



UNITED STATES  
NUCLEAR REGULATORY COMMISSION  
WASHINGTON, D.C. 20555-0001  
OCT 15 2007

OA0 Corporation  
2277 Research Boulevard  
Mailstop 4G ATTN: Joyce L. Lambert  
Rockville, MD 20850

SUBJECT: TASK ORDER NO.18 ENTITLED "OIS Web Management Function", 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 18. This effort shall be performed in accordance with the enclosed Statement of Work and OA0 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:

Jonathan Stecker - 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. 18 shall be in effect from September 26, 2007, through September 25, 2008, with a total cost ceiling of \$223,069.39.

This Task Order No. 18 obligates funds in the amount of \$143,000.00. 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  
Jeff Main - 301-415-6845

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

Information in this record was deleted  
in accordance with the Freedom of Information  
Act, exemptions  
FOIA- 2009-10017

cl17

\*ACCOUNTING AND APPROPRIATION DATA Task Order No. 18 is as follows:

B&R: 710-15-5G1-344 JC: J2413 BOC: 2574 APPN: 31X0200.710 COM: 10770885C  
\$68,000.00

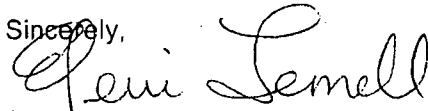
B&R: 710-15-5G1-344 JC: D2413 BOC: 252A APPN: 31X0200.710 COM: 10770687C  
\$75,000.00

\*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 Vernell, Contracting Officer  
Contract Management Branch No. 3  
Division of Contracts  
Office of Administration

ACCEPTED: Joyce L Lambert

Joyce L Lambert  
NAME

CONTRACTS  
TITLE

10/23/07  
DATE

Task Order 18 OIS Web Management Function		BASE YEAR RATE	BASE YEAR HOURS	BASE YEAR AMOUNT
<b>OFF-SITE</b>				
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		
<b>ON-SITE</b>			
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		
<b>TOTAL</b>		(b)(4)	<b>\$223,069.39</b>

**Office of Information Systems (OIS) Web Management  
Function**

**A. Background**

The NRC seeks assistance expanding and improving its Worldwide Web site to comply with the Electronic Freedom of Information Act and other legislation requiring the electronic dissemination of agency information to the public. This assistance includes coding select documents in HTML, evaluating and recommending new Web management technologies for its Web servers, and assisting in the design of structured document types and the creation of electronic submittal forms in the extensible markup language (XML).

The NRC also seeks assistance redesigning its public Web site (<http://www.nrc.gov>) to improve (1) the public's access to information at the site, (2) site navigability, (3) site maintenance processes, and (4) compliance with the Electronic Freedom of Information Act and other legislation requiring the electronic dissemination of agency information to the public.

**B. Scope**

This effort is to enable the NRC (1) to populate its existing Web site with documents from the categories listed below; (2) to assist the staff, public, and NRC stakeholders in searching this information, (3) to create a repository of revisable technical reports in electronic format that is not susceptible to technological change, (4) to assist in the development of the EIE initiative, and (5) to assist in the redesign of the NRC public Web site.

The Contractor shall accomplish the following tasks—provide conversion, coding, and design assistance for documents in HTML; evaluate and recommend Web management technologies; assist in the development of the EIE initiative; and assist in the redesign of the NRC public Web site. All hours billed to this task order shall be only for tasks actually performed under the scope of the applicable SOW and as assigned by the Project Manager or designated alternate unless specifically requested otherwise by the NRC Project Manager or designated alternate.

**C. Statement of Work**

1. Provide HTML coding support for principally large, static documents and document collections, such as those listed below. If needed, the Contractor shall also propose new designs for the existing NRC home page.
  - a. The contractor shall convert documents to HTML from WordPerfect (version 8 and later), ASCII, DBF, and other formats used by the agency. These documents and document collections may include the following, in order of priority:
    1. Information Digest (NUREG-1350)

2. Abstract Index Journal (NUREG-0304)
  3. NRC Legislation (NUREG-0980)
  4. NRC regulations
  5. NRC Annual Report
  6. generic communications
  7. policy statements
  8. regulatory guides
  9. management directives
  10. information notices
  11. administrative letters
  12. Standard Review Plan
  13. inspection manual
  14. NRC Editorial Guide (NUREG-1379)
  15. Publishing Reports in the NUREG Series (NUREG-0650)
  16. Acronyms and Initialisms (NUREG-0544)
  17. Memoranda of Understanding
  18. other NRC documents of importance (to be specified)
- b. The Contractor shall assist the staff in developing HTML coding standards, practices, and procedures.
  - c. The Contractor shall assist in designing new HTML coding formats that comply with NRC legislation and practices, such as the Americans with Disabilities Act, and in accordance with good human factors practice for computerized human system interfaces, such as the guidance contained in NUREG-0700, Revision 1, "Human Interface Design Review Guidelines."

2. Schedule of Deliverables

- a. Technical Reports : 3–5 days
- b. Update existing document collections (e.g., SECYs, Inspection Manuals, Generic Communications, Part 21, Weekly Information Report): 2–3 days
- c. Index and link a new collection of documents: 4–6 days
- d. Create a new site: 5 days
- e. Revise and update an existing site: 2–3 days
- f. Web page design: 14 days

**D. Reporting Requirements**

1. The Contractor shall submit biweekly progress reports covering existing tasks.

The progress report should also present any scheduling problems or technical issues that may have a major effect on a task. The report should also include task budget information such as hours or dollars used and remaining. The tasks covered by progress reports shall include development of new HTML documents.

2. The Contractor shall submit all documentation in draft form to the NRC for review and comment.

The NRC will give the Contractor written comments within 10 workdays of receipt of each draft report. The Contractor shall prepare a final report within 10 workdays of receipt of the NRC comments.

3. The Contractor shall submit all final documentation to the NRC for approval before moving to the next milestone.

**E. Deliverables**

1. Provide Web maintenance
  - a. The Contractor shall deliver HTML document instances (as needed). This effort may include converting documents to HTML from WordPerfect (version 5.1 and later), ASCII, DBF, and other formats used by the agency.
  - b. The Contractor shall deliver all DTDs, style sheets, data conversion programs, and any other such items created when prototyping applications.

These items will be delivered upon the completion and acceptance of the prototype.

2. Provide HTML coding support and design assistance

This is a continuing requirement, as source material is supplied by the NRC. Each document is expected to require less than 5 days of effort. A maximum of 500 pages may be expected per week.

3. Provide EIE Web support as specified by the NRC.

**F. Place of Performance**

See Appendix A,, "Standard Paragraphs for Web-Related Task Orders," paragraph 1.

**G. Expertise/Skills**

See Appendix A, "Standard Paragraphs for Web-Related Task Orders," paragraph 2.

**H. Task Order Manager**

The manager for this task order is Jeffrey Main, (301) 415-6845.

**I. Performance Measurement**

See Appendix A, "Standard Paragraphs for Web-Related Task Orders," paragraph 4.

**J. Coordination**

See Appendix A, "Standard Paragraphs for Web-Related Task Orders," paragraph 3.a.

**K. Attachments**

1. NRC MD and Handbook 3.14, "Availability of Nuclear Regulatory Commission Information on the World Wide Web"
2. Web Page: "NRC Standards and Recommendations for Content Posted to the Public Web Site"
3. Site statistical summary
4. Memorandum to office directors and regional administrators requesting comment on proposed content of the NRC's public Web site.