



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.15 ENTITLED "SECY Tracking and Reporting Sys (STARS)",
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 15. 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:

Derek Sharp 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. 15 shall be in effect from September 26, 2007, through September 25, 2008, with a total cost ceiling of \$71,685.22.

This Task Order No. 15 obligates funds in the amount of \$35,000.00. 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
Andy Bates - 301-415-1963

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

Information in this record was deleted
in accordance with the Freedom of Information
Act, exemptions 4
FOIA- 2009-0017

C/15

*ACCOUNTING AND APPROPRIATION DATA Task Order No. 15 is as follows:

B&R: 77L-15-516-160 JC: J7034 BOC: 2574 APPN: 31X0200.77L COM: RQ700700042
\$35,000.00

*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

NAME

Joyce L. Lambert

TITLE

CONTRACTS

DATE

10/23/07

| Task Order 15 SECY Tracking and Reporting Sys (STARS) | | BASE YEAR RATE | BASE YEAR HOURS | BASE YEAR AMOUNT |
|-------------------------------------------------------|-------------------------------------------------|----------------|-----------------|------------------|
| OFF-SITE | | | | |
| 010 | 010 Program Manager | | | |
| 020 | 020 Project Manager | | | |
| 030 | 030 Quality Assurance Manager | | | |
| 050 | 050 Principal BPR Specialist | | | |
| 060 | 060 Senior BPR Specialist | | | |
| 070 | 070 Principal Systems Architect | | | |
| 080 | 080 Senior Systems Architect | | | |
| 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 | | | |
| 160 | 160 Systems Analyst 2 | | | |
| 170 | 170 Systems Analyst 1 | | | |
| 210 | 210 Computer Programmer 7 | | | |
| 220 | 220 Computer Programmer 6 | | | |
| 230 | 230 Computer Programmer 5 | | | |
| 240 | 240 Computer Programmer 4 | | | |
| 250 | 250 Computer Programmer 3 | | | |
| 251 | 251 Computer Programmer 2 | | | |
| 260 | 260 Support Specialist 6 | | | |
| 270 | 270 Support Specialist 5 | | | |
| 280 | 280 Support Specialist 4 | | | |
| 290 | 290 Support Specialist 3 | | | |
| 310 | 310 Engineer 5 | | | |
| 320 | 320 Engineer 4 | | | |
| 350 | 350 Sr Computer Security Specialist | | | |
| 360 | 360 Computer Security Specialist | | | |
| 370 | 370 Operations Manager | | | |
| 430 | 430 Communications Network Engineer | | | |
| 520 | 520 Apps Systems Analysis and Program Manager | | | |
| 530 | 530 Apps Systems Analysis and Program Sup | | | |
| 540 | 540 Apps Systems Analyst/Programmer - St Spec | | | |
| 550 | 550 Apps Systems Analyst/Programmer - Lead | | | |
| 560 | 560 Telecommunications/Internetworking Designer | | | |
| 570 | 570 Network Planner | | | |
| 580 | 580 Network Operations Specialist | | | |
| 590 | 590 Telecommunications Engineer - Senior | | | |
| 600 | 600 Telecommunications Engineer - Inter | | | |
| 610 | 610 Telecommunications Systems Analyst | | | |
| 620 | 620 Network Controller | | | |
| 630 | 630 Telecommunications Engineer/Analyst | | | |
| 640 | 640 Network Control Technician | | | |
| 650 | 650 Telecommunications Analyst/Tech-Senior | | | |
| 700 | 700 Documentation Specialist | | | |
| 710 | 710 Documentation Coordinator | | | |

(b)(4)

| | | | |
|----------------|------------------------------------------------------|--------|--------------------|
| 720 | 720 Technical Expert - Level 4 | | |
| 730 | 730 Technical Expert - Level 3 | | |
| 740 | 740 Technical Expert - Level 2 | | |
| 750 | 750 Technical Expert - Level 1 | | |
| 760 | 760 Information Services Consultant | | |
| ON-SITE | | | |
| 105 | 105 Senior Information Engineer Onsite | | |
| 265 | 265 Support Specialist 6 Onsite | | |
| 275 | 275 Support Specialist 5 Onsite | | |
| 285 | 285 Support Specialist 4 Onsite | | |
| 525 | 525 Apps Systems Analysis and Program Manager Onsite | | |
| 535 | 535 Apps Systems Analysis and Program Sup Onsite | | |
| 545 | 545 Apps Systems Analyst/Programmer - St Spec Onsite | | |
| 555 | 555 Apps Systems Analyst/Programmer - Lead Onsite | | |
| 715 | 715 Documentation Coordinator Onsite | | |
| 745 | 745 Technical Expert - Level 2 Onsite | | |
| TOTAL | | (b)(4) | \$71,685.22 |

(b)(4)

Task Order 15

Office of the Secretary (SECY) Tracking and Reporting System (STARS)

A. Scope

The Contractor shall perform application systems maintenance for systems listed below in the statement of work (SOW) section, subparagraph, "Maintenance," following guidance provided in the PMM, NRC's CM rules, and utilizing the CM Library as the source for obtaining a current copy of production application systems which require maintenance.

The Contractor shall perform operation support tasks for systems listed below in the SOW section, subparagraph, "Operational Support," following guidance provided by the NRC TOM. 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.

The Contractor shall also produce necessary documentation of work performed as defined in the SOW, subparagraph, "Operational Support Work Effort Reporting," below.

B. Statement of Work

1. Maintenance

The Contractor shall be responsible for making necessary changes to ensure that identified problems with an application system 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.

a. System To Be Serviced

| System Name | System Number | System Acronym | Software | Platform | Allotted Level of Effort |
|------------------------------------|----------------------|-----------------------|-------------------------|-----------------|---------------------------------|
| SECY Tracking and Reporting System | 9509 | STARS | Delphi, PC-Docs, Sybase | Client Server | 750 h/y |

2. Operational Support

a. System To Be Covered under Operational Support

| System Name | System Number | System Acronym | Software | Platform | Allotted Level of Effort |
|------------------------------------|---------------|----------------|-------------------------|---------------|--------------------------|
| SECY Tracking and Reporting System | 9509 | STARS | Delphi, PC-Docs, Sybase | Client Server | 50h/y |

b. Definition

Operational support may take various forms, including the following:

1. data support
 - a. data interpretation
 - b. data correction
 - c. verification,
 - d. entry
2. Report generation

Producing reports in outputs, including hard copy and electronic (MS Access), from agency systems either on a scheduled or ad hoc basis of (1) standard reports or (2) quick query or new reports using newly defined criteria
3. Production support
 - a. initiating program sequences on a prescribed schedule
 - b. system monitoring, troubleshooting, and applying immediate corrective measures to agency production application systems (in some cases, on a 24-hour on-call basis).
 - c. upon request, installing STARS software on end-user desktops and going to previously installed desktops to perform software trouble shooting activities

c. Work of Contractor and NRC Technical Direction

The Contractor shall provide operational support in the form of data support, including data interpretation and correction, verification and entry; ad Hoc report generation, including development of new standard reports when needed; and production support for System Number 9509, STARS.

The Contractor shall provide data entry support on an occasional basis when requested. This is expected to occur less than 12 times during the year and could consist of approximately 100 new entries to the system which will be provided to the Contractor by the NRC Work Element Manager. The Contractor shall also be responsible for making approximately 25 field corrections to records within the application system which are caused by changes to the NRC organization structure throughout the year. The Contractor shall complete all data entry items within 24 hour of receipt.

The Contractor shall provide ad hoc report generation support to satisfy the Office of the Secretary's need to create approximately 25 reports per year. Most of these reports shall be generated in MS Access. Specific output formats will be provided at the time of the request to the Contractor which shall be delivered by the NRC TOM. Reports shall be created, run, and outputs delivered in 2 workdays from the date of the request, unless otherwise requested by the NRC TOM.

d. Operational Support Work Effort Reporting

An activity report is required biweekly describing the support services provided during the period.

C. 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 during normal business hours for on-call response.

D. Schedule of Deliverables

Maintenance requests shall be performed within the time negotiated with the NRC TOM for each system release.

Deliverable Name

Responsibility

Delivery Schedule

| | | |
|---------------------------------------------------------------|-------------------|-----------------------------------------------------------------------|
| <u>Ad Hoc Report Outputs (2.c)</u> | <u>Contractor</u> | <u>2 workdays from receipt of request, unless otherwise specified</u> |
| <u>Special Reports of Work and Status—Operational Support</u> | <u>Contractor</u> | <u>At frequency directed</u> |

E. Expertise/Skills

Demonstrated experience in application systems software and platforms defined for systems identified in relevant sections of this task order as requiring maintenance support. Competency in technical, written communication and analytical skills, as demonstrated through prior assignments in the technical support area, and experience with applications running on a NOVELL LAN platform.

F. Task Order Manager

The manager for this task order is Andrew Bates, (301) 415-1963.