

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

BPA NO.

1. CONTRACT ID CODE

PAGE

OF PAGE

1

2

2. AMENDMENT/MODIFICATION NO.
M007

3. EFFECTIVE DATE
September 21, 2009

4. REQUISITION/PURCHASE REQ. NO.
33-07-358T006M007

5. PROJECT NO. (If applicable)

6. ISSUED BY CODE 3100

U.S. Nuclear Regulatory Commission
Div. of Contracts, CMB3
Attn: Manon Butt, 301-492-3629
Mail Stop TWB-01-B10M
Washington, DC 20555

7. ADMINISTERED BY (If other than Item 6) CODE 3100

U.S. Nuclear Regulatory Commission
Div. of Contracts
Mail Stop TWB-01-B10M
Washington, DC 20555

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

DAO CORPORATION
Attn: Patricia Gagliemo-Prior
5290 Shawnee Road
Alexandria VA 22312

(X) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.
GS35T4524G NRC-DR3307358T006

10B. DATED (SEE ITEM 13)
09-26-2007

CODE 074830209

FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:
(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) See next page Obligate \$108,501.00

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(X) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
D. OTHER (Specify type of modification and authority) Bilateral Modification

E. IMPORTANT: Contractor is not, is required to sign this document and return ² copies to the Issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
Reference Task Order 6, Data Management and Support Services for the General License Tracking System, under Delivery Order DR-33-07-358.

The purpose of this modification is to extend the period of performance, increase the ceiling, revise the price schedule, add incremental funding, and revise the Statement of Work, as described on the following page.

NRC Project Officer: Jeffrey Bartlett, 301-415-0243, email Jeffrey.Bartlett@nrc.gov

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) PATRICIA GAGLIEMO-PRIOR SR. CONTRACTS MANAGER	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Eleni Jernell Contracting Officer
15B. CONTRACT OFFER NO. <i>Patricia Gagliemo-Prior</i> (Signature of person authorized to sign)	16B. UNITED STATES OF AMERICA BY <i>Eleni Jernell</i> (Signature of Contracting Officer)
16C. DATE SIGNED 9/24/09	16C. DATE SIGNED 9/25/09

NSN 7640-01-152-8070
PREVIOUS EDITION NOT USABLE

STANDARD FORM 30 (REV. 10-93)
Prescribed by GSA - FAR (48 CFR) 53.243

TEMPLATE - ADM001

SUNSI REVIEW COMPLETE

OCT 02 2009

ADM002

Reference Task Order 6, Data Management and Support Services for the General License Tracking System, under Delivery Order DR-33-07-358.

The purpose of this modification is to (1) extend the period of performance of this task order, (2) increase the task order ceiling, (3) revise the price schedule, (4) add incremental funding, and (5) revise the Statement of Work, as follows:

1. The period of performance end date of this task order is extended from September 25, 2009, to September 25, 2010, an extension of one year, in order to continue the effort under this task order during option year two of Delivery Order DR-33-07-358. The revised period of performance is from September 26, 2007, through September 25, 2010.
2. Increase the ceiling of this task order by \$570,737.28, from \$1,087,140.21 to \$1,657,877.49.
3. Replace the existing price schedule with the attached revised price schedule, dated September 15, 2009, listing labor categories, hourly rates, and estimated labor hours, for a total estimated ceiling amount of \$1,657,877.49.
4. Add incremental funding in the amount of \$108,501.00, thereby increasing the obligated amount from \$1,087,140.00 to \$1,195,641.00.
5. Replace the existing Statement of Work with the attached revised Statement of Work.

Accounting and Appropriation Data

Accounting ID Number: DR-33-07-358-06

B&R: 955-15-344-232 JCN: F1048 BOC: 2574 APP: 31X0200.741
FFS Commitment No. AA8550048 **Obligate \$108,501.00**

The following is a summary of obligations from the date of award through the date of this action:

Award FY07 Obligation	\$230,000.00
Mod 1 FY08 Obligation	\$70,000.00
Mod 2 FY08 Obligation	\$295,635.00
Mod 3 FY08 Obligation	\$180,000.00
Mod 4 FY09 Obligation	\$80,000.00
Mod 5 FY09 Obligation	\$130,000.00
Mod 6 FY09 Obligation	\$101,505.00
Mod 7 FY09 Obligation	\$108,501.00

Total NRC Obligations \$1,195,641.00

This modification obligates FY 2009 funds in the amount of \$108,501.00.

Summary - Total Obligations by Job Code Number:

F1048 \$1,195,641.00

All other terms and conditions of the subject task order remain unchanged.

STATEMENT OF WORK
**Data Management and Support Services for the
General License Tracking System**

Office of Federal and State Materials and Environmental Management Programs (FSME)

A. Background

The General License Tracking System (GLTS) is the main database used by the U.S. Nuclear Regulatory Commission (NRC) to request, collect, monitor, track, use, and disseminate general license information. In 2001, GLTS was developed by using PowerBuilder, a Sybase Database Platform, and is maintained on servers connected to the NRC local area network (LAN). The GLTS also supports NRC's event response and evaluation program, enforcement program, and the fee billing system. The GLTS can be used by up to 50 users in the NRC headquarter offices, any of the four NRC regional offices, and a remotely located contractor.

Persons who wish to acquire, receive, possess, use or transfer radioactive byproduct materials must do so in accordance with the applicable NRC and/or Agreement State¹ regulations. In accordance with Title 10 of the *U.S. Code of Federal Regulations* (10 CFR), NRC licenses the use of radioactive material, either through a specific, general or an exempt license. This Statement of Work (SOW) relates to NRC's General License (GL) program pursuant to 10 CFR Parts 20, 30, 31, and 32. These regulations provide the requirements for certain products to be considered GL devices that may be authorized for distribution by specific-licensed manufacturers and/or distributors (vendors). In addition, regulations came into force in August 2007, added radioactive materials originating from Naturally Occurring Radioactive Material (NORM) and Naturally Occurring Accelerator-Produced Radioactive Material (NARM) used in GL devices.

Under 10 CFR 32.52 and 32.56, vendors are required to submit reports of transfers of GL devices on a periodic basis. Transfers of GL devices authorized under 10 CFR 31.5 are required to be submitted on a quarterly basis (referred to as quarterly transfer reports), and transfers of GL devices under 10 CFR 31.7 general licensees are required to be submitted on an annual basis (referred to as annual transfer reports). Vendors intending to manufacture and/or initially distribute GL devices must possess a specific license from either the NRC or an Agreement State. Vendors located in an Agreement State that transfer devices to general licensees in NRC jurisdiction² are also required to submit quarterly and annual transfer reports to the NRC, even if no transfer of devices has occurred within any given reporting period.

In accordance with 10 CFR 31.5, NRC general licensees are required to notify the NRC within 30 days at any time a GL device is transferred to another licensee. General licensees regulated by an Agreement State are not required to submit these reports to NRC.

In addition to facilitation of processing of GL devices transfer reports into the database, GLTS also tracks annual registration of certain GL devices in accordance with 10 CFR 31.5(e)(13)(i). Annual registration is accomplished with the information provided by the registrants via the

¹An Agreement State is a State that the NRC has entered into an agreement which authorizes the State to regulate certain nuclear materials within its boundaries.

²NRC jurisdiction includes all States into which NRC has not entered into an agreement for the discontinuance of its regulatory authority over nuclear materials (called Non-Agreement States, which includes U.S. territories, off-shore waters, and all Federal facilities, even if they are located in an Agreement State).

completion of NRC Form 664 (Attachment 1). Currently, the NRC requires annual registration of 10 CFR 31.5 devices that contain the radioactive byproduct materials (type and activity) listed in Table 1.

Table 1
Registration Criteria

Isotope	Activity \geq	
	(mCi)	(MBq)
Cesium-137	10	370
Strontium-90, Radium-226	0.1	3.7
Cobalt-60 or Any Transuranic (e.g., Americium-241, Curium-244, etc.)	1	37

B. Scope

The contractor shall provide database management and support services for the GLTS for the continued operation of a current and accurate GL program. GLTS is the database used by NRC to request, collect, monitor, track, use, and disseminate GL and GLD-related information.

This effort requires management and support for upfront survey, screening, selection of GLs and printing of packages for mailing of annual registrations, routine process and data management of GLTS, implementation of the annual GL registration process, and maintenance of the GLTS Users Guide (Attachment 2), and GLTS system-related documents (artifacts) resident in Rational Clear Case. The work shall be performed using government-furnished property, supplies, and stationary at the contractor's facility.

C. Statement of Work

1. Maintenance

The contractor shall be responsible for making changes approved by the NRC Task Order Manager (TOM) to the GLTS. The contractor shall take all necessary steps to minimize down time and return the system to production mode in the shortest amount of time possible.

a. 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 headquarters office to discuss significant maintenance and performance issues.

b. Module/System to be Maintained

System Name	System Number	System Acronym	Software	Platform
General License Tracking System	B0041	GLTS	Powerbuilder10 Sybase, SQL, Rational Clear Case	Client Server

2. Work Requirements and Schedule

a. The work requirements are divided into four main tasks:

- 1) Task 1 relates to upfront activities which include, but are not limited to, becoming familiar, keeping up to date with NRC processes and other systems that are interfaced in the administration of the GL program. Upfront activities also include obtaining security clearances for contractor personnel and an Authorization to Operate (ATO) following review of the contractor's facility by the NRC.
- 2) Task 2 relates to routine data processing of, vendor and GL transfer reports, new GLDs entering the market place and update of the GLTS to reflect NRC inspection results.
- 3) Task 3 relates to implementing the Annual Registration Program for certain GL devices. The steps involved in using the GLTS database to complete Tasks 2 and 3 as detailed in the latest version of GLTS Users Guide.
- 4) Task 4 relates to maintaining the GLTS Users Guide to incorporate any changes in the GL program in the project documentation. Both Tasks 3 and 4 include follow-up and quality assurance activities to ensure the data in the GLTS is accurate and complete.

b. The following provides an overview of each task and establishes the NRC's expectation for contractor performance:

1) TASK 1: Knowledge of the GLTS and Supporting Systems

Task 1 consists of upfront activities to include transitioning and gaining familiarity with the GLTS program process, procedures in the GLTS Users Guide, the GLTS database, and other NRC systems which are used to support the GL program. Activities also include obtaining security clearances for contractor staff (NRC Management Directive 12.3, NRC Personnel Security Program). The NRC will provide government-furnished property as described in Section M of this SOW. The contractor shall be responsible for connecting and maintaining the equipment at its facility.

The contractor staff shall obtain a working knowledge of the GLTS database within 2 weeks of task order issuance date by reviewing the GLTS Users Guide.

The contractor shall obtain a working knowledge on the use of the three supporting systems: Agency-wide Documents Access and Management System (ADAMS), National Sealed Source and Device Registry (SS&DR), and Nuclear Material Events Database (NMED), by successfully completing training on each. A working knowledge of these systems assists in efficient data retrieval, manipulation, and research of information contained in each system. Also, this information supports the timely management of the GLTS database.

ADAMS is a recordkeeping system that maintains the majority of the official records of the agency and manages the timely disposition of old records, as well as an electronic information exchange system that permits licensees and NRC stakeholders to submit documents electronically through the NRC's Public Web Server. The contractor shall coordinate a schedule for the completion of ADAMS training with the NRC TOM within 30 days of the date of task order issuance. Plan for one (1) key personnel to attend and complete the 3-hour ADAMS Advanced Searching course, and two (2) personnel to attend and complete the 6-hour ADAMS Overview and ADAMS Document Processing courses to be held at NRC Headquarters, Rockville, MD.

SS&DR is a depository of all authorized registries of radioactive sources and devices. The SS&DR provides summary information about regulatory body authorized devices for distribution including GL devices. The contractor shall coordinate a schedule for the completion of SS&DR training with the NRC TOM within 30 days of the date of task order issuance. Plan for two (2) personnel to attend and complete a half-day training session provided by NRC staff at NRC Headquarters, Rockville, MD.

NMED is a system that records, stores, and allows searches of information about radioactive materials events such as lost, abandoned or stolen GL devices. The contractor shall coordinate a schedule for completion of NMED training with the NRC TOM within 30 days of the date of task order issuance. Plan for two (2) personnel to attend and complete a half-day training session provided by NRC staff at NRC Headquarters, Rockville, MD.

2) TASK 2: Routine Data Processing

Task 2 shall be performed in accordance with the instructions provided in the GLTS Users Guide. Approximately 400 vendor quarterly (99%) and annual (1%) GL devices (GLD) transfer reports are received by NRC each year. The size of the reports can range from one page to several hundred pages for some of the larger tritium exit sign contractors. GLD transfer reports from vendors include information on each device transferred (e.g., device type, model, and serial number, and the activity and type of radioactive material contained in the device), and on the general licensee (e.g., name, address, and the name, title, and a contact phone number of a person responsible for the GL devices). In addition, general licensees periodically submit transfer reports when they transfer GL

devices to a specific licensee for disposal or convert GL to a specific license. These transfer reports are processed similar to vendor reports but typically only contain a few devices per report or a written communication.

Performance of the following tasks shall be on an on-going basis to support all functions of the GL Program:

The contractor shall receive and process information concerning general licensees and GL devices for entry into the GLTS within 5 business days of pickup of a package from NRC Headquarters or receipt of a faxed registration package. This information may be quarterly or annual vendor transfer reports submitted by NRC and Agreement State GL contractors; NRC master material licensees; general licensee transfer reports; general licensee submitted event reports (damaged, lost, stolen or disposed devices); NRC inspection reports; or other reports and information as identified by the NRC TOM.

Within 2 business days of a discovery, the contractor shall request the scanning into ADAMS any transfer reports and other GL information that is not already in ADAMS. This shall require a search of ADAMS to verify if these documents are already in ADAMS. The ADAMS accession numbers shall be appropriately noted in GLTS.

The contractor shall conduct weekly searches of ADAMS to ensure accurate and complete information resides in GLTS. Some transfer reports and other GL information may be processed by the ADAMS Document Control Desk without going thru the NRC TOM.

These weekly searches of ADAMS are performed to obtain the following reports:

- Quarterly and annual transfer reports required to be submitted to NRC by GL manufacturers and/or distributors (vendors);
- General licensee transfer reports required pursuant to 10 CFR Parts 31 and 32 to be submitted to NRC within 30 days after a general licensee transfers any of its devices; and
- General licensee change of address reports required pursuant to 10 CFR 31.5(c)(14) to be submitted to NRC by the general licensee within 30 days of any changes to the general licensee's address.

The contractor shall ensure complete and accurate information is obtained for quarterly, annual, and general licensee transfers, change of address, and other reports, and that these reports are received by the due date required by the regulations (i.e., annually or quarterly). The contractor shall review the GL documents for the required information and contact the GL vendors or general licensee in writing or telephone to request additional information to resolve report deficiencies or because of a failure to submit a report. General licensees' failure to submit timely reports shall require follow-up by the contractor in writing and/or by telephone.

Data sources for correcting inaccurate, incomplete or duplicate information may include search and comparative analysis of applicable historical NRC records; other NRC databases such as ADAMS, SS&DR or NMED; direct contact with GL contractors and general licensees; and publicly available information sources (Internet, U.S. Postal Service resources, telephone directories, etc.).

Inaccurate, incomplete or duplicate data identified in the database for which the contractor has not been directed to perform data correction shall be reported to the NRC TOM for direction within 1 working day of discovery. This notification will provide the NRC TOM sufficient information to determine the form and extent of follow-up and, in turn, refer the follow-up activities to the appropriate staff. The NRC TOM may refer the action back to the contractor with directions for additional follow-up and/or research suggestions.

For general licensees that indicate they have lost or cannot account for one or more of their GL devices, the contractor shall notify the NRC TOM the same day via electronic mail and provide relevant information concerning the lost device(s) and the general licensee, and perform follow-up or take action as directed by the NRC TOM.

3) TASK 3: Implementation of NRC's Annual Registration Program

Task 3 shall be conducted in accordance with the instructions provided in the GLTS Users Guide. Activities under this task include mailing registrations, processing returned registrations, follow-up, and quality assurance. For bidding purposes, it is estimated that the Annual Registration Program will include 1,000 general licensees possessing 5,500 devices. Performance of the following tasks shall be on an on-going basis to provide support for all functions of the Annual Registration Program.

Using GLTS, the contractor shall perform a survey, screen, select, and generate a list of current general licensees that meet the registration criteria specified in Table 1. This list shall not include unresolved and unresponsive cases from previous registration attempts or those cases deleted or otherwise unavailable for mailings.

Registration packages shall include a registration request form (NRC Form 664) and a cover letter (Attachment 1) generated through the GLTS. Registration request forms shall: 1) list information from GLTS concerning the general licensee and the GL devices indicated to be in GL's possession; 2) request the general licensee to review and confirm the information on the form, and indicate any new, updated or corrected information; 3) require the general licensee to update, fully complete, and sign Section 5 of the Form 664 prior to returning the registration request form within 30 calendar days; and 4) require a fee for registration. The registration package shall include a pre-addressed envelope to be returned to the U.S. Nuclear Regulatory Commission, Office of Federal and State Materials and Environmental Management Programs, Rockville, Maryland, 20852. The registration package shall also include another pre-addressed

envelope to be returned to a Bank Lockbox currently located in St. Louis, MO. Using government-furnished, franked envelopes, mail the registration package to all NRC general licensees that meet the criteria specified in Table 1 or as amended to fulfill NRC regulatory responsibilities.

As directed by the TOM, the contractor shall generate and mail requests for registration, using certified mail and government-furnished, franked envelopes, to approximately one-third of the general licensees that meet the requirements for registration (e.g., currently 250 per batch). Initial registration requests require a response within 30 days.

Within 5 working days of receipt, the contractor shall process all returned packages and update the GLTS with the following:

- Name, mailing address (for the location of use), and billing address of the general licensee;
- Device information, as indicated on the device label (e.g., model number, device serial number, GL contractor, radioisotope, and activity);
- Name and telephone number of the responsible person designated as a representative of the general licensee as required by 10 CFR 31.5(c)(9)(i); and
- Address or location of use (use control center) where the GL devices are used or stored. For portable devices, the location of use is considered the address of the primary place of storage and where all records are kept.

The contractor shall scan the information on the returned registration forms, and complete follow-up with the registrant for missing information. To reduce processing time, the NRC provides an automated form reader and verification system that will scan and perform Optical Character Recognition (OCR) of information on returned registration forms. The automated process is able to accurately recognize information from the forms and can automatically update GLTS with the information read. The GLTS automated form reader process is designed to identify cases where incomplete information is provided on a registration request form. In such cases, the GLTS will notify the operator when expected data is not on the form. It is expected that for some of the cases, the missing information will not be critical and the available form data can be entered into GLTS after completing some follow-up with the registrant for the missing information. However, in cases where the missing data is critical (i.e., required before the form data may be entered into GLTS), follow-up with the registrant shall be required before the data on the form can be entered into GLTS. It is estimated that, annually, 20% of the forms shall require manual processing for a portion of the information on the returned forms due to "illegible" or missing data.

The contractor shall confirm that the licensee has certified, by signature in Section 5 of NRC Form 664, that the information concerning the device(s) has been verified through a physical inventory and checking of the device(s) label(s) information.

If a form is received with a fee or other payment information (e.g., check or credit card number), the contractor shall immediately forward the complete package, including the registration form and payment, to the OCFO, License Fee Team or other location as specified by the NRC TOM. Returned registration forms are not intended to include any form of payments for a registration fee. Payment information is handled by the NRC Office of the Chief Financial Officer (OCFO). Within 3 working days, OCFO collects the necessary information for payment of fees and places any documents that might inadvertently get directed to OCFO, at the NRC File Center for pickup by the contractor.

The contractor shall issue a standard acknowledgment letter (Attachment 3) to the registration general licensee once all required registration information is obtained, including the fee paid per the OCFO, and the complete registration is entered into the GLTS. This letter shall be generated through the GLTS program and mailed to the licensee within 10 calendar days of receipt, unless incomplete, in which case follow-up activities shall commence.

The contractor shall track all mailed and returned registration request forms. Forms not returned within the allowed 30 days shall require follow-up by the contractor. If the U.S. Post Office is unable to deliver a mailed request for registration, an attempt must be made to locate the licensee and obtain a valid address in accordance with the procedures established in the GLTS Users Guide (also see NRC Inspection Procedure 87250; Attachment 5). A report of undelivered mail shall be maintained for inspection by the NRC TOM.

The contractor shall document in electronic format and provide to NRC TOM for scanning into ADAMS all requests for registration which could not be completed because information in GLTS is incomplete. The hard copies shall be filed, and the electronic data shall be submitted to the NRC TOM for review and further action. Follow-up for unique situations shall be determined on a case-by-case basis through discussion with the NRC TOM. The following information shall be provided for each case:

- A copy of the registration request form, completed to the extent that the contractor was able to obtain the required information;
- A description of follow-up actions taken to obtain the required information; and
- The most current updated information about the general licensee from GLTS.

The contractor shall mail within 60 calendar days, return receipt requested, a reminder request letter (Attachment 4) and a copy of the original registration request to general licensees that do not respond to initial registration requests. This reminder mailing of the registration package shall request a response within 15 calendar days.

The contractor shall attempt to contact the general licensee by telephone for general licensees that do not respond to the reminder request letter for

registration within 15 calendar days. In unique cases, by using a deficiency warning letter of possible NRC action, such as, inspection, penalties, and license revocation may be used. A sample letter, signed by NRC TOM, will be provided. The letter shall request a response to the 2nd request for registration within 15 calendar days. This warning letter and another registration request form shall be mailed to the non-responsive general licensee and a return receipt will be requested.

The contractor shall report to the NRC TOM for further action all general licensees that do not respond to the telephone and/or warning letter request for registration (3rd request) within 15 calendar days. All attempts made to acquire the correct information, as well as all contact attempts made to the licensee, shall be documented. On a monthly basis, the contractor shall provide this documented information to the NRC TOM in an electronic format for review and further direction. The contractor shall ensure that all documents related to research and contact attempts are provided to the NRC TOM for scanning into ADAMS and maintain a hard copy.

The contractor shall perform follow-up on a case by case basis for requests for registration that are not complete or contain discrepancies. The contractor shall maintain reports of incomplete registrations or registrations with discrepancies for inspection by the NRC TOM.

4) **TASK IV: Maintain the GLTS Users Guide**

On an on-going basis, the contractor shall maintain and update the GLTS Users Guide contents for receipt, handling, and processing of transfer reports received from general licensees and contractors, as well as preparation, mailing, and receipt of registration forms sent to and received from general licensees. The contractor shall provide all recommendations to the NRC TOM on the need for, and scope of, updates to the GLTS Users Guide. The NRC TOM shall approve the scope of updates prior to proceeding with any updates.

D. Place of Performance

All efforts under this task order shall be performed at the contractor's site. Access to NRC facilities shall be provided by the NRC staff, as required, for contractor personnel during normal working hours for the duration of this task order.

E. Schedule of Deliverables

Requests shall be performed within the time negotiated with the NRC TOM for each deliverable listed in this SOW to include:

1. **Standard and Ad Hoc Reports**

Generate standard and ad hoc reports electronically from GLTS as requested by the NRC TOM, and maintain hardcopy printouts of these reports. Deliver these reports to the NRC TOM via electronic mail within three (3) business days or as coordinated with the NRC TOM. Examples

of these reports include but are not limited to:

- The number of each type of device distributed during a quarter;
- Listing all (new and existing) general licensees in GLTS sorted by location;
- The numbers and types of transfers made during a calendar month or quarter; and
- The results of quality assurance audits performed.

2. GLTS Updates

Provide an updated electronic copy or hardcopy printout of the information contained in the GLTS as directed by the NRC TOM. Deliver these products within 1 working day of request unless otherwise specified by the NRC TOM.

3. Lost or Unaccounted For Devices

On a monthly basis, provide information on lost or unaccounted for devices to the NRC TOM and/or NMED contractor as determined by the NRC TOM. The NRC TOM will provide NMED contractor contact information. This information shall be provided either electronically (e-mail, flat file, etc.) or by hard-copy printout within 5 business days of the end of the monthly period.

4. Update OCFO with Fee Data

The contractor is not required to get involved in fee assessment, fee-related issues or collection of the fees. However, on a basis concurrent with the generation of registration request forms and return pre-addressed envelopes, the name, billing or mailing address, and fee information for registration general licensees shall be provided to NRC's Office of the Chief Financial Officer (OCFO) or as directed by the NRC TOM. This information shall be provided electronically (e-mail, flat file, etc.) and only for general licensees being sent an annual registration request form.

F. Expertise/Skills

The contractor personnel assigned to this task order shall have the following skills:

1. Working experience with and knowledge of PowerBuilder 10 or its latest version;
2. Working experience with and knowledge of Sybase;
3. Working experience with and knowledge of the implementation and use of computer-based inventory and tracking;
4. working experience with and knowledge of utilizing forms automation technology sufficient to perform the tasks specified in this Statement of Work, including demonstrated experience performing queries and writing scripts using structured query language (SQL); and
5. Working knowledge of Rational Clear Case and Rational Clear Quest.

G. Training

The contractor shall plan for one key personnel to attend and complete the 3-hour ADAMS Advanced Searching course, and two personnel to attend and complete the 6-hour ADAMS Overview and ADAMS Document Processing courses to be held at the NRC Professional Development Center in Bethesda, MD.

The contractor shall plan for two personnel to attend and complete the SS&DR half-day training session provided by NRC staff at NRC Headquarters, Rockville, MD.

The contractor shall plan for two personnel to attend and complete the NMED half-day training session provided by NRC staff at NRC Headquarters, Rockville, MD.

H. Travel and Meeting

In addition to the travel associated with the required training in Section G above, the contractor shall plan on one person for monthly meetings with the NRC TOM at the NRC headquarters office to discuss significant maintenance and performance issues.

I. NRC Task Order Manager

The NRC TOM for this task order is Ujagar S. Bhachu, 301-415-789
(Ujagar.Bhachu@NRC.Gov).

J. Reporting Requirements

The technical progress reports shall also include the following:

1. The status of registration requests to include number of registrations mailed, number received, number not received, number returned undeliverable, number scanned, number uploaded, number of uploads containing critical RFIs, number of critical RFIs resolved, and number of backlogged registrations, and the number checked for quality assurance; and
2. The status of transfer reports (quarterly, annual, and GL) to include the number received, the number processed, the number entered into GLTS, and the number checked for quality assurance.

K. NRC-Furnished Materials

The documents listed below are available on the NRC website links shown. A hard copy of these documents can be made available with a written request to the NRC TOM.

- Applicable 10 CFR Parts 20, 30, 31, and 32
(<http://www.nrc.gov/reading-rm/doc-collections/cfr/>)

- Management Directives 12.1, 12.2, 12.3, 12.4, 12.5, 12.6, and 12.8
(<http://www.nrc.gov/reading-rm/doc-collections/management-directives/>)

- A draft sample registration request
(<http://www.nrc.gov/reading-rm/doc-collections/forms/nrc664.pdf>)

- A list of Agreement States to assist in identifying those general licensees not under NRC jurisdiction (<http://www.hsrdo.org/nrc/rulemaking.html>)

Access will be provided by NRC to updates to the U.S. Postal Service City/State files.

L. Government-Furnished Property (GFP)

Off-site activities requiring a direct connection to the GLTS shall require remote connection to the NRC LAN through a WAN (T1) service. The GLTS application and data servers will be housed on-site at the NRC HQ and maintained by NRC and a back-up server at a remote site.

NRC will provide the Optical Character Recognition for Forms (OCRFF) automation and verification system consisting of two workstations, one for the forms automation (scanning) system and the other for verification.

NRC will provide the PCs required for performing the duties of this task order. It is anticipated that up-to four (4) PCs will be provided with the necessary software installed by the NRC.

NRC will supply franked envelopes for mailing information and registration requests. These franked envelopes shall be used for official government business only.

NRC shall retain title to all GFP, and all property acquired with NRC funds for performing this task order. The GFP shall be properly maintained and used only for performing this task order. Upon completion of this task order, all GFP not consumed in performing this task order shall be returned to NRC.

M. Quality Assurance and Control Plan

An NRC-accepted Quality Assurance and Control Plan shall be implemented and maintained to cover the activities discussed in this SOW. The Quality Assurance and Control Plan shall continue for the duration of the task order and include minimal effort requirements and escalating stages as needed to identify and correct deficiencies and errors. This work shall be performed quarterly or as coordinated with the NRC TOM through a random sampling of existing hardcopy and database information, and separate from deficiency contracts with GL contractor and licensees. The Quality Assurance and Control Plan as accepted by the NRC TOM under issuance of the task order shall be incorporated by reference and made part of this task order.

Attachments:

1. Sample Cover Letter and NRC Form 664
2. GLTS Users Guide (CD Format)
3. Sample Acknowledgement Letter
4. Sample Reminder Request Letter
5. Inspection Procedure 87250