

**ORDER FOR SUPPLIES OR SERVICES**

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

BPA NO.

1. DATE OF ORDER <b>NOV 20 2008</b>		2. CONTRACT NO. (if any) GS35F0448N		6. SHIP TO:	
3. ORDER NO. NRC-DR3308344T001		MODIFICATION NO.		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div. of Contracts, CMB3 Attn: Manon Butt, Cont Spc, 301-492-3629 Mail Stop: TWB-01-B10M Washington, DC 20555		4. REQUISITION/REFERENCE NO. 33-08-344T001 11/4/2008		b. STREET ADDRESS William T. Dabbs Mail Stop T-2-C2M 11555 Rockville Pike	
7. TO:		c. CITY Rockville		d. STATE MD	e. ZIP CODE 20852
a. NAME OF CONTRACTOR KNOWLEDGE CONSULTING GROUP, INC.		b. COMPANY NAME		f. SHIP VIA	
c. STREET ADDRESS 11710 PLAZA AMERICA DR STE 520		d. CITY RESTON		e. STATE VA	f. ZIP CODE 201904741
9. ACCOUNTING AND APPROPRIATION DATA This action administratively transfers \$93,417.56 in FY2008 funds previously obligated under Order NRC-DR-33-08-344. 87S-15-5D1-328 N7343 252A 31X0200.810 FFS# 10870535CC		10. REQUISITIONING OFFICE Computer Security Office (CSO)		8. TYPE OF ORDER	
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 SMALLBUSINESS	
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION		b. ACCEPTANCE		Award - 9/30/2009	
				16. DISCOUNT TERMS Net 30	
17. SCHEDULE (See reverse for Rejections) See CONTINUATION Page					

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS # 007232429 Issuance of Task Order No. 001 under Order NRC-DR-33-08-344. Title: "Security Analysis of CPIC Screening Forms and Business Case Packages." Period of Performance: Award date through September 30, 2009, plus two option years. See attached pages for description of the task order. Reference KCG's proposal for Task Order 1 dated 11/12/2008.  NRC Project Officer: Bill Dabbs, 301-415-0524, email Bill.Dabbs@nrc.gov KCG Program Manager: Matt Brown, 703-467-2000 x104, email matt.brown@knowledgegcg.com KCG President: Maryann Hirsch, 703-467-2000 x105, [REDACTED] Note to NRC Accounting: Request FY08 funds in the amount of \$93,417.56, previously obligated under Delivery Order NRC-DR-33-08-344 dated 9/30/2008, to be administratively transferred to NRC-DR-33-08-344-T001 (Task Order No. 1).					

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)							
21. MAIL INVOICE TO:													
SEE BILLING INSTRUCTIONS ON REVERSE						\$295,374.60	17(i). GRAND TOTAL						
								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									

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

PAGE NO.

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

DATE OF ORDER

CONTRACT NO.

ORDER NO.

GS35F0448N

NRC-DR3308344T001

ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	<p>Please indicate your acceptance of Task Order 1 by having an official authorized to bind your organization execute three copies of this document in the space provided below and return two copies to the U.S. Nuclear Regulatory Commission, Attn: Manon L. Butt, Division of Contracts, Mail Stop TWB-01-B10M, 11555 Rockville Pike, Rockville, MD 20852. Please retain the third copy for your records.</p> <p>Accepted: Task Order 1 under NRC-DR-33-08-344:</p>  <p>Signature</p> <p><u>Manon L. Hirsch</u> Name</p> <p><u>President</u> Title</p> <p><u>12/1/08</u> Date</p> <p>Enclosure: Statement of Work</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

## TASK ORDER TERMS AND CONDITIONS

NOT SPECIFIED IN THE CONTRACT

### A.1 NRC Acquisition Clauses - (NRCAR) 48 CFR Ch. 20

### A.2 Other Applicable Clauses

See Addendum for the following in full text (if checked)

52.216-18, Ordering

52.216-19, Order Limitations

52.216-22, Indefinite Quantity

52.217-6, Option for Increased Quantity

52.217-7, Option for Increased Quantity Separately Priced Line Item

52.217-8, Option to Extend Services

52.217-9, Option to Extend the Term of the Contract

### A.3 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 15 days of the expiration date; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 20 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 two years and eleven months.

### A.4 52.232-19 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR (APR 1984)

Funds are not presently available for performance under this contract beyond September 30, 2009. 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 September 30, 2009, 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.

In accordance with the task order procedures of Delivery Order NRC-DR-33-08-344, Senior Information Technology Security Officer Support Services, this definitizes Task Order No. 1, titled "Security Analysis of CPIC Screening Forms and Business Case Packages." This effort shall be performed in accordance with the enclosed Statement of Work, the terms and conditions of Delivery Order NRC-DR-33-08-344, and GSA Schedule No. GS-35F-0448N.

Period of Performance and Cost

The period of performance for Task Order No. 1 is November 20, 2008 through September 30, 2009 for the base period. The term of this task order may be extended at the option of the Government for an additional two one-year option periods, as follows:

- Option Year 1: October 1, 2009 through September 30, 2010.
- Option Year 2: October 1, 2010 through September 30, 2011.

This is a time and material task order with a fixed ceiling of \$93,417.56 (base period). The total amount of this task order, if all option periods are exercised, is as follows:

Base Period: \$93,417.56  
 Option Year 1: \$98,709.36  
 Option Year 2: \$103,247.68  
  
 Total: \$295,374.60

Price Schedule - Task Order No. 1 under NRC-DR-33-08-344:

Base Period: FY2009 11/20/2008 – 9/30/2009

NRC Labor Category	KCG GSA Labor Category	Labor Hours	Discounted Labor Rate	Total
Program Manager	Program Manager	[REDACTED]	[REDACTED]	\$5,465.60
Subject Matter Expert (SME)	Information Assurance Engineer IV	[REDACTED]	[REDACTED]	\$45,506.76
Senior Certified Information Systems Security Professional	Information Assurance Engineer III	[REDACTED]	[REDACTED]	\$42,445.20
Total Base Period		[REDACTED]	[REDACTED]	\$93,417.56

Option Year One: FY2010 10/1/2009 – 9/30/2010

NRC Labor Category	KCG GSA Labor Category	Labor Hours	Discounted Labor Rate	Total
Program Manager	Program Manager	[REDACTED]	[REDACTED]	\$5,717.04
Subject Matter Expert (SME)	Information Assurance Engineer IV	[REDACTED]	[REDACTED]	\$48,116.72
Senior Certified Information Systems Security Professional	Information Assurance Engineer III	[REDACTED]	[REDACTED]	\$44,875.60
Total Option Year One		[REDACTED]	[REDACTED]	\$98,709.36

Option Year Two: FY2011 10/1/2010 – 9/30/2011

NRC Labor Category	KCG GSA Labor Category	Labor Hours	Discounted Labor Rate	Total
Program Manager	Program Manager	[REDACTED]	[REDACTED]	\$5,980.24
Subject Matter Expert (SME)	Information Assurance Engineer IV	[REDACTED]	[REDACTED]	\$50,327.60
Senior Certified Information Systems Security Professional	Information Assurance Engineer III	[REDACTED]	[REDACTED]	\$46,989.84
Total Option Year Two		[REDACTED]	[REDACTED]	\$103,247.68

Total Price, Base Period plus Two Option Years \$295,374.60

Travel, other than local travel, will not be needed on this task order. Local travel expenses will not be reimbursed.

Consideration and Obligation - Accounting and Appropriation Data

FY 2008 funding in the amount of \$93,417.56, previously obligated under Delivery Order NRC-DR-33-08-344, will be administratively transferred to fully fund the base period of this task order, NRC-DR-33-08-344-T001, up to the current ceiling. The original Appropriation Data from Delivery Order NRC-DR-33-08-344 is: B&R: 810-15-5D1-328, JCN: J1100, BOC: 252A, APP NO: 31X0200.810, FFS #10870535CC. However, the B&R number has changed to 87S-15-5D1-328, and the Job Code Number has changed to N7343.

Key Personnel

The following individuals are considered to be essential to the successful performance of work hereunder: Matt Brown, Program Manager; Hank Williams, Subject Matter Expert; and Philip LaViscount, Senior CISSP. The Contractor agrees that such personnel shall not be removed from the effort under the task order without compliance with Section A.5, Key Personnel, in basic Delivery Order NRC-DR-33-08-344.

The issuance of Task Order No. 1 does not change any terms and conditions of the subject delivery order.

NRC contacts during the course of this task order are:

Technical Matters:

Bill Dabbs, Project Officer, phone 301-415-0524, CSO, Mail Stop T-2-C2M, email [Bill.Dabbs@nrc.gov](mailto:Bill.Dabbs@nrc.gov).

Alan Sage, Technical Point of Contact, phone 301-415-7060, CSO, Mail Stop T-2-C2M, email [Alan.Sage@nrc.gov](mailto:Alan.Sage@nrc.gov).

Contractual Matters:

Manon L. Butt, Contract Specialist, phone 301-492-3629, ADM/DC/CMB3, Mail Stop TWB-01-B10M, email [Manon.Butt@nrc.gov](mailto:Manon.Butt@nrc.gov).

## U.S. Nuclear Regulatory Commission

### Statement of Work for Task Order No. 1 under NRC-DR-33-08-344 Security Analysis of CPIC Screening Forms and Business Case Packages

#### 1. Objective

The objective of this task order is to assist the Computer Security Office (CSO) in analyzing and evaluating Capital Planning and Investment Control (CPIC) Screening Form Packages and Business Case Packages to ensure the proposed project will properly address federally mandated and NRC defined security requirements. The Contractor will support the CSO in developing evaluation criteria for both types of packages. Evaluation criteria shall be used to ensure each review conducted by the CSO is consistent and repeatable.

#### 2. Type of Task Order

This is a time and materials task order with a fixed ceiling.

#### 3. Background

It is the policy of the NRC to ensure that Information Technology (IT) investments are planned, selected, managed, and evaluated to maximize the value and minimize the risks of those investments in accordance with Federal statutes and regulations. NRC's CPIC process is an IT investment management process that overlays the life cycle of every IT project. At the NRC, this process uses a workflow to review the proposed investment across many functional areas including IT Security.

The CPIC process provides the technical and business value analyses necessary for selecting and monitoring the performance of the agency's IT investments. The NRC's CPIC process consists of four phases: Research, Select, Control, and Evaluation. For more information about these phases please go to the NRC Project Management Methodology (PMM) Intranet Web Page found at <http://www.internal.nrc.gov/pmm/index.htm> and select CPIC which can be found on the left side of the page.

The CPIC tiers determine the degree of rigor applied to the management, control, and oversight of individual projects. A project's CPIC tier is determined when the project screening form is submitted for review and approval.

- **Tier 1:** Major IT investments that meet or exceed a life cycle cost threshold of \$1,500,000 (or \$500,000 for financial management systems) or have other characteristics that are of particular interest to NRC management or to the Office of Management and Budget (OMB). Tier 1 investments will require the greatest level of management control and oversight.
- **Tier 2:** IT investments that meet or exceed a life cycle cost threshold of \$500,000 (but below the Tier 1 threshold) that require some level of management control and oversight to effectively deal with special security, architecture, coordination, staffing, or other concerns raised by these investments.

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Statement of Work for Task Order No. 1 under NRC-DR-33-08-344  
Security Analysis of CPIC Screening Forms and Business Case Packages

- **Tier 3:** IT investments that fall below the life cycle cost threshold of \$500,000, do not affect the IT infrastructure, and use only the approved tools/technologies as defined in the NRC Technical Reference Model.

The CPIC process serves as a critical link between the PMM, which structures agency IT development efforts, and Office of Management and Budget (OMB) reporting requirements for IT investments. The CPIC process gathers the financial and decision support information necessary to satisfy OMB reporting requirements and prepare OMB Exhibit 300s for each major investment as part of the NRC's annual budget request. The NRC Enterprise Architecture (EA) program is also integrated with the PMM and the CPIC process to ensure that IT investments comply with the NRC's EA framework.

There is a direct correlation between the CPIC phases and the PMM phases:

CPIC Phases	PMM Phases
Research Select	Inception Phase
Control	Elaboration Phase Construction Phase Transition Phase
Evaluate	Operations & Maintenance Phase Retirement Phase

The CPIC process and the PMM are integrated at two decision points. The CPIC Screening Form Package must be approved prior to expending resources on the Business Case, and the Business Case Package must be vetted and approved via the CPIC process before a project may enter the PMM Elaboration phase.

#### 4. Scope of Work

The purpose of this task is to ensure security requirements are captured within the CPIC process. The Contractor shall support the CSO to develop IT Security Evaluation criteria for Screening Form and Business Case Packages that ensure reviews of these packages are consistent and repeatable. IT Security Evaluation criteria shall be developed for the following CPIC deliverables: Business Case, Vision, CPIC Questionnaire, IT Investment Screening Form, System Requirements Specification, Project Management Plan, and System Architecture

## U.S. Nuclear Regulatory Commission

### Statement of Work for Task Order No. 1 under NRC-DR-33-08-344 Security Analysis of CPIC Screening Forms and Business Case Packages

Document (SAD). Once the IT Security Evaluation criteria have been developed and approved by the NRC Project Officer, the Contractor shall utilize the developed criteria to support the CSO in evaluating CPIC Screening Form Packages and Business Case Packages for proposed project adherence to federally mandated and NRC defined security requirements.

#### CPIC Screening Form Package Contents

The Screening Form Package includes, but is not limited to, the following:

- Vision
- CPIC Tier Questionnaire
- IT Investment Screening Form

The IT Business Council (ITBC) reviews the CPIC Screening Package and determines whether there is sufficient justification to continue the project. The ITBC reviews Tier 1 and Tier 2 investments. Tier 3 investments are reviewed and approved by CSO and OIS before proceeding to the next phase.

#### CPIC Business Case Package Contents

The Business Case Package is only required for Tier 1 and Tier 2 systems. The Business Case Package includes, but is not limited to, the following:

- Business Case
- Vision
- Executive Summary
- System Requirements Specification
- Project Management Plan
- System Architecture Document
- Security Categorization Package

#### Schedule and Deliverables

The Contractor shall conform to the following schedule:

- Developing IT Security Evaluation Criteria – Once the task order is awarded, the Contractor shall develop IT Security Evaluation criteria for the documents identified in the CPIC Screening Form Package (Vision, CPIC Tier Questionnaire, and IT Investment

U.S. Nuclear Regulatory Commission

Statement of Work for Task Order No. 1 under NRC-DR-33-08-344  
Security Analysis of CPIC Screening Forms and Business Case Packages

Screening Form) and the CPIC Business Case Package (Business Case, Vision, Executive Summary, System Requirements Specification, Project Management Plan, System Architecture Document, and Security Categorization Package). IT security Evaluation criteria will be submitted to the NRC Project Officer for review and approval. It is expected that IT security Evaluation criteria for each document will take an estimated three (3) days to define and draft. Three (3) days after receipt of NRC comments the evaluation criteria should be submitted to the NRC Project Officer for final approval. If the evaluation criteria needs to be updated again, they will be sent back to the Contractor for further modifications.

- Reviewing Screening Form Packages – Upon request from the NRC Project Officer, the Contractor will review a Screening Form Package
  - to evaluate the screening form package using the previously developed evaluation criteria to determine the package's adherence to federally mandated and NRC defined security requirements.
  - to identify any security concerns the Contractor has about the proposed system.

The Contractor will be given three (3) days to complete the Screening Form review. The Contractor will use the CPIC workflow tool to submit their findings to the NRC Project Officer. The NRC Project Officer will be given three (3) days to review/approve the Contractor's findings. If the Contractor receives comments from the NRC, they will be given two (2) days to incorporate NRC's comments into the review using the CPIC workflow tool and must re-submit their findings to the NRC Project Officer. This cycle will repeat itself until the NRC Project Officer approves the review.

- Reviewing Business Case Packages – Upon request from the NRC Project Officer, the Contractor will review a Business Case Package
  - to evaluate the screening form package using the previously developed evaluation criteria to determine the package's adherence to federally mandated and NRC defined security requirements.
  - to identify any security concerns the Contractor has about the proposed system.

The Contractor will be given ten (10) days to review the business case of a Tier 1 system and five (5) days to review the business case of a Tier 2 system. The Contractor will use the CPIC workflow tool to submit their findings to the NRC Project Officer. The NRC Project Officer will be given three (3) days to review/approve the Contractor's findings. If the Contractor receives comments from the NRC, they will be given two (2) days to incorporate NRC's comments into the review using the CPIC workflow tool and then must re-submit their findings to the NRC Project Officer. This cycle will repeat itself until the NRC Project Officer approves the review.

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Statement of Work for Task Order No. 1 under NRC-DR-33-08-344  
Security Analysis of CPIC Screening Forms and Business Case Packages

Instructions for Deliverables

Deliverables shall be consistent with the deliverables schedule as shown in this statement of work. If for any reason a deliverable cannot be delivered within the scheduled time frame, the Contractor shall notify the NRC Project Officer in writing with cause of delay and the proposed revised schedule. This notice shall include the impact on the overall project. The NRC Project Officer shall make a business decision about the impact of the delay and forward the impact to the Contracting Officer.

Each deliverable shall first be submitted in draft for NRC review. NRC shall have 5 working days to review each draft deliverable and respond with comments or approval. If more time is required, the Contractor will be notified in writing by the NRC Project Officer.

If revisions are required, the Contractor has 3 days to complete the revisions and submit the revised draft deliverable to the NRC Project Officer.

Once the deliverable is approved by the NRC Project Officer, the deliverable will become final. For each deliverable (draft or final), the Contractor shall provide one (1) hard copy and one (1) electronic version of the deliverable to the NRC Project Officer, unless otherwise indicated. All written deliverables shall be phrased in language that can be understood by the non-technical layperson. Statistical and other technical terms used in the deliverable shall be defined in a glossary.

All deliverables developed under this task order (except for those requiring direct input into the CPIC workflow tool) must be formatted in Microsoft Word, PowerPoint, or Excel (version 2003 or later version as approved by the NRC Project Officer). Also, deliverables may be developed in PDF format. The templates used for each deliverable shall be developed by the Contractor and approved by the NRC Project Officer. Any changes to these templates must be approved by the NRC Project Officer.

All deliverables and supporting documentation gathered or developed under this task order may not be stored on any device or piece of equipment that has not been approved by the NRC Project Officer.

**5. Period of Performance**

This task order shall have a base period of performance from the award date through September 30, 2009, and two (2) one year options.

**6. Travel**

Travel, other than local travel, will not be needed on this task order. Local travel expenses will not be reimbursed by the NRC.

## U.S. Nuclear Regulatory Commission

### Statement of Work for Task Order No. 1 under NRC-DR-33-08-344 Security Analysis of CPIC Screening Forms and Business Case Packages

#### **7. Specific Tasks**

The following identifies the specific tasks for this Task Order:

Subtask 1: Develop Evaluation Criteria - The Contractor shall work with the CSO to develop evaluation criteria for CPIC Screening Form and Business Case Packages. The evaluation criteria should specify what will be used to evaluate the CPIC deliverables for compliance with federally mandated and NRC defined security requirements. The final result will be a score that represents the overall quality (from a CSO perspective) of the deliverable being reviewed. All evaluation criteria must be reviewed and approved by the NRC Project Officer.

Subtask 2: Review Screening Form Package - Using CSO approved evaluation criteria, the Contractor shall review a Screening Form Package and provide a report to the NRC Project Officer specifying the package's adherence to federally mandated and NRC defined security requirements, and any security concerns the Contractor may have about the proposed system. Any findings must be reviewed and approved by the NRC Project Officer.

Subtask 3: Review Business Case Package - Using CSO approved evaluation criteria, the Contractor shall review a Business Case Package and provide a report to the NRC Project Officer specifying the package's adherence to federally mandated and NRC defined security requirements, and any security concerns the Contractor may have about the proposed system. Any findings must be reviewed and approved by the NRC Project Officer.

#### **8. Meetings**

The Contractor's technical representative shall attend monthly status meetings at NRC Headquarters to discuss work being done under this task order.

#### **9. Technical Point of Contact**

The SITSOSS Technical Point of Contact is Alan Sage, Senior IT Specialist, FISMA Compliance and Oversight Team, CSO. Mr. Sage can be reached at 301-415-7060, Alan.Sage@nrc.gov.