist 4		-	\$0.00
290	290 Support Specialist 3		-	\$0.00
310	310 Engineer 5		-	\$0.00
320	320 Engineer 4		-	\$0.00
350	350 Sr Computer Security Specialist		-	\$0.00
360	360 Computer Security Specialist		-	\$0.00
370	370 Operations Manager		-	\$0.00
430	430 Communications Network Engineer		-	\$0.00
520	520 Apps Systems Analysis and Program Manager		-	\$0.00
530	530 Apps Systems Analysis and Program Sup		-	\$0.00
540	540 Apps Systems Analyst/Programmer - St Spec		-	\$0.00
550	550 Apps Systems Analyst/Programmer - Lead		-	\$0.00
560	560 Telecommunications/Internetworking Designer		-	\$0.00
570	570 Network Planner		-	\$0.00
580	580 Network Operations Specialist		-	\$0.00
590	590 Telecommunications Engineer - Senior		-	\$0.00
600	600 Telecommunications Engineer - Inter		-	\$0.00
610	610 Telecommunications Systems Analyst		-	\$0.00
620	620 Network Controller		-	\$0.00
630	630 Telecommunications Engineer/Analyst		-	\$0.00
640	640 Network Control Technician		-	\$0.00
650	650 Telecommunications Analyst/Tech-Senior		-	\$0.00
700	700 Documentation Specialist		-	\$0.00
710	710 Documentation Coordinator		-	\$0.00

720	720 Technical Expert - Level 4		-	\$0.00
730	730 Technical Expert - Level 3		-	\$0.00
740	740 Technical Expert - Level 2		-	\$0.00
750	750 Technical Expert - Level 1		-	\$0.00
760	760 Information Services Consultant		-	\$0.00
<b>ON-SITE</b>				
105	105 Senior Information Engineer Onsite		-	\$0.00
265	265 Support Specialist 6 Onsite		-	\$0.00
275	275 Support Specialist 5 Onsite		-	\$0.00
285	285 Support Specialist 4 Onsite		-	\$0.00
525	525 Apps Systems Analysis and Program Manager Onsite		-	\$0.00
535	535 Apps Systems Analysis and Program Sup Onsite		-	\$0.00
545	545 Apps Systems Analyst/Programmer - St Spec Onsite		-	\$0.00
555	555 Apps Systems Analyst/Programmer - Lead Onsite		-	\$0.00
715	715 Documentation Coordinator Onsite		-	\$0.00
745	745 Technical Expert - Level 2 Onsite		-	\$0.00
<b>TOTAL</b>				<b>\$456,431.70</b>

**A. Background**

The NRC is required to recover a major portion of its annual budget. To implement this requirement under the Independent Offices Appropriation Act of 1952 (IOAA) and the Omnibus Budget Reconciliation Act of 1990 (OBRA 90), as amended, the NRC assesses two types of fees. Fees are recovered as established in 10 CFR Part 170, "Fees for Facilities, Materials, Import and Export Licenses, and Other Regulatory Services under the Atomic Energy Act of 1954, as Amended," and 10 CFR Part 171, "Annual Fees for Reactor Licenses and Fuel Cycle Licenses, Including Holders of Certificates of Compliance; Registrations; and Quality Assurance Program Approvals and Government Agencies Licensed by the NRC."

The Office of the Chief Financial Officer (OCFO) administers components of the fee collection process through use of automated key processes. The fee systems are comprised of a number of subapplications which often require perfective maintenance and/or enhancement for use in determining payments owed to the NRC. These applications share data and reside on various platforms. Source data are obtained via interfaces with various client server systems and other mainframe systems. The mainframe applications are written in the COBOL programming language and utilize a DB2 database. The PC/LAN applications are written in the Clipper programming language and utilize a dBase database. The primary function of these applications is to gather reporting data and generate invoices to licensees for annual fees and various services, which include new licensing approvals, licensing amendments, topical reports, and inspections. Additional functionality includes the tracking of new small material licensing application fee payments.

The fee systems provide daily financial billing and collection data to the Federal Financial System (FFS/DOI) in support of the Agency's financial statement. Use of these automated application systems provide data to support the NRC's strategic plan and other Federal financial requirements. Information provided by these systems also supports monthly reports and year-end closing.

**B. Objective**

The objective of this task order is to obtain skilled personnel to perform scheduled and corrective maintenance and to provide operational support. The fee systems must remain stable and supportable, continuing to function satisfactorily in an evolving, expanding business, user, and operational environment.

**C. Scope**

The Contractor shall perform corrective, adaptive, and perfective maintenance for the legacy applications listed below (systems to be serviced), in accordance with technical direction from the NRC TOM following guidance provided in the NRC PMM and the RUP, adhering to configuration management (CM) rules, and utilizing the CM Library (Rational Suite Enterprise) as the source for application baselines.

**Task Order 5****FEES Program Systems**

The Contractor shall also perform operational support tasks for the application systems listed below, following guidance provided by the NRC TOM or designated alternate.

**D. Statement of Work**

Individual efforts required of the Contractor shall be to provide operational support for agency applications in the form of data support, report generation, and production support, as defined in the subparagraph entitled, "Operational Support," listed below.

The Contractor shall also produce the necessary documentation of work performed as defined in F, "Work Effort Reporting," listed below.

1. Systems to Be Serviced

<b>System Name</b>	<b>System Number</b>	<b>System Acronym</b>	<b>Software</b>	<b>Platform</b>
License Fee Reports System	1289	FEES	COBOL, DB2, ISPF, QMF, FTP	NIH Mainframe
Material Annual Fees System	1281	MATANN	COBOL, DB2, ISPF, QMF, FTP	NIH Mainframe
Material Licensing Database and Tracking System	3506	MATSYS	Clipper, UI, dBase, Blinker	PC/LAN
Fees File Transfer Process	9778	FEESFTP	Clipper, UI dBase, Blinker, Delphi	PC/LAN
Facilities Inspection Fees System	3507	FACFEES	Clipper, UI, dBase, Blinker	PC/LAN
PC Materials Annual Fees System	9779	PC-MATANN	Clipper, UI, dBase, Blinker	PC/LAN
Fees License Billing System	3592	FEESLBS	Clipper, UI, dBase, Blinker	PC/LAN
Materials Review System	3543	MATREV	Clipper, UI, dBase, Blinker	PC/LAN
Fees Yearly Setup System	9779	FEESSET (sub-component of PC/MATANN)	Clipper, UI, dBase, Blinker	PC/LAN
General Licensee (GL) Billing Utility	9779	sub-component of PC/MATANN	MS Access	PC/LAN

**Task Order 5****FEES Program Systems**

<b>System Name</b>	<b>System Number</b>	<b>System Acronym</b>	<b>Software</b>	<b>Platform</b>
Technical Assignment Control System	1208	TACS	PowerBuilder, Sybase	Client Server

**2. Maintenance Support**

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.

**a. Work Actions Requiring Preapproval**

Within 2 days of the request, the Contractor shall develop and deliver, via email to the NRC TOM, work estimates, schedules, and plans for any actions requiring more than 3 business days effort to complete or as otherwise specified in performance metrics associated with this task order. The NRC TOM will review the Contractor's assessment and will provide an email authorization within 3 work days of receipt. The Contractor shall not commence code or data changes for efforts covered by a work estimate that exceeds 3 business days without authorization from the NRC TOM. Authorized actions shall be performed by the Contractor within 5 workdays of authorization, unless a longer time is approved by the NRC TOM.

Maintenance requests for the fee systems are primarily release based and revolve around a quarterly billing schedule each fiscal year. The NRC TOM will provide written and verbal technical guidance (typically Change Requests and/or Problem Reports) to the Contractor for maintenance tasks. Technical system documentation and user guides will be reviewed and understood by the Contractor to minimize redundant analysis. The Contractor shall allow a minimum of 15 working days for NRC acceptance testing of each maintenance release and shall schedule sufficient time for corrections. The Contractor shall perform maintenance actions using the current production version of the

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application system artifacts which are controlled by the Central CM Library (ClearCase, Rational Suite Enterprise). Checkout of the current production version of the application system source code and related artifacts (test data, documentation) through the Central CM Library (ClearCase, Rational Suite Enterprise) is required for each work effort. Upon completion of any maintenance effort, the Contractor shall provide an email to the NRC TOM defining actions taken and readiness of the application for deployment. This notification shall indicate that the application system has been submitted and is available as the current version for deployment through the Central CM Library. Before deployment, the Contractor shall submit all new and updated application system artifacts (programs, documentation, builds) back through the Central CM Library (ClearCase, Rational Suite Enterprise). The Contractor shall remain available to assist with, and if directed, perform the deployment and answer any questions associated with post-deployment of the application and/or data.

**3. Operational Support****a. Definition**

The Contractor shall provide operational support that may take various forms, including data support, production support, and invoice and report generation.

Data support shall include, but not be limited to, data interpretation, discrepancy resolution, verification, and manual or automated entry.

Report generation shall include producing reports in various outputs, including hard copy and electronic format (e.g., MS Access, WordPerfect, ASCII, Quattro Pro), from agency systems either on a scheduled or ad hoc basis of (1) standard reports, (2) quick query, or (3) new reports using newly defined criteria.

Production support shall include, but not be limited to, generating draft and final invoices, initiating program sequences on a prescribed schedule, quality assurance reviews and data transfers between systems either through kickoff of electronic processes (programs) or inputs of tapes or other physical media, system monitoring, troubleshooting, and applying immediate corrective measures to agency production application systems (in some cases, on a 24-hour, on-call basis).

**b. Independent Action**

The Contractor shall have authority to take the necessary actions up to the number of hours specified below to perform the following operational support. The Contractor shall inform the NRC TOM immediately if the work effort cannot be performed in the allocated time



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frame. Should this occur, the NRC TOM may authorize additional hours. The Contractor shall notify the NRC TOM upon completion of each activity. Notification shall include identification of any issues and/or problems encountered and a brief summary of the resolution.

- (1) On a weekly basis, download from the mainframe a file containing new and changed licensee addresses used in the license fee billing process. Review the file for quality assurance and prepare for production use in the "weekly address refresh" process. (1 hour per week)
- (2) Support the billing of materials licensees to include generating MATANN invoices and reports on a monthly and quarterly basis, as well as on request for special cases. Download invoice data files, review for quality assurance, and prepare for production use in PC/MATANN. (24 hours per month)
- (3) Annually, at the start of each fiscal year, gather and load accurate data from LTS, TAPIS, and NSS&DRS to create a baseline for that year's Part 171 billing (the MATANN annual "freeze") of materials licensees and generate reports. (40 hours per year)
- (4) On request, produce ad hoc reports and queries from any of the various application systems. (40 hours per month)
- (5) Support the Part 170 quarterly full-cost billing effort to include responding to any questions or problems encountered by the offices, Regions, or OCFO staff, as well as assistance in running reports and invoices as needed. Over 60 files of staff hour manpower and contract costs data are produced, downloaded, reviewed for quality assurance, corrected as needed to ensure usability, and prepared for production. (80 hours quarterly)
- (6) Respond to questions pertaining to use and technical aspects of the various application systems. (8 hours per month)
- (7) Maintain several tables used by the FEES system. (5 hours per month)
- (8) Administer proper access and profiles for new and/or changed National Institutes of Health (NIH) user IDs and accounts. (8 hours per month)
- (9) Reset billing and vendor system data as needed to accurately interface with the FFS system. (8 hours per month)
- (10) Create mailing labels annually for the Fee Rule and special mailings. (16 hours per year)

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**E. Work Effort Ceiling**

An email notification to the NRC TOM shall be made by the Contractor when less than 40 hours remain available for M&O support.

**F. Work Effort Reporting**

The Contractor and the NRC TOM shall attend, as required, occasional (approximately one or two per month) meetings at the NRC's Rockville, Maryland, office or Contractor site to discuss M&O requests, issues, and progress.

The Contractor shall inform the NRC TOM via email upon completion of each M&O support activity. The email will define the action taken and identify any subsequent actions that may be necessary.

The Contractor shall record, at the component level, all modifications made to the application systems in the individual change logs and shall appropriately update the Build Plan as maintenance requests are completed.

**G. Place of Performance**

Most efforts under this task order can be performed at the Contractor site. Access to the NRC facilities shall be provided by the NRC, as required.

**H. Schedule of Deliverables**

Individual deliverables and specific due dates shall be negotiated with each planned maintenance release, when directed by the NRC TOM, or as otherwise specified in performance metrics associated with this task order. All new and updated documentation deliverables associated with each maintenance or operational support activity shall be appropriately scaled and tailored for legacy applications and shall be provided by the Contractor in both draft and final versions, via email, to the NRC TOM. Drafts shall be delivered as created for NRC review and shall allow sufficient time (3 to 5 working days) for review by the NRC. Final versions shall be delivered incorporating comments and/or changes provided by the NRC TOM or designated alternate.

<u>Deliverable Name</u>	<u>Responsibility</u>	<u>Delivery Schedule</u>
<u>Emergency Maintenance</u>	<u>Contractor</u>	<u>Within 2 working days from date of request</u>
<u>Problem Resolution</u>	<u>Contractor</u>	<u>Within 1 working day from date of request</u>
<u>Maintenance Work Plan, Estimate, and Schedule to the NRC TOM Manager (7.C.2.b)</u>	<u>Contractor</u>	<u>Within 3 working days from date of request</u>

**Task Order 5****FEES Program Systems**

<u>Deliverable Name</u>	<u>Responsibility</u>	<u>Delivery Schedule</u>
<u>Operational Support</u>	<u>Contractor</u>	<u>At frequency directed</u>
<u>Ad Hoc Report/Query Outputs</u>	<u>Contractor</u>	<u>Within 2 working days from date of request</u>
<u>Work Effort Approach of Ceiling Notification Email (7.E)</u>	<u>Contractor</u>	<u>When 40 or less hours are available</u>
<u>Updated Project Management Plan</u>	<u>Contractor</u>	<u>At frequency directed</u>
<u>New/Updated Software Development Plans</u>	<u>Contractor</u>	<u>At frequency directed</u>
<u>Updated As-Built Documents</u>	<u>Contractor</u>	<u>At frequency directed</u>
<u>Updated User Guides</u>	<u>Contractor</u>	<u>At frequency directed</u>
<u>Updated System Test Plans</u>	<u>Contractor</u>	<u>At frequency directed</u>
<u>Updated Change Logs/Build Plans</u>	<u>Contractor</u>	<u>At frequency directed</u>
<u>Other Artifacts</u>	<u>Contractor</u>	<u>At frequency directed</u>
<u>New Versions of Application Products to CM (7.C.2.e)</u>	<u>Contractor</u>	<u>When maintenance effort tested and ready for deployment</u>
<u>Special Reports of Work and Status—Maintenance (7.C.2)</u>	<u>Contractor</u>	<u>At frequency directed</u>
<u>Ad Hoc Report/Query Outputs</u>	<u>Contractor</u>	<u>2 work days from receipt of request</u>
<u>Special Reports of Work and Operational Support (7.3.b)</u>	<u>Contractor</u>	<u>At frequency directed</u>
<u>Production Support (7.3.b)</u>	<u>Contractor</u>	<u>At frequency directed</u>

**I. Expertise/Skills**

The Contractor shall provide personnel with the following skills:

**(1) demonstrated experience in project management and technical support**

1. demonstrated experience in software maintenance, analysis, design, and testing

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1. demonstrated competency in technical, oral, and written communication
2. demonstrated experience with and knowledge of Clipper 5.1, Delphi, MS Access, and dBase
3. demonstrated experience with and knowledge of COBOL, DB2, SQL, and ISPF
4. demonstrated experience with and knowledge of PowerBuilder and Sybase
5. demonstrated experience with and knowledge of NIH mainframe computer; facility, or similar MVS mainframe to include batch and online processing
6. demonstrated experience with a client server environment
7. demonstrated experience with a PC/LAN environment, such as Novell NetWare, a Windows XP workstation environment, and DOS
8. demonstrated knowledge of file transfer protocol (FTP)

**J. Task Order Manager**

The manager for this task order is Christine Hite, (301) 415-8191.