

ORDER FOR SUPPLIES OR SERVICES

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

BPA NO.

1. DATE OF ORDER SEP 14 2009		2. CONTRACT NO. (If any) GS35F0785J		6. SHIP TO:			
3. ORDER NO. NRCDR3307317T006		4. REQUISITION/REFERENCE NO. 33-07-317T006		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission			
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div. of Contracts Attn: Pearlette Merriweather Mail Stop: TWB-01-B10M Rockville MD 20852				b. STREET ADDRESS Roy Choudhury Mail Stop T5 D14 11555 Rockville Pike			
				c. CITY Rockville		d. STATE MD	e. ZIP CODE 20852
7. TO:				f. SHIP VIA			
a. NAME OF CONTRACTOR PORCE 3, INC.				8. TYPE OF ORDER			
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE		<input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 2151 PRIEST BRIDGE DR				REFERENCE YOUR Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.			
d. CITY CROFTON				e. STATE MD	f. ZIP CODE 211142478		
9. ACCOUNTING AND APPROPRIATION DATA See CONTINUATION Page \$80,000.00				10. REQUISITIONING OFFICE OIS			
B&R: 910-15-5E1-330 JOB: J1193 BOC:252A APN: 31X0200.910							

11. BUSINESS CLASSIFICATION (Check appropriate box(es))						12. F.O.B. POINT	
<input checked="" type="checkbox"/> a. SMALL	<input type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED				
<input type="checkbox"/> d. WOMEN-OWNED	<input type="checkbox"/> e. HUBZone	<input type="checkbox"/> f. EMERGING SMALL BUSINESS					
13. PLACE OF			14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 9/30/2010		16. DISCOUNT TERMS NET 30	
a. INSPECTION SEE BLOCK 6		b. ACCEPTANCE SEE BLOCK 6					

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>DUN#556054591</p> <p>The Contractor shall provide services in accordance with the attached SOW. The period of performance is 9/15/2009 - 3/14/2010.</p> <p>NRC PO: Roy Choudhury, 301-415-7226, roy.chourdurd@nrc.gov</p> <div style="background-color: black; height: 20px; width: 100%;"></div> <p>Indicate acceptance of this task order by having an official authorized to bind Force 3, Inc sign.</p> <p>Signature <i>Julie Zimmerman</i> Date 9/14/09</p> <p>Name Title JULIE ZIMMERMAN CONTRACTS ADMINISTRATOR</p>			See CONTINUATION Page		

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		
	21. MAIL INVOICE TO:						
	a. NAME Department of Interior / NBC NRCPayments@nbc.gov						\$163,008.00
	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) <i>Pearlette Merriweather</i>	23. NAME (Typed) Pearlette Merriweather TITLE: CONTRACTING/ORDERING OFFICER
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PRESCRIBED BY GSA/FAR 48 CFR 53.213(f)

SUNSI REVIEW COMPLETE

TEMPLATE - ADM001

SEP 14 2009

ADM002

Period of Performance and Cost

The period of performance for Task Order No. 6 is September 15, 2009, through March 14, 2010.

This is a time and material task order. The total amount of this task order is \$163,008.00. Initial funding is \$80,000.00. The Contractor is not authorized to perform work beyond current funding amount of \$80,000.00.

Price Schedule - Task Order No. 4 under NRC-DR-33-08-317:

NRC Labor Category	Force 3 Inc GSA Labor Category	Labor Hours	Discounted Labor Rate	Total
Program Manager	Program Manager	[REDACTED]	[REDACTED]	\$20,208.00
Technical Expert	Technical Expert	[REDACTED]	[REDACTED]	\$142,800.00
Total		[REDACTED]		\$163,008.00

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 2009 funding in the amount of \$80,000.00 is obligated to partially fund this task order.

The issuance of Task Order No. 6 does not change any terms and conditions of the subject delivery order.

NRC contacts during the course of this task order are:

Technical Direction:

Roy Choudhury, Project Officer, phone 301-415-7226, OIS/ICOD/BBD, Mail Stop T-5-D14, email <mailto:Roy.Choudhury@nrc.gov>.

Task Order Administration:

Pearlette Merriweather, Sr. Contract Specialist, phone 301-492-3614, ADM/DC/CMB3, Mail Stop TWB-01-B10M, email pearlette.merriweather@nrc.gov.

**STATEMENT OF WORK
IDDS TASK ORDER 6
UNDER DELIVERY ORDER NO. DR-33-07-317
INFRASTRUCTURE DESIGN AND DEVELOPMENT SUPPORT**

PROJECT MANAGEMENT METHODOLOGY AND SUPPORTING TOOLS

1.0 Background

The Infrastructure and Computer Operations Division (ICOD), within the Office of Information Services (OIS) at the Nuclear Regulatory Commission (NRC) has initiated an effort to develop, manage, and maintain project plans and complex integrated project schedules, through process management, project management, and technology improvement. The integrated project schedules are comprised of numerous sub-projects. The precise coordination of all project activities is of the utmost importance.

2.0 Objective

The main objective of this task is to provide technical support for agency's plan to transition various projects to an Enterprise Project Environment (EPM) and subsequently help maintain any related EPM components. In addition, the contractor shall manage ICOD and OIS work activities effectively and efficiently through project scheduling with a vision of having the capability to quickly and accurately assess the potential impacts of any newly proposed task.

The Contractor shall also provide qualified professionals to support the development and maintenance of project plans, project schedules, various regular and ad hoc reports using software, but not limited to, which is described under 6.0 Scope of Work.

3.0 Technical Qualifications Required

Expertise is required in many areas, including: (1) Microsoft Project Management, (2) the Microsoft Enterprise Project Manager (EPM) Suite of software, (3) general broad-based project management; (4) software development lifecycle (SDLC); and (5) industry software development best practices.

4.0 Scope of Work

4.1 Task Descriptions

The Contractor shall provide qualified personnel to fulfill the scope of the requirements which include project coordination, project analyses, documentation, IT technical implementation of software components, training, and communication support for integrated project planning and Enterprise Project Management. This involves assistance in the development, integration, and maintenance of project schedules for ICOD and OIS activities. The integrated master project schedule and derived reports shall reflect current resource commitment and utilization, and the capability to readily assess the potential impact against prioritized work activities by proposed new tasks.

This effort will require the proficient use of various software components, applications, systems, and tools. These will include, but is not limited to, Microsoft (MS) Project Professional 2003, MS Project Professional 2007, MS Project Server 2007, Project Web Access, MS Portfolio Server, MS SharePoint, MS Excel, WBS Chart Pro, Visio Professional, and MS Data Analyzer.

Tasks will also require support for the ICOD project transition to the EPM environment. For example, it will be required to participate in any pilot projects or pre-production testing. The Contractor will also be expected to develop business processes and help with oversight regarding EPM. In addition, the identification of best practices, trade-off analyses, business recommendations, risk management, trouble resolution, and the development of specialized reports will be required. Identification of best practices and recommendations surrounding project management with an emphasis on project scheduling considering the NRC Project Management Methodology is expected.

Provide functional support for quality assurance regarding project scheduling and EPM.

The development of documentation for various purposes will be expected. The repository of such documentation will be maintained through SharePoint.

4.2 Types of Assignments

Examples of types of assignments may include, but are not limited to, the following:

- Participate in periodic testing of EPM. Work with other NRC organizations to meet goals of pilot testing, and perform validation testing and verification
- Create and produce custom and standard project reports using EPM, MS Project Professional, and WBS Chart Pro
- Maintain an OIS resource pool implemented in both MS Project Professional 2007 and EPM
- Fulfill an EPM administration and project scheduling coordination function
- Maintain and refine any project related templates
- Conduct periodic informational meetings for staff on ICOD project management efforts
- Conduct in-house 2 hour training sessions, about 1-2 days per monthly, on project management related software tools and best practices for ICOD staff
- Work/collaborate with NRC staff and contractors in the effort to transition to the EPM environment or any other project management related matters
- Conduct or participate in testing of any software or procedures updates
- Develop all written standard operating procedures and other documentation determined necessary by the Project/Task Officer
- Perform testing as needed on any project management related software object or component
- Maintain a repository of project artifacts and update as necessary.

A.1 2052.215-71 PROJECT OFFICER AUTHORITY (NOVEMBER 2006)

(a) The contracting officer's authorized representative (hereinafter referred to as the project officer) for this contract is:

Name: Roy Choudhury

Address: U.S. Nuclear Regulatory Commission
Mail Stop T5D14
Rockville, MD 20852

Telephone Number: 301.415.7226

(b) Performance of the work under this contract is subject to the technical direction of the NRC project officer. The term "technical direction" is defined to include the following:

(1) Technical direction to the contractor which shifts work emphasis between areas of work or tasks, authorizes travel which was unanticipated in the Schedule (i.e., travel not contemplated in the Statement of Work (SOW) or changes to specific travel identified in the SOW), fills in details, or otherwise serves to accomplish the contractual SOW.

(2) Provide advice and guidance to the contractor in the preparation of drawings, specifications, or technical portions of the work description.

(3) Review and, where required by the contract, approval of technical reports, drawings, specifications, and technical information to be delivered by the contractor to the Government under the contract.

(c) Technical direction must be within the general statement of work stated in the contract. The project officer does not have the authority to and may not issue any technical direction which:

(1) Constitutes an assignment of work outside the general scope of the contract.

(2) Constitutes a change as defined in the "Changes" clause of this contract.

(3) In any way causes an increase or decrease in the total estimated contract cost, the fixed fee, if any, or the time required for contract performance.

(4) Changes any of the expressed terms, conditions, or specifications of the contract.

(5) Terminates the contract, settles any claim or dispute arising under the contract, or issues any unilateral directive whatever.

(d) All technical directions must be issued in writing by the project officer or must be confirmed by the project officer in writing within ten (10) working days after verbal issuance. A copy of the written direction must be furnished to the contracting officer. A copy of NRC Form 445, Request for Approval of Official Foreign Travel, which has received final approval from the NRC must be furnished to the contracting officer.

(e) The contractor shall proceed promptly with the performance of technical directions duly issued by the project officer in the manner prescribed by this clause and within the project officer's authority under the provisions of this clause.

(f) If, in the opinion of the contractor, any instruction or direction issued by the project officer is within one of the categories as defined in paragraph (c) of this section, the contractor may not proceed but shall notify the contracting officer in writing within five (5) working days after the receipt of any instruction or direction and shall request the contracting officer to modify the contract accordingly. Upon receiving the notification from the contractor, the contracting officer shall issue an appropriate contract modification or advise the contractor in writing that, in the contracting officer's opinion, the technical direction is within the scope of this article and does not constitute a change under the "Changes" clause.

(g) Any unauthorized commitment or direction issued by the project officer may result in an unnecessary delay in the contractor's performance and may even result in the contractor expending funds for unallowable costs under the contract.

(h) A failure of the parties to agree upon the nature of the instruction or direction or upon the contract action to be taken with respect thereto is subject to 52.233-1 -Disputes.

(i) In addition to providing technical direction as defined in paragraph (b) of the section, the project officer shall:

(1) Monitor the contractor's technical progress, including surveillance and assessment of performance, and recommend to the contracting officer changes in requirements.

(2) Assist the contractor in the resolution of technical problems encountered during performance.

(3) Review all costs requested for reimbursement by the contractor and submit to the contracting officer recommendations for approval, disapproval, or suspension of payment for supplies and services required under this contract.

(4) Assist the contractor in obtaining the badges for the contractor personnel.

(5) Immediately notify the Security Branch, Division of Facilities and Security (SB/DFS) (via e-mail) when a contractor employee no longer requires access authorization and return of any NRC issued badge to SB/DFS within three days after their termination.

(6) Ensure that all contractor employees that require access to classified Restricted Data or National Security Information or matter, access to sensitive unclassified information (Safeguards, Official Use Only, and Proprietary information) access to sensitive IT systems or data, unescorted access to NRC controlled buildings/space, or unescorted access to protected and vital areas of nuclear power plants receive approval of SB/DFS prior to access in accordance with Management Directive and Handbook 12.3.

(7) For contracts for the design, development, maintenance or operation of Privacy Act Systems of Records, obtain from the contractor as part of closeout procedures, written certification that the contractor has returned to NRC, transferred to the successor contractor, or destroyed at the end of the contract in accordance with instructions provided by the NRC Systems Manager for Privacy Act Systems of Records, all records (electronic or paper) which were created, compiled, obtained or maintained under the contract.

A.2 2052.215-70 KEY PERSONNEL (JAN 1993)

(a) The following individuals are considered to be essential to the successful performance of the work hereunder:



The contractor agrees that personnel may not be removed from the contract work or replaced without compliance with paragraphs (b) and (c) of this section.

(b) If one or more of the key personnel, for whatever reason, becomes, or is expected to become, unavailable for work under this contract for a continuous period exceeding 30 work days, or is expected to devote substantially less effort to the work than indicated in the proposal or initially anticipated, the contractor shall immediately notify the contracting officer and shall, subject to the concurrence of the contracting officer, promptly replace the personnel with personnel of at least substantially equal ability and qualifications.

(c) Each request for approval of substitutions must be in writing and contain a detailed explanation of the circumstances necessitating the proposed substitutions. The request must also contain a complete resume for the proposed substitute and other information requested or needed by the contracting officer to evaluate the proposed substitution. The contracting officer and the project officer shall evaluate the contractor's request and the contracting officer shall promptly notify the contractor of his or her decision in writing.

(d) If the contracting officer determines that suitable and timely replacement of key personnel who have been reassigned, terminated, or have otherwise become unavailable for the contract work is not reasonably forthcoming, or that the resultant reduction of productive effort would be so substantial as to impair the successful completion of the contract or the service order, the contract may be terminated by the contracting officer for default or for the convenience of the Government, as appropriate. If the contracting officer finds the contractor at fault for the condition, the contract price or fixed fee may be equitably adjusted downward to compensate the Government for any resultant delay, loss, or damage.

A.3 SEAT BELTS

Contractors, subcontractors, and grantees, are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented, or personally owned vehicles.

A.4 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 10 days of expiration of contract with in 10 days of expiration of task order.