AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

BPA NO | 1. CONTRACT ID CODE | PAGE 1 | OF PAGES 3

2. AMENDMENT/MODIFICATION NO.: M008

3. EFFECTIVE DATE: See Block 16c

4. REQUISITION/PURCHASE REQ. NO.: 10-06-401
EFS# ADM-06-401

5. PROJECT NO. (If applicable):

6. ISSUED BY — CODE 3100

U.S. Nuclear Regulatory Commission
Div. of Contracts
Attn: James Leedom
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)

AQIWO, INC

1215 S CLARK ST STE 803

ARLINGTON VA 222024367

CODE 124458493 | FACILITY CODE

(X) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.
NRC-10-06-401
Modification No. 8

10B. DATED (SEE ITEM 13)
X 06-30-2006

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)
94015-5BE312 x2372 252A x0200 Obligate $53,872.00
94015-5B1304 D2375 252A x0200 Obligate $21,548.80

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:

X D. OTHER (Specify type of modification and authority) Mutual Agreement Between Both Parties

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this modification is:

1. Incorporate the attached Statement of Work (SOW) and AQIWO proposal, dated 9/16/09, into the contract. The attached SOW shall replace the original SOW in its entirety.
2. Increase the contract ceiling.
3. Provide incremental funding.
4. Revise Section B.3 - Consideration and Obligation - Firm Fixed Price

See pages two and three for details.
DUNS# 124458493

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): Stephen Mills president/CEO

15B. CONTRACTOR/OFFEROR: Stephen Mills (Signature of person authorized to sign)

15C. DATE SIGNED: 9/23/09

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print): Jeffrey L. McDermott, Contracting Officer

16B. UNITED STATES OF AMERICA BY (Signature of Contracting Officer)

16C. DATE SIGNED: 9/23/09

NSN 7540-01-152-8070
PREVIOUS EDITION NOT USABLE

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA - FAR (48 CFR) 53.243

TEMPLATE - ADM001

SUNSI REVIEW COMPLETE

OCT 0 2 2009

ADM002

Contract NRC-10-06-401 is hereby modified as follows:

1. The attached Statement of Work and AQIWO proposal are hereby incorporated into the contract. The vendor shall provide the Personnel Security Branch with additional staff to meet the requirements of the increase in scope. See below for a breakdown of the increased level of effort. These individuals shall be provided in addition to the employees currently provided under the contract.

Option Period 3: October 1, 2009 – January 16, 2010

Labor Category	Responsibility	Hours
Personnel Security Assistant	Security Analyst	[redacted]
Personnel Security Assistant	Security Analyst	
Personnel Security Assistant	Security Analyst	
Personnel Security Assistant	Drug Tester	

Option Period 4: January 17, 2010 – January 16, 2011

Labor Category	Responsibility	Hours
Personnel Security Assistant	Security Analyst	[redacted]
Personnel Security Assistant	Security Analyst	
Personnel Security Assistant	Security Analyst	
Personnel Security Assistant	Drug Tester	
Personnel Security Assistant	Drug Tester	

Option Period 5: January 17, 2011 – July 16, 2011

Labor Category	Responsibility	Hours
Personnel Security Assistant	Security Analyst	[redacted]
Personnel Security Assistant	Security Analyst	
Personnel Security Assistant	Security Analyst	
Personnel Security Assistant	Drug Tester	
Personnel Security Assistant	Drug Tester	

2. The contract ceiling is hereby increased by $659,388.80 from $2,194,558.53 to $2,853,947.33. See below for the revised ceiling for each option period and job code breakdown.

		Status
Base Period:	$ 212,919.06	Complete
Option Period #1:	$ 421,068.72	Complete
Option Period #2:	$ 473,512.79	Complete
Option Period #3:	**$ 565,728.00**	**Active**
• *Job Code D2375*	*$ 98,508.80*	
• *Job Code X2372*	*$ 467,219.20*	
Option Period #4:	**$ 772,585.68**	**Non Active**
• *Job Code D2375*	*$ 153,676.80*	
• *Job Code X2372*	*$ 618,908.88*	
Option Period #5:	**$ 408,133.08**	**Non Active**
• *Job Code D2375*	*$ 79,910.40*	
• *Job Code X2372*	*$ 328,222.68*	

Total Contract Ceiling: $2,853,947.33

3. Incremental funding in the amount of $75,420.80 is hereby obligated. Funds are increased by $75,420.80 from $1,597,807.77 to $1,673,228.57. See below for obligation history.

Basic Award:	$ 212,919.06
Modification #1:	$ 210,535.00
Modification #2:	$ 210,534.00
Modification #3:	$ 215,000.00
Modification #4:	$ 258,512.51
Modification #5:	$ 245,154.00
Modification #6:	$ 0.00
Modification #7:	$ 245,153.20
Modification #8:	$ 75,420.80
Total Obligations:	$1,673,228.57

4. Section B.3 – Consideration and Obligation – Firm Fixed Price is hereby revised as follows:

"The firm fixed price of this contract is $2,853,947.33."

All other terms and conditions shall remain the same.

STATEMENT of WORK

C.1 BACKGROUND

The Division of Facilities and Security (DFS) plans, develops, establishes, and administers policies, standards, and procedures for the overall NRC security program. Included are responsibilities for: (1) assuring the safeguarding of classified and sensitive unclassified information at NRC Headquarters facilities, regional offices, and at NRC contractor, licensee, and other facilities; (2) providing advice, guidance and other assistance on all aspects of the NRC security program; (3) the physical protection of NRC Headquarters, regional offices, and other facilities; (4) the management of the Personnel Security Program; and (5) the administration of NRC's drug testing program and custody of testing records.

The DFS, Personnel Security Branch, (PSB) is responsible for administering the overall Personnel Security Program which includes: making determinations on the initial and continuing eligibility of NRC applicants, consultants, and employees for access authorizations/employment clearances and of contractors, licensees, and other persons for access to Restricted Data and National Security Information; processing requests for unescorted access to nuclear power plants, access to unclassified Safeguards Information, access to NRC sensitive information technology systems and data, or access to NRC Headquarters buildings; administering the Classified Visitor Control Program; maintaining liaison with Office of Personnel Management (OPM), Federal Bureau of Investigation (FBI), Central Intelligence Agency (CIA), and other investigative or intelligence agencies on personnel security matters; administering the Material Access Authorization Program as it relates to special nuclear material access authorization; processing of FBI criminal history checks; administering the NRC Reinvestigation Program; and serving as the DFS focal point for the Privacy Act Program. PSB is responsible for responding to Freedom of Information/Privacy Act (FOIA/PA) requests from individuals who wish to obtain information from NRC Systems of Records, NRC 39.

PSB is also responsible for implementation of the NRC Reinvestigation Program which is designed to assure the continued eligibility of individuals employed in the NRC program. This includes NRC employees, consultants, experts and panel members, employees (including consultants) of NRC contractors, licensees, and others possessing "Q", "L", "U", and "R" access authorizations. PSB processes reinvestigations of personnel security clearances annually. Approximately 10,000 active Personnel Security Files (PSF) are maintained on persons with NRC access authorizations. These files contain detailed records of investigations, along with other information on personnel clearances.

C.2 CONTRACT OBJECTIVE

The purpose of this contract is to provide support to PSB in the implementation of certain tasks within the Personnel Security Program. The contractor shall provide the personnel and supervision required to provide the administrative and clerical support necessary to assist SB/PST staff with their daily security clearance processing responsibilities, as well as assist the Drug Program Manager with his/her daily responsibilities. All contractor personnel performing on this contract shall be required to have security clearances ("Q" access authorizations) and submit to pre-employment or pre-appointment testing for illegal drug use and receive negative drug test results. Additionally, each task listed under this Statement of Work specifically includes data entry, knowledge of relational databases, ability to map the PSB security clearance processing functions, in conjunction with the development/revision of written Standard Operating Procedures, retrieval and

maintenance of personnel security files, and the proficient organization, workflow, and maintenance of personnel security files and other security related records.

C.3 SCOPE OF WORK

The contractor shall perform the following tasks (but not limited to) in accordance with PSB Desk Procedures and Management Directive 12.3, "NRC Personnel Security Program:"

1. Process the 145b requests (Pre-screen and conduct on-line credit, Federal Bureau of Investigation (FBIF) Fingerprints, Personnel Investigations Processing System (PIPS), Defense Clearance and Investigations Index (DCII), and additional checks, as required);
2. Process Personnel Clearance and Access Authorization Requests;
3 Process the "Q", "L", "U", and "R" reinvestigations/renewals;
4. Process requests **for access to NRC sensitive information technology systems and data by NRC contractors (IT);**
5. Process requests for unescorted access to NRC buildings and the NRC day care facility **(BA);**
6. Process licensees for "L" **security clearances and for unescorted access to nuclear power facilities;**
7. Process licensees for security clearances for access to special nuclear material;
8. Process contractors and licensees for access to Safeguards Information;
9. Process incoming and outgoing visit requests, as related to the Classified Visit Program;
10. Process Freedom of Information/Privacy Act requests;
11. Conduct Personnel Investigations Processing System (PIPS) checks;
12. Terminate Personnel Security Files, ensure destruction in accordance with GSA Records Disposition Schedule;
13. Maintain the SF-312, "Classified Information Non-Disclosure Agreement," forms;
14. Conduct review of reports from the Integrated Personnel Security System (IPSS) database reports; **Reconciliation of Data.**
15. Operate live scan electronic fingerprint system;
16. Revise written Standard Operating Procedures, as necessary; and
17. Serve as Personal Identity Verification Registrars;
18. **Process, schedule and assist in the operation of NRC's employee and contractor Drug Testing Programs;**
19. **Process Sensitive Compartmented Information (SCI) access request.**

Specifically, the contractor shall perform the following:

C.3.1 TASK 1 - PROCESS 145b REQUESTS

The contractor shall process the 145b requests (pre-screen and conduct on-line credit, FBI, PIPS, JPAS checks and additional checks, as required). The 145b Program allows the waiver of the pre-appointment investigation required by the Atomic Energy Act of 1954 (AEC), as amended, enabling NRC employees and consultants to begin employment prior to the completion of background investigations. The contractor shall provide administrative and clerical support in the processing of 145b requests.

The contractor shall receive, date stamp (all documents), and pre-screen all incoming 145b packages to include the reinstatement and reciprocity requests As part of the pre-screening, the contractor shall ensure that all necessary forms and information are contained in the packets, and, in this regard, the contractor shall coordinate with the requesting organization to identify and obtain the required information. This receipt

includes date stamping of packages, establishing a Personnel Security File (PSF), affixing a file label on the PSF, and data entry into the Pre-Processing 145b Module or current data base. The contractor shall complete a File Summary Sheet and conduct an on-line computer credit check, scan fingerprints to OPM for a Federal Bureau of Investigation (FBI) check, PIPS, and JPAS checks on each package received. When a review of the package indicates that a Department of Energy (DOE) or Defense (DOD) investigation record exists, the contractor shall conduct an DOD indices checks. After completion, the contractor shall forward the package to the designated PSB Adjudicator. The contractor shall submit the fingerprints to OPM for the FBI checks, as reflected in Task 2. Ultimately, the contractor is responsible for ensuring the security package is complete and inclusive of all required documents along with the latest e-qip review copy.

Additionally, the Contractor shall data enter status information into the shared Office of Human Resources, Recruitment Activity Tracking System (RATS) for each new Federal applicant.

NOTE: The work is continuous and ongoing, with an estimated quantity of service to be **approximately 300 to 500** requests per year.

C.3.2 TASK 2 - PROCESS PERSONNEL CLEARANCES AND ACCESS AUTHORIZATION REQUESTS

The contractor shall provide administrative, clerical, and data entry/retrieval support in the processing of personnel security clearances. This principally includes, but is not limited to: receipt of the personnel security packets; pre-screening; accessing other government databases to obtain record information for the file, e.g., PIPS/SII, DOD/DCII/JPAS, completion of SF-86, (Questionnaire for National Security Positions); print the review copy of the e-QIP, include signature and release pages; ensure it is ready for PSB adjudicator to submit to OPM;; type mailing labels and mailing; and data entry into IPSS database. Additionally, all pre-screening actions, as appropriate, are entered in the IPSS database.

Other actions include: upon receipt of an investigation and Investigation Scheduled Notice (ISN) from OPM, filing the investigation and ISN in the PSF; and date stamping the investigation Case Closing Transmittal sheet, retrieval of PSF from PSB File Room, placing the Certification of Investigation and OFI Form 79A in the PSF, annotation of appropriate dates on the File Summary Sheet, and dissemination of the PSF to the designated PSB team incoming shelf for review of investigation. After review by the PSB Adjudicator, the contractor distributes the NRC Form 236, "Personnel Security Clearance Request and Notification," pursuant to instructions on the form, for employees/applicants or prepares and forwards correspondence notifying contractor or licensee organizations of grant of access authorization. In the instance the Adjudicator did not complete the adjudication directly in PIPS, the Contractor shall place a copy of the OFI Form 79A on the right side of the PSF and forward the original OFI Form 79A to OPM. The IPSS is updated, as appropriate.

The contractor shall be responsible for ensuring the e-QIP security papers are complete and inclusive of all required information by meeting OPM scheduling accept guidelines. (i.e without omissions, time gaps or zip codes). In regard, the contractor's duties shall include frequent telephone contacts with the requesting individual or organization to obtain necessary information omitted from the security forms and similar data. The duties shall also include responding to security clearance status requests and similar inquiries, subject to PSB requirements.

Duties under this task also include the following:

(1) Locating and pulling the PSF(s) for review by visiting government agency investigators, when requested, in accordance with NRC Procedures; and

(2) Providing to other approved government agencies security clearance visit requests.

Activity and related case load reports, e.g., pending case status reports, etc., are to be prepared by the contractor and provided to NRC Security Officials, as requested. These reports shall show the number and types of specific actions completed during a specified period. Additionally, NRC Security Officials can request ad hoc reports covering special assignments and a summary report shall be provided at the end of such assignments.

Additionally, the contractor to make and deliver new personnel security packages to agency contractors and licensees and the new employee security packages. Contractor shall initiate individuals into e-qip system; provide e-qip system guidance to individuals; process reciprocity request forms; process annually the summer interns, students and co-op cases; retrieve files of returning employees, and enter all pertinent dates and information into IPSS and RATS. Contractor shall update status checklist form upon receipt of faxed drug test results.

The contractor shall provide administrative and clerical support in the processing and filing of the personnel security files (PSF). The contractor shall maintain an organized system for file retention. The contractor shall place PSF's in order of social security number in the fileroom. The system for filing incoming closed investigations from OPM shall be to date stamp cases or investigation notices upon arrival from OPM, enter date into IPSS and file the cases on a daily to weekly basis.

The contractor shall acknowledge and/or respond to all telephone and email inquiries within two work days.

C.3.3 - TASK 3 - PROCESS "Q, "L", "LH" "U", AND "R" REINVESTIGATIONS/RENEWALS

The contractor shall provide administrative, clerical, and data entry/retrieval support services related to processing of reinvestigations, and maintenance of the PSF during processing and after the reinvestigation is completed. This includes identification and location through DFS/NRC databases of individuals eligible for reinvestigation and contacting the individual to provide instructions on how to access the electronic version of the SF-86, "Questionnaire for National Security Positions," via the OPM portal, as NRC-appropriate. Maintenance of these files shall include filing of information, and record-keeping of the status of clearances and files. The processing of information shall include, pre-screening of the electronic SF-86 for submission to OPM/FBI and data entry into IPSS. Contractor shall provide notification when an individual is due for reinvestigation, which the contractor shall use to initiate the reinvestigation process.

Duties also include notifying NRC, contractor and licensee organizations, as appropriate, of the continuance of access authorization. Activities and related case status reports are to be prepared by the contractor and furnished to NRC Security Officials, as requested.

These case status reports shall list the number and types of specific actions completed during specified period. In addition, ad hoc reports covering special assignments are to be provided at the end of such assignments.

NOTE: This work is continuous and ongoing, with an estimated quantity of service to be **approximately 700** requests per year.

C.3.4 - TASK 4 - PROCESS REQUESTS FOR ACCESS TO NRC SENSITIVE INFORMATION TECHNOLOGY SYSTEMS (IT).

The contractor shall provide administrative support in the processing of requests for access to NRC sensitive information technology systems and data by NRC contractors. The contractor shall receive and pre-screen all incoming requests for access to NRC sensitive information technology systems and data. This includes date stamping of the incoming requests, establishing a PSF, affixing a label on the PSF, and data entry into the IPSS. The contractor shall complete a File Summary Sheet, and conduct a credit check and FBI, PIPS, and DCII checks. After completion, the contractor shall forward the request package to the designated PSB Adjudicator. The contractor shall prepare interim and final approval memorandums for signature of Branch Chief or Designated Official. Ultimately, the contractor is responsible for ensuring the security package is complete and inclusive of all required documents along with the latest e-qip review copy and ready for an Adjudicator's submission of the case, as reflected in Task 2, and related data entry/retrieval duties.

Additional tasks include the contractor reviewing the "Request for Access Authorization" forms for potential NRC contractors. Upon receipt of the form, contractor shall promptly date stamp form and conduct appropriate data base checks through OPM/PIPS, DOD/JPAS and DOE/CPCI. The contractor shall forward the request form and checks to the appropriate PSB Adjudicator. After the determination is made, the contractor shall contact the Project Officer with additional instructions and if applicable start the process by initiating into e-qip. Furthermore, contractor shall make additional contacts via email and telephone with the NRC Project Officers and applicants to ensure cases are being processed efficiently.

NOTE: This work is continuous and ongoing, with an estimated quantity of service to be **approximately 700** requests to per year.

C.3.5 - TASK 5 - PROCESS REQUESTS FOR UNESCORTED ACCESS TO NRC BUILDINGS AND THE NRC DAY CARE FACILITY.

The contractor shall receive and pre-screen all incoming security packages for unescorted access to NRC buildings and access to the NRC day care facility. This includes date stamping of the incoming requests, establishing a PSF, affixing a label on the PSF, data entry into IPSS, and forwarding the package to the designated PSB Adjudicator after pre-screening. The contractor shall prepare interim and final approval memorandums for signature of Branch Chief or Designated Official. The contractor shall handle the processing for the NRC building access packages and day care facility through the routine process as stated in Task # 4.

NOTE: This work is continuous and ongoing, with an estimated quantity of service to be approximately 150-250 requests per year.

C.3.6 - TASK 6 - PROCESS POWER PLANT AND LICENSEE EMPLOYEES "L" SECURITY CLEARANCES AND FOR UNESCORTED ACCESS TO NUCLEAR POWER FACILITIES.

The contractor shall provide administrative and clerical support in processing licensee

employees for "L" security clearances to work at nuclear power plants or require unescorted access to power plants. (The select cleared population for the powerplants generally require "L"). The contractor shall receive and pre-screen all incoming security clearance requests. This includes ensuring a check is attached to the request, date stamping the incoming request, initiating applicants for access to the electronic SF-86 establishing a PSF, and entering data into IPSS. The contractor shall complete a File Summary Sheet and conduct PIPS/SII and DOD/JPAS checks. After completion of the investigation, the contractor shall place the file on the designated shelf for review by a PSB Adjudicator. The contractor shall prepare memorandums granting the "L" security clearance or letters for unescorted access to power plants for signature of Branch Chief or Designated Official. Ultimately, the contractor is responsible for ensuring the security package is complete and inclusive of all required documents along with the latest e-qip review copy and ready for an Adjudicator's submission to OPM; preparation of the notification correspondence.

NOTE: This work is periodic, with the estimated quantity of service to be **approximately 100** requests per year.

C.3.7 - TASK 7 - PROCESS CLEARANCES FOR ACCESS TO SPECIAL NUCLEAR MATERIAL (MAAP and IAAP)

The contractor shall provide administrative and clerical support in processing licensee employees for "Q," "U," "L," and "R" security clearances. The contractor shall receive and pre-screen all incoming security clearance requests. This includes ensuring a check is attached to the request, date stamping the incoming request, initiating applicants for access to the electronic SF-86, establishing a PSF, and entering data into IPSS.

The contractor shall complete a File Summary Sheet, and conduct OPM/PIPS, DOD/JPAS and DOE/CPCI checks. If reciprocity is to be considered, contractor shall ensure all required checks accompany the request form. If a new investigation is required, contractor shall initiate in e-qip. After completion of the investigation, the contractor shall date stamp the investigation, data enter the investigation date in IPSS, and forward the investigation to the designated PSB Adjudicator. The contractor shall prepare memorandums granting the appropriate security clearance for signature of Branch Chief or other Designated Official. Ultimately, the contractor is responsible for ensuring the security package is complete and inclusive of all required documents along with the latest e-qip review copy and ready for an Adjudicator's submission to OPM; preparation of the notification correspondence

NOTE: This work is continuous and ongoing, with an estimated quantity of service to be **approximately 900** requests per year.

C.3.8 - TASK 8 - PROCESS CONTRACTORS AND LICENSEES FOR ACCESS TO SAFEGUARDS INFORMATION (SGI).

The contractor shall provide administrative and clerical support in the processing of contractors and licensees for access to safeguards information. The contractor shall receive and process all requests via letter, email or from an NRC Forms 237. This processing includes a check of IPSS and PIPS to verify clearance level, date of investigation, and date of grant to confirm FBI prints were completed. If recent fingerprint results are not available, the contractor will ensure the applicant comes to NRC or submits the new set of fingerprint cards for checks conducted by OPM. The contractor shall prepare memorandums granting the "SGI" access clearance for review by PSB Adjudicator and signature of Branch Chief or Designated Official. The contractor shall

forward letter by mail or fax. Ultimately, the contractor is responsible for submission of papers contained in the request package.

NOTE: This work is continuous and ongoing, with an estimated quantity of service to be **approximately 40** requests per year.

C.3.9 - TASK 9 - PROCESS CLASSIFIED INCOMING AND OUTGOING VISIT REQUESTS

The contractor shall provide administrative and clerical support in the processing of classified incoming and outgoing visit requests. The contractor shall receive and process all NRC Forms 277, "Request for Visit or Access Approval," or comparable forms or information. This processing includes a check of IPSS to verify clearance level, date of investigation, and date of grant, annotation of such on the form, review of form for completeness, signing for verification of clearance, forwarding by mail, telephone, or faxing of the form to the facility to be visited. The contractor shall maintain a Visitor Control Log of all the incoming and outgoing visit requests.

Additionally, the contractor shall process incoming clearance certifications for visitors to NRC facilities by entering the individual's demographic information and clearance information in IPSS. Contractor shall conduct checks of the government databases to confirm clearances of visitors in OPM/SII, DOD/JPAS, or DOE/CPCI.

NOTE: This work is continuous and ongoing, with an estimated quantity of service to be **approximately 1000** requests per year.

C.3.10 - TASK 10 - PROCESS FREEDOM OF INFORMATION/PRIVACY ACT REQUESTS

The contractor shall assist the PSB Adjudicator with all FOIA/PA requests for information contained in an individual's PSF. This process includes retrieval of requestor's PSF from the PSB File Room, copying of all documents in the requestor's PSF (except duplicates of documents and the actual investigative report) and in PSB databases. The PSB Adjudicator will review the documents for releasability and determine whether they should be included as enclosures, prepare a response memo, and forward the package to the NRC FOIA office.

NOTE: This work is occasional, with the estimated quantity of service to be **approximately 5 -10** FOIA/PA requests per year.

C.3.11 - TASK 11 - CONDUCT PERSONNEL INVESTIGATIONS PROCESSING SYSTEM (PIPS) AND ELECTRONIC QUESTIONNAIRES INVESTIGATIONS PROCESSING (e-QIP) DATABASES

PSB is connected by computer to the Office of Personnel Management PIPS and e-QIP databases. PIPS allows instant access to OPM records (i.e., type and date of investigations, statuses of open investigations, clearances granted by other government agencies, etc.). e-QIP allows access to the electronic version of the SF-86, which allows the contractor to initiate applicants into the OPM portal to complete the SF-86 or the SF-85p form electronically, receive the SF-86 or SF-85p electronically, and reject incomplete SF-86 SF-85p forms electronically. Access to PIPS is controlled by user ID(s) and is password protected. Each transaction is recorded with the user's ID. The contractor shall use the PIPS, as necessary, to check the status of cases and requests for access authorization. Access to e-QIP is controlled by user ID(s) and is password protected.

Each transaction is recorded with the user's ID. The contractor shall use the e-QIP, as necessary, to initiate applicants and employees, for initial investigations and reinvestigation, respectively. The contractor shall pre-screen in e-QIP the SF-86 or SF85p, they shall cancel, reinitiate, or terminate applicants using e-QIP.

The contractor shall review the forms completed in e-qip and ensure they meet OPM accept guidelines. Contractor shall date stamp the SF-86 and SF-85p signature and certification pages upon date of receipt; annotate the file summary sheet (NRC -225); and reject the forms when encounter errors or missing information. The Contractor shall scan and upload attachments to ensure the file is complete with all required forms before submitting to a PSB Adjudicator.

C.3.12 - TASK 12 - TERMINATE PERSONNEL SECURITY FILES AND ENSURE DESTRUCTION.

The contractor shall terminate PSF and destroy personnel security files in accordance with the GSA Records Disposition Schedule. This termination and destruction is based on the receipt of Security Termination Statements and/or other acceptable forms of notification (e.g., letters, memos, e-mails, etc., in the case of unescorted access or information technology access), updating the File Summary Sheet and updating the IPSS database, and filing the PSF in the Terminated Section of the PSB File Room. In arranging for the actual destruction of PSFs, the contractor shall identify those files in the Terminated Section due for destruction under the Records Disposition Schedule (i.e., more than five years have elapsed since termination of clearance, approval for unescorted access or information technology access), ensure that the SF 312, "Classified Information Nondisclosure Agreement," form is not in the PSF, and prepare them for destruction in accordance with PSB procedures.

NOTE: This work is continuous and ongoing, with an estimated quantity of service to be **approximately 700** requests per year.

C.3.13 - TASK 13 - MAINTAIN SF-312, "CLASSIFIED INFORMATION NONDISCLOSURE AGREEMENT," RECORDS

The contractor maintains the original SF-312, "Classified Information Non-disclosure Agreement," forms in alphabetical order. The SF-312 forms are signed by individuals who are granted an NRC access authorization. The contractor shall enter each SF-312 form in the IPSS database. The contractor shall upon request retrieve the SF-312 form when the individual terminates, and forward it to the designated PSB Adjudicator for debriefing.

NOTE: The maintenance of SF-312 forms is continuous and ongoing, with the estimated quantity of service to be **approximately 800** SF-312 forms per year.

C.3.14 - TASK 14 - CONDUCT REVIEW OF REPORTS FROM IPSS; RECONCILIATION OF DATA

Once each quarter the contractor on-site supervisor shall be given an IPSS generated report (from PSB) and conduct a review of IPSS system to ensure the accuracy and completion of data entered into the appropriate data fields and verify the correct status of each case (i.e., active, pending, or terminated). The contractor shall review approximately 10% of the list from the report per quarter to confirm information in the hard copy file with the information in the IPSS system.

The review shall entail evaluating specific individual records from the Personnel Security File room and update the record for accuracy, as necessary. A written report of the findings/corrections made, (in an acceptable format developed by the contractor), shall be submitted the Chief, PSB two weeks (unless determined otherwise) after evaluation and updating of the appropriate records.

C.3.15 - TASK 15 - OPERATE LIVE SCAN ELECTRONIC FINGERPRINT SYSTEM.

The contractor shall electronically record fingerprints for NRC employees and applicants, contractor and licensee applicants that are being processed for security clearances, information technology, unescorted building accesses, and unescorted access to power plants and Safeguards Information. The contractor shall electronically transmit the fingerprints to OPM for processing of a criminal history background check.

The contractor shall travel to the NRC White Flint campus to conduct this task on a consistent weekly schedule to capture and scan applicant and employee fingerprints, and to scan and transmit other applicant fingerprint cards collected throughout the week.

NOTE: This work is continuous and ongoing.

C.3.16 - TASK 16 - REVISE/UPDATE STANDARD OPERATING PROCEDURES.

The contractor shall revise/update written Standard Operating Procedures (SOP) for the PSB security and access authorization processing functions, as required. The contractor shall explore avenues to streamline the current process, while maintaining the workflow in an effective and efficient manner. The contractor shall not implement any new procedures without prior approval from the Chief, PSB.

C.3.17 - TASK 17 - SERVE AS PERSONAL IDENTITY (PIV) VERIFICATION REGISTRARS.

In support of the implementation of Homeland Security Presidential Directive 12 (HSPD-12), the contractor shall verify 1-9 documentation and capture fingerprints and identification photographs of applicants for HSPD-12 credentials in accordance with NRC procedures.

In support of the implementation of HSPD-12, the contractor shall verify I-9 identity documentation, photocopy or scan the I-9 documents, complete the forms with the proper information; capture fingerprints and capture photographs of applicants for HSPD-12 credentials in accordance with NRC procedures.

All enrollment or activation appointments shall be handled by the contractor and shall be processed in accordance with the delivery time frames. The contractor shall review the data input to identify and correct any errors prior to completion of the task. As a new HSPD-12 process is integrated, other tasks may be assigned. NOTE: This work is continuous and ongoing

C.3 – TASK 18 - PROCESS, SCHEDULE, AND ASSIST IN THE OPERATION OF NRC'S EMPLOYEE/ CONTRACTOR DRUG TESTING PROGRAM

The contractor shall identify existing and new contracts/contractors that meet NRC contractor drug testing requirements and validate the contractor drug testing pool with NRC Project Officers. The contractor shall schedule all contractor/applicant drug tests and make appropriate telephone notifications. The contractor shall maintain the

contractor drug testing pool using the software package RANDOMWARE and the Integrated Personnel Security System (IPSS). The contractor shall work with NRC Drug Program staff to review data and ensure accuracy of the contractor random drug testing pool and contractor pre-employment testing database. Additionally work with PSB staff to ensure contractor information is accurately recorded on the Contractor Information Document and NRC Form 187, "Contract Security and/or Classification Requirements."

The contractor shall prepare and transmit a Scheduling Order for contractor and applicant drug tests no more than TWO working days from the date of the request. The contractor shall prepare and transmit a Medical Review Officer (MRO) list no more than TWO working days after the scheduled test. The contractor shall follow-up on missing paperwork and test results and immediately report errors/problems to NRC Drug Program staff. The contractor shall schedule and follow-up on consultant drug tests.

The contractor shall update RATS (NRC employees) and electronically transmit applicant drug test results to the appropriate Human Resources (HR) representative and PSB staff. The contractor shall electronically transmit contractor drug test results to the appropriate NRC Project Officer. Tests results shall be transmitted within ONE working day of receipt of the test result from the MRO. The contractor shall prepare and maintain applicant drug testing files by month and year, annotate document and record problems encountered with scheduling and the actual testing of applicants.

The contractor shall assist Drug Program staff in preparing Headquarters random drug testing notification worksheets and ensures worksheets are completed within TWO working days of Headquarters random drug testing; submit worksheets to NRC Drug Program staff for review. On testing day, the contractor shall assist NRC Drug Program staff in making telephone notifications to NRC employees/supervisors and handle calls in a polite, tactful, and courteous manner. The contractor shall immediately notify NRC Drug Program staff of any problems encountered with making notifications.

The contractor shall file correspondence and related information as appropriate not to exceed 7 working days from receipt. The contractor shall also organize random drug testing file folders and make an additional folder if the file folder is full. Testing files are composed of test lists, Scheduling Orders, MRO lists, test results, chain of custody forms, quality control data, and other data/information related to the testing series.

The contractor shall maintain program documents, automated records and data bases in a clear, complete, timely, and accurate manner. The contractor shall assist with special projects as assigned by the Drug Program Manager or Chief, Personnel Security Branch.

NOTE: This work is continuous and ongoing, with an estimated quantity of service to be **approximately 1000** requests per year.

NOTE: Contractor shall be involved in the coordination and processing of **approximately 150 random tests for Headquarter employees on a monthly basis.**

NOTE: Contractor shall be involved in the coordination of random testing on testing days at NRC's four Regional offices and at approximately 80 remote site locations. **NRC randomly tests approximately 60 employees a month at these locations.**

C.3.19 - TASK 19 - PROCESS SENSITIVE COMPARTMENTED INFORMATION (SCI) ACCESS REQUESTS

The contractor shall provide administrative and clerical support in the processing of SCI

cases. Contractor shall complete the following tasks: upon receipt of the nomination memorandum the contractor shall retrieve the personnel security file, query IPSS, and create the letter to notify NRC employee their requirement to complete the paperwork. Contractor shall provide the employee the last SF 86, and initiate in e-qip to obtain current SF-86. If we do not possess a current investigation, contractor shall contact OPM or other federal agency to obtain a copy of the last investigation. The contractor shall place the new SF-86 and copied investigation in an opaque envelope and provide along with the personnel security file to the adjudicator for review.

NOTE: This work is continuous and ongoing, with an estimated quantity of service to be **approximately 50** requests per year.

C.4 MAXIMUM PROCESSING TIMES

All actions to be processed are date stamped upon receipt in PSB or logged in depending on the type of action. The contractor shall complete all required actions under Tasks 1 – 11 and 19 within THREE work days after receipt of assignment. The contractor shall ensure the all required actions are completed under the remaining tasks, unless otherwise stated, within SEVEN working days after receipt. The contractor shall provide sufficient additional personnel hours to process all actions within the time limits.

C.5 MINIMUM SKILL REQUIREMENTS AND SCOPE OF ASSIGNMENT

The contractor shall provide qualified employees that meet the minimum skill requirements identified in the following position description. All contractor employees provided under this contract shall possess a high school diploma or General Equivalency Diploma. All contractor employees under this contract shall receive an NRC security clearance and submit to pre-employment or pre-appointment testing for illegal drug use and receive negative drug test results. Contractor employees shall be subject to random selection for drug testing.

A. Personnel Security Assistant:
Shall have knowledge of or ability to learn and apply NRC personnel security clearance, drug testing, visitor control, HSPD-12 PIV Registrar requirements, and FOIA/PA processing policies, procedures, and techniques; demonstrated ability and skill to enter, update, and retrieve information and reports from automated relational databases, and prepare related correspondence; and demonstrated ability to communicate effectively, efficiently, and tactfully, both orally and in writing, with a wide variety of individuals on PSB activities.

B. Supervisor:
Shall direct contractor staff, serve as contact to NRC, and manage the contract.
In addition, contractor personnel shall dress appropriately for a professional office environment when performing work under this contract.

C.6 MAINTENANCE OF PERSONNEL POOL

The contractor shall maintain at least one employee who has been granted an NRC security clearance to serve as backup when on-site employees are absent. The contractor shall promptly advise the Project Officer when the backup employee has terminated his or her employment relationship with the contractor. SEE SECTION I-I) herein. The contractor's responsibility to maintain at least one employee who has been granted clearance in accordance with this clause is essential for the efficient operation of this contract. Therefore, any failure on the part of the contractor to satisfy this

requirement shall be grounds for default termination.

C.7 DAILY COVERAGE

The contractor shall have a sufficient number of employees on duty during all Federal work days. The contractor employees shall be available for duty between the hours of 7:15 a.m. and 4:30 p.m., Monday through Friday. The contractor shall be responsible for providing a replacement when employees are off or out sick.

C.8 REMOVAL FROM DUTY

The NRC reserves the right to request at any time, without notice, that the contractor remove any employee(s) from the contract, should it be determined that the individual(s) are unacceptable for either suitability or security reasons, or who are found to be unfit for performing the work. The contractor must comply with these requests. For example, such determination of unfitness may be made from, but not limited to, incidents involving the types of misconduct or delinquency as set forth below:

a. Violations of the Rules and Regulations of Government Public Buildings and Grounds, 41 CFR 101-20-3.
b. Neglect of duty, including sleeping while on duty, unreasonable delays, or failure to carry out assigned tasks, and conducting personal affairs during official time.
c. Falsification or unlawful concealment, removal, mutilation, or destruction of any official documents or records, or concealment of material facts by willful omissions from official documents or records.
d. Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words or actions, or fighting. Also participation in disruptive activities which interfere with the normal and efficient operation of the Government.
e. Theft, vandalism, immoral conduct, or any criminal actions.
f. Selling, consuming, or being under the influence of any intoxicants, drugs, or substances which produce similar affects.
g. Destruction, unauthorized removal, or improper use of Government property or equipment.
h. Revealing classified, privacy act, or otherwise sensitive information to unauthorized personnel
i. Failure to properly handle and protect personal and sensitive information contained in NRC files.

The Contracting Officer or his designated representative will make all determinations regarding the removal of any employee(s) from the contract. The contractor shall provide a substitute within a reasonable amount of time. If the contractor is unable to provide a substitute within a reasonable amount of time, then the NRC retains its rights in accordance with the FAR 52.249-8 (Default, Fixed Price) Clause of this contract and may obtain the required services from another source.

C.9 CONTRACTOR RESPONSIBILITY

The contractor shall provide all required training, insurance, bonding, recruiting, transportation to and from the job (unless provided by the employee) and any other items directly related to performance of this contract. This applies to all personnel provided under this contract.

Contractor employees shall be required to handle information of a personal and sensitive nature. Therefore, the contractor shall assure that employees comply with confidentiality

regulations and other guidance furnished by NRC. The contractor shall be responsible for ensuring all personnel furnished under this contract are advised of the sensitivity of all information derived from their work under this contract concerning individuals processed. Also, they shall be advised of the use of systems and equipment for official purposes.

C.10 REQUIRED PROCESSING PERFORMANCE STANDARDS

All documents received by the contractor personnel shall be processed in accordance with the delivery time frames indicated in Section C.4. The contractor shall review the data input to identify and correct any errors prior to completion of the task. The data entry accuracy rate of work performed shall be 100% for each task identified above.

A sampling of documents processed shall be performed by the Government on a monthly basis. Any transactions containing one or more errors shall be returned to the contractor and corrected the day that the error is discovered.

C.11 BRIEFING ON NRC OPERATING PROCEDURES

The Project Officer will conduct an orientation briefing session to the on-site contractor supervisor, which shall provide guidance on the NRC policies and the standard operating procedures. This briefing will be for one-half day. The briefing will be conducted after the execution of the contract, but prior to transition from the incumbent contractor. The contractor shall thereafter be responsible for briefing all subsequent personnel and shall assure that all such personnel are familiar with NRC policies and standard operating procedures.

September 16, 2009

U.S. Nuclear Regulatory Commission
11555 Rockville Pike
Rockville, MD 20852

Subject: Personnel Security Proposal

Mr. Leedom,

AQIWO is pleased to provide the following proposal for NRC Proposal Number: NRC-10-06-401. Our DUNS# is 124458493.

AQIWO made the following assumptions:

1. Staffing levels are based on the requirements in the revised Statement of Work issued on September 2, 2009.
2. AQIWO staffing levels were based primarily on quantifiable data and do not account for additional tasks not specified in the Statement of Work
3. Our staff will attempt to work retroactively to address new requirements for work related to existing files. We will inform NRC if future work required negatively impacts existing obligations under the current SOW.
4. The work required upon the implementation of the HSPD12 system is expected to be similar in scope and quantity to the work that is currently being done and required in the Statement of Work. This assumes no increase in workload related to HSPD12 during implementation.
5. Each drug test will take approximately one hour to complete
6. Option 3 hours for the additional FTEs reflect an expected start date of 10/1/09
7. Proposal is valid for 180 days from date of submission.

Any questions please call.

Kind regards,

Stephen M Mills

Stephen M. Mills
President and CEO
AQIWO, Inc.

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