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.4 ENTITLED "Electronic Information Exchange (EIE)", 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 4. 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. 4 shall be in effect from September 26, 2007, through September 25, 2008, with a total cost ceiling of $1,998,589.12.

This Task Order No. 4 obligates funds in the amount of $1,294,067.98. 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
        Dereje Tessema - 301-415-5713

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

*ACCOUNTING AND APPROPRIATION DATA Task Order No. 4 is as follows:

B&R: 710-15-300-329 JC: J1226 BOC: 252A APPN: 31X0200.710 COM: 10770822C
$120,000.00
B&R: 710-15-5F1-342 JC: J1280 BOC: 252A APPN: 31X0200.710 COM: 10770876C
$205,067.98
B&R: 710-15-5G1-344 JC: D1879 BOC: 252A APPN: 31X0200.710 COM: 10770876
$280,000.00
B&R: 710-15-5FE-212 JC: J1284 BOC: 252A APPN: 31X0200.710 COM: 10770811C
$339,000.00
B&R: 710-15-5GE-326 JC: J1286 BOC: 252A APPN: 31X0200.710 COM: 10770811
$350,000.00

*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 4	Electronic Information Exchange (EIE)	BASE YEAR RATE	BASE YEAR HOURS	BASE YEAR AMOUNT
OFF-SITE				
010	010 Program Manager		-	$0.00
020	020 Project Manager			
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			
080	080 Senior Systems Architect		-	$0.00
090	090 Principal Information Engineer			
100	100 Senior Information Engineer			
110	110 Senior Functional Analyst			
130	130 Systems Analyst 5			
140	140 Systems Analyst 4			
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			
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			
530	530 Apps Systems Analysis and Program Sup			
540	540 Apps Systems Analyst/Programmer - St Spec			$0.00
550	550 Apps Systems Analyst/Programmer - Lead			
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			
760	760 Information Services Consultant		-	$0.00
ON-SITE				
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			
	TOTAL			$1,998,589.12

Task Order 4   <u>Electronic Information Exchange System</u>

A.   Background

NRC's mission is to regulate the Nation's civilian use of byproduct, source, and special nuclear materials to ensure adequate protection of public health and safety, to promote the common defense and security, and to protect the environment. In support of this mission, NRC utilizes an Electronic Information Exchange (EIE) System. NRC's Office of Information Services (OIS) exercises responsibility for the EIE System.

The current EIE System supports the electronic submission of digitally signed and authenticated documents to NRC via a forms-driven interface accessible on the NRC Web site at <u>http://www.nrc.gov</u>. Submitted documents are temporarily stored for 14 days in the database before being purged from the Electronic Information Exchange (EIE) server; the EIE server hourly retrieves documents by an automated process, running on a dedicated workstation (DPC) attached to the NRC internal network. Retrieved documents are moved to a Novell server and then uploaded to the Agency-wide Documents Access and Management System (ADAMS) by DPC personnel. The current EIE System allows NRC to exchange materials related to official agency business with its customers and other Federal agencies across the Internet. In its current environment, the EIE System uses a public key infrastructure and digital signature technology to validate documents, authenticate the person submitting the information, encrypt submitted data for storage in the database, and decrypt stored data during retrieval from the database.

The EIE System is categorized as a *General Support System* and is in the Operational stage of its lifecycle support. At present, two applications are in the pilot phase. The first application that the EIE System supports is the Adjudicatory Pilot, which tests the ability of the EIE System to transmit documents submitted pursuant to Title 10 Code of Federal Regulations (CFR) Part 50, Domestic Licensing of Production and Utilization Facilities. In addition, a limited number of individuals are authorized for electronic submissions pursuant to 10 CFR Part 40, Domestic Licensing of Source Material, and Part 70, Domestic Licensing of Special Nuclear Material electronic document submissions. Please refer to <u>http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?&c=ecfr&tpl=/ecfrbrowse/Title10/10tab_02.tpl</u> for additional details. The second application that the EIE System supports is the Criminal History EIE Application. The EIE System is used to transmit requests for criminal history checks on individuals who will be working at U.S. nuclear facilities. Information on individuals' applications is transmitted from nuclear facilities to NRC's security organization, which retransmits it to the U.S. Federal Bureau of Investigation (FBI). The FBI responses are electronically transmitted to NRC's security organization, which retransmits the FBI responses.

B.   Scope

The overall scope is to provide: (1) the maintenance of the EIE System Rational Repositories, (2) for the enhancement of the current version 2.3 of EIE, and (3) maintenance of the security documentation in support for the EIE application.

Task Order 4

C.   Statement of Work

1.   Maintenance
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.

Performance Requirements

Task 1: Maintain the EIE System Rational Repositories

The Contractor shall:

A.   Receive Change Requests from stakeholders and end-users.

B.   Enter Change Requests into the EIE Rational ClearQuest tool.

C.   Adhere to the EIE Configuration Control Board CCB Charter (see Appendix B).

D.   Act as the EIE CCB Coordinator, with responsibilities as defined by the CCB Charter.

E.   Act as the EIE Test Manager as defined by the Rational Unified Process. The NRC Task Manager will approve all test cases prior to development of Change Requests.

The Contractor shall complete and submit the following list of deliverables, while accomplishing this task:

1.   Updated ClearQuest repository containing all EIE Change Requests

2.   Updated RequisitePro repository containing all EIE vetted requirements

3.   Updated ClearCase repository containing all EIE project documents

4.   Test scripts and test management plans for each EIE enhancement

5.   Transition plans for each EIE quarterly release

6.   Release notes associated with each EIE quarterly release

Task 2:   **Enhancement of the Current Version 2.3 of EIE**

The Contractor shall:

A.   Analyze and document each submitted EIE Change Request (CR).

B.   Provide impact and cost analysis report to NRC EIE Project Manager.

C.   Develop and document testable requirements for each EIE CCB-approved CR.

D.   Develop and document test scripts for each requirement.

E.   Develop new, enhanced, or change existing code to resolve each EIE CCB-approved CR.

F.   Perform and document a unit test for each EIE CCB-approved CR.

G.   Perform and document regression tests for each EIE CCB-approved CR in the NRC Consolidated Test Facility.

H.   Place the new, enhanced, or changed code in the appropriate build for the next scheduled EIE quarterly release.

The Contractor shall complete and submit the following list of deliverables shall result while accomplishing this task:

1.   CR impact and cost analysis report

2.   Testable Requirements for each approved CR

3.   Test scripts for each developed requirement

4.   Documented new/enhanced/changed code

5.   Documented unit test results for each CR

6.   Documented regression test results for each CR

7.   Documented user acceptance test for each CR

D.   Place of Performance
Work for this task order shall be performed at the contractor's site. The contractor shall schedule work hours of all on-site personnel in a manner that will provide maximum responsiveness to the Government's requirements. All regression testing and user acceptance testing shall occur on the Government's site in the NRC Consolidated Test Facility housed in 11545 Rockville Pike, Rockville, MD 20852.

E.   Schedule of Deliverables

Each EIE CCB-approved Change Request will be scheduled as part of a quarterly release or interim patch.

F.   Expertise/Skills

The Contractor shall list and discuss relevant qualifications and related experience of the proposed personnel, to include any subcontractor personnel, to perform the work described in this effort. Specifically, the Contractor shall address the proposed personnel's knowledge and qualifications regarding change management and configuration management experience using the Rational Unified Process and Rational tools specifically ClearQuest, ClearCase, and RequisitePro for computer applications. In addition, the Contractor shall address the proposed personnel's knowledge and qualifications regarding the revision, change, and/or modification of existing Web portal applications for e-Government related programs, using the PureEdge viewer, cgi scripts, and C++. Resumes for all proposed personnel, to include any subcontractor personnel, shall be submitted with the Contractor's proposal. In addition, the Contractor shall list and discuss the availability of the personnel, to include subcontractor personnel capable of performing the required work. It is preferred, but not mandatory that the proposed Project Manager be a Project Manager Professional currently certified by the Project Management Institute.

G.   Task Order Manager

The manager for this task order is Dereje Tessema, (301) 415-5713.

Nuclear Regulatory Commission

Electronic Information Exchange (EIE)
Configuration Control Board (CCB) Charter

Version 1.0

CCB Charter
1.   Mission
The mission of the Electronic Information Exchange (EIE) Configuration Control Board (CCB) is to ensure the complete evaluation of all Change Requests (CR) and Problem Reports (PR) submitted to the EIE project.   The EIE CCB is charged to implement and administer standard processes for review and disposition of all CRs and PRs submitted for consideration to the EIE project.

1.1   Purpose
The purpose of this charter is to authorize and approve the establishment of the EIE CCB. Additionally, this charter institutes the membership and conduct of the EIE CCB.

1.2   Scope
The EIE CCB executes approval, disapproval, deferral or transfer of all CRs. CCB members shall review each submitted CR to ensure that the CR is sound and complete from a technical and a functional perspective. Once the CCB approves a CR, The CCB Coordinator will update Configuration Management (CM) databases and distribute meeting results to all parties.

1.3   References
*   Project Management Plan Electronic Information Exchange (EIE) System (Draft)
*   Project Management Plan Electronic Information Exchange (EIE) High-Level Waste (HLW) (Draft)
*   OCIO Application Change Request System Guide (Version 2.02 – 11.08.2004)
*   NRC Requirements Management Plan (Version 0.1 – 8.12.2004)
*   NRC Configuration Management Plan (Version 1.1 – 1.26.2005)

2.   Membership
Membership for the EIE CCB is delineated below. Voting members are identified by an asterisk; those not identified by an asterisk serve as advisory members.
*   EIE CCB Chairman*
*   EIE CCB Coordinator
*   EIE Development Engineer
Members:
  o   IT Project Management*
  o   NRC Computer Operations
  o   Web Development
  o   Document Processing Center
  o   ASLBP

- o　　SECY
- o　　HLW Meta Systems
- o　　Consolidated Test Facility
- o　　IT Security
- o　　ADM Personnel Security
- o　　Enterprise Architecture

Other group or application representatives will be invited to the EIE CCB as submissions for changes to those general forms or applications that warrant their inclusion are received.

3.　　Roles and Responsibilities

3.1　CCB Chairman
- Provide the guidance to ensure that the strategic goals of the NRC remain on course.
- Administer the proceedings of the EIE CCB.
- Facilitate meetings.
- Develop processes and procedures related to execution of the CCB operations.
- Ensure that all requirements, initiatives and/or objectives and constraints are considered before the process goes forward.

3.2　CCB Coordinator
- Ensure the CR is written in functional terms, and that all information required by the EIE CR form is populated, accurate and complete.
- Communicate EIE CCB Activities.
- Arranges logistics of CCB meetings.
- Prepare and distribute CCB Agenda.
- Documents and tracks disposition on all CCB actions.
- Distributes CCB outputs to all members of the CCB.
- Coordinates the inclusion of CCB work products into the CM Repository.

3.3　CCB Members
- Review and evaluate each CR.
- Make recommendations for approval or disapproval.
- Establish a priority.
- Assign to CR to a specific Release or patch.

3.4　Development Engineer
- Obtain clarification from the users, as required.
- Recommend a target release.

- Evaluate technical feasibility, including problem definition.
- Develop the high-level employment strategy.

4.   Standards and Guidelines
- Work products (processes, procedures, documents, etc.) shall adhere to the NRC Configuration Management Plan (CMP) guidelines
- Decisions are made by agreement.
- Any member may designate a qualified substitute to attend a meeting in his/her place, as appropriate.
- Minutes and agenda will be documented, published, reviewed and approved. Minutes are recorded after each meeting and distributed to all members of the CCB and checked into the CM ClearCase repository.
- Agenda topics will at a minimum include:
  - Location
  - Time
  - Date
  - Meeting Topics
  - Approximate length of meeting
- Meetings are conducted as required. The chairperson reserves the right to convene an electronic vote (cast by email) for matters of urgency.

5.   Processes

5.1   Submission of a CR or PR to the CCB
- CRs may be submitted to the CCB by completing and forwarding the CR form to the CCB Coordinator. Forms are located online at: http://www.internal.nrc.gov/OCIO/bpiad/eiechangerequest.html.
- Although anyone can submit a CR, EIE project personnel recommend that users have their IT coordinator submit all CRs for their department. All CRs require approval from the Originator's supervisor before the CR will be presented to the CCB.
- CR forms received by COB Monday will be processed for the CCB that week. CR forms received after COB Monday will be held until the following week.
- Upon receipt of the CR form, the CCB Coordinator will review current open CRs to ensure the CR is not a duplicate. The Coordinator will assign a control number and input all data directly into Rational ClearQuest. The Coordinator then will forward a copy of the form with the assigned control number to the CCB Chair for review.
- Requestors will be notified of receipt the CR by COB Tuesday.

- The CCB Chair shall decide which requests can be handled electronically. Electronic request decisions will be sent to board members by 12:00 noon each Wednesday.
- The CCB will meet each Thursday based on need. If a meeting is not required, a notice will be sent out canceling the meeting for that week. Priorities will be assigned and evaluated at the meeting.
- The CCB Coordinator will update ClearQuest and distribute meeting results to all parties by COB Friday.

5.2   CR or PR Release Management

- EIE will operate on a quarterly release schedule
- A CCB-approved CR received on or before the forty-fifth day of a quarter (e.g., August 15) will be included in the next quarter (October 1) release, or as scheduled by the CCB board members.
- A CCB-approved CR that requires immediate release will be treated as a patch. The patch will be implemented after the prescribed test cycle.
- The EIE requirements, design, code, and architecture will be examined and re-baselined as appropriate after every release.