# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES: 1 | 2

IMPORTANT: Mark all packages and papers with contract and/or order numbers. BPA NO.

| | |
|---|---|
| 1. DATE OF ORDER: 05-15-2009 | 2. CONTRACT NO. (If any): GS35F0153M |
| 3. ORDER NO.: NRC-DR-33-08-307T002 MODIFICATION NO. | 4. REQUISITION/REFERENCE NO.: 33-08-307T002 1/15/09 |

5. ISSUING OFFICE (Address correspondence to)
U.S. Nuclear Regulatory Commission
Division of Contracts
ATTN: Michael Turner
Mail Stop: TWB-01-B10M
Washington, DC 20555

6. SHIP TO:
a. NAME OF CONSIGNEE: U.S. Nuclear Regulatory Commission
b. STREET ADDRESS: OID/ICOD
ATTN: Roy Choudhury
Mail Stop: T-5-D-14
c. CITY: Washington | d. STATE: DC | e. ZIP CODE: 20555

7. TO:
a. NAME OF CONTRACTOR: EMERGENT, LLC
b. COMPANY NAME:
c. STREET ADDRESS: 8133 LEESBURG PIKE STE 400
d. CITY: VIENNA | e. STATE: VA | f. ZIP CODE: 221822622

f. SHIP VIA:

8. TYPE OF ORDER
[ ] a. PURCHASE — 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.
[X] b. DELIVERY — Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

9. ACCOUNTING AND APPROPRIATION DATA
See Block 17b for Accounting and Appropriation Data
Emergent LLC DUNS: 781797712

10. REQUISITIONING OFFICE: CIO
Office of Information Services

11. BUSINESS CLASSIFICATION (Check appropriate box(es))
[X] a. SMALL [ ] b. OTHER THAN SMALL [ ] c. DISADVANTAGED [ ] g. SERVICE-DISABLED VETERAN-OWNED
[ ] d. WOMEN-OWNED [ ] e. HUBZone [ ] f. EMERGING SMALLBUSINESS

12. F.O.B. POINT: Destination

| 13. PLACE OF | | 14. GOVERNMENT B/L NO. | 15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) | 16. DISCOUNT TERMS |
|---|---|---|---|---|
| a. INSPECTION | b. ACCEPTANCE | | See Attached SOW | Net 30 |

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) |
|---|---|---|---|---|---|---|
| | TASK ORDER NO. 2 UNDER DELIVERY ORDER NO. NRC-DR-33-08-307<br><br>The Contractor shall provide the U.S. Nuclear Regulatory Commission with Managed Public Key Infrastructure Support Services in accordance with the attached statement of work. | | | | | |
| | Principal Engineer | [redacted] | Hours | [redacted] | | |
| | Sr.Principal | | Hours | | | |

| | | | |
|---|---|---|---|
| SEE BILLING INSTRUCTIONS ON REVERSE | 18. SHIPPING POINT | 19. GROSS SHIPPING WEIGHT | 20. INVOICE NO. |
| | 21. MAIL INVOICE TO: | | |
| | a. NAME: Dept.of Interior/National Business Ctr.<br>e-mail address: NRCPayments@nbc.gov | | |
| | b. STREET ADDRESS (or P.O. Box): ATTN: Fiscal Services Branch - D2770<br>7301 W. Mansfield Avenue | | |
| | c. CITY: Denver, | d. STATE: CO | e. ZIP CODE: 80235-2230 |

$1,148,906.00

17(h) TOTAL (Cont. pages)

17(i). GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature): Michael A. Turner

23. NAME (Typed): Michael A. Turner, Contracting Officer
TITLE: CONTRACTING/ORDERING OFFICER

TEMPLATE - ADM001

SUNSI REVIEW COMPLETE

NOV 23 2009

ADM002

This confirms authorization to commence work provided to you on March 6, 2009, and continuation of work provided on April 24, 2009, and May 11, 2009, with a temporary not-to-exceed ceiling of $300,000.00.

In accordance with the Section B.3.20, Task Order Procedures, of the subject delivery order, this letter hereby definitizes Task Order No. 2. This effort shall be performed in accordance with the enclosed Statement of Work. Task Order No. 2 shall be in effect from March 6, 2009, through June, 22, 2009. The term of this task order may be extended at the option of the Government through June 22, 2010, pursuant with Section C.3, Option to Extend the term of the Contract. The cost ceiling for Task Order No. 2 is $1,148,906.00, which is inclusive of the $300,000.00 temporary ceilings authorized on March 6, 2009, April 24, 2009, and May 11, 2009.

Task Order No. 2 obligates funds in the amount of $1,148,906.00. The obligated amount shall, at no time, exceed the task order cost ceiling. When and if the amount(s) paid and payable to the Contractor hereunder shall equal the obligated amount, contractor is not obligated to continue performance under this task order or otherwise incur costs in excess of the amount obligated, until the Contracting Officer notifies the contractor in writing that the obligated amount has been increased. In absence of such notification by the Contracting Officer, the Government is not obligated to reimburse the contractor for any costs in excess of the obligated amount specified herein. Any work undertaken by the Contractor in excess of the obligated amount specified above is done so at the Contractor's risk.

Accounting Data for Task Order No. 2 is as follows:

| | | | | | |
|---|---|---|---|---|---|
| B&R No.: | 910-15-5E1-330 | Job Code: | J1298 | APPN No.: | 31X0200.919 |
| BOC: | 252A | Commitment No.: | 10970607 | OBLG. AMT: | $1,148,906.00 |

The following individual(s) are considered to be essential to the successful performance of the work hereunder: Ed Lorek Dan Halveston

The Contractor agrees that such personnel shall not be removed from the effort under the task order without compliance with the Key Personnel Clause (2052.215-70).

Your contacts during the course of this task are:

| | |
|---|---|
| Technical Matters: | Roy Choudhury - (301) 415-7226 |
| Contractual Matters: | Michael Turner - (301) 492-3632 |

The issuance of this task order does not amend any terms or conditions of the subject contract.

Please indicate your acceptance of this task order by having an official who is authorized to bind your organization, execute three copies of this document in the spaces provides below and

ACCEPTED:

NAME

President

TITLE

5-15-09

DATE

# DELIVERY ORDER DR-33-08-307
# NRC Managed Public Key Infrastructure (MPKI) Digital Certificates for Subscribers

## Task Order No. 2
## Statement of Work

U.S. Nuclear Regulatory Commission (NRC)
Office of Information Services (OIS)

**May 15, 2009**

## I. Scope of Work and Deliverables

This Task Order No. 2 identifies items of work and deliverables within the scope of Delivery Order No. NRC-DR-33-08-307, "Managed Public Key Infrastructure (MPKI) Digital Certificates for Subscribers." The following subsections outline the scope of the work and the deliverables required for each item in the statement of work. The Contractor shall provide the necessary resources and expertise to follow the agency Project Management Methodology (PMM) for all items in this task order to the extent possible. Each item in this task order must be approved in writing (i.e. Email) by the Project Officer prior to initiating any contractor activity.

### Item 1: Engineering Support Services for PIV Hardware Certificates

The contractor shall provide engineering support to integrate internal staff digital certificates with Personal Identity Verification (PIV) smart cards, the existing NRC MPKI system and an agency PIV card issuing system (under development). PIV is also known as Homeland Security Presidential Directive 12 (HSPD-12). This process is targeted for completion in time to begin issuance of NRC PIV cards in December 2009. An initial production PIV card will be sent to General Services Administration (GSA) to validate the interoperability of the NRC issued credential. The contractor shall work closely with the existing NRC PIV integrator (Bearing Point) and the NRC Seat Management contractor to develop/integrate the PIV solution for the agency. The PIV program milestones are listed in the table below.

| PIV Milestones | Completion Date | Lead Organization |
|---|---|---|
| MPKI Phase II Task Order #2 Contract Awarded | N/A | NRC |
| Discovery\Requirements Gathering - Complete | 03/24/2009 | Emergent\NRC |
| Draft Requirements Document Deliverable - Delivered to NRC | 03/24/2009 | Emergent |
| Final Requirements Document Deliverable Delivered to NRC | 04/06/2009 | Emergent |
| Draft Updated SAD - Delivered to NRC | 04/07/2009 | Emergent |
| Final Updated SAD - Delivered to NRC | 04/27/2009 | Emergent |
| Draft Registration Processes document - Delivered to NRC | 04/07/2009 | NRC/Bearing Point |
| Final Registration Processes document - Delivered to NRC | 04/21/2009 | Emergent |
| Draft Project Plan - Delivered to NRC | 04/28/2009 | Emergent |
| Final Project Plan - Approved by NRC | 05/08/2009 | Emergent |
| Begin Server Development/Integration in CTF for DEV/Production – In Progress | 4/13/2009 | Emergent |
| Create Prototype Card For GSA Validation | 6/11/2009 | Emergent / NRC |
| Submit single NRC PIV Card to GSA for Validation (Functional/Interoperability) | 6/12/2009 | NRC |
| Complete Server Development/Integration for DEV/Production | 7/20/2009 | Emergent |
| Successful User Acceptance Test of PIV Certificate Implementation | 7/24/2009 | NRC |

| | | |
|---|---|---|
| Receive Positive Feedback from GSA Regarding PIV Compliance | 6/26/2009 | GSA |
| Begin agency wide PIV Card Enrollment Workstation Development | 5/14/2009 | Emergent / NRC |
| Complete agency wide PIV Card Enrollment Workstation Development | 7/01/2009 | Emergent / NRC |
| Begin agency wide PIV Card Enrollment Workstation Deployment | 11/18/2009 | NRC |
| Begin PIV Card Enrollment | 12/07/2009 | NRC |

**Table 1 - Emergent Tentative PIV Milestones**

Deliverables for Item 1:

1.1 A Project plan is required. This project plan should clearly detail all the required activities and include all due deliverable dates for each item (Item 1 through Item 5) under this task. A draft project plan shall be provided by the contractor to the Project Officer within 3 business days of task order award. The NRC will review and comment on the draft project plan within 3 business days from receipt. The contractor shall provide a final and mutually agreed upon project plan within 2 business days. The project plan shall be updated weekly by the contractor throughout the task. The contractor can begin work activity under this task only when the project plan is approved by NRC project officer.

1.2 Requirements document detailing the agency functional and business requirements gathered from interviews and agency documents, and applicable federal requirements from Federal Information Processing Standard (FIPS) 201 and related technical and policy documents specified in FIPS 201. A draft requirements document shall be provided by the contractor to the Project Officer within 5 business days of final project plan approval by the Project Officer. The NRC will review and comment on the draft requirements document within 3 business days from receipt. The contractor shall provide a final requirements document within 2 business days.

1.3 Provide Technical Input for FISMA / C&A Activities - All internal agency Information Technology systems are required to be accredited to meet the Federal Information Security Management Act (FISMA) Certification and Accreditation (C&A) requirements. As a result, the contractor shall be required to provide technical input to assist the agency with the development of C&A artifacts. These artifacts include the Security Risk Assessment (RA), Security Test and Evaluation Plan (ST&E), System Security Plan (SSP) and the Plan of Action and Milestones (POA&M) documents which require updates throughout the period of performance as necessary.

1.4 Registration process document detailing the Standard Operating Plan (SOP) enrollment and other certificate life cycle workflows showing which steps will be performed in the PIV card issuing system. A draft registration process document shall be provided by the contractor to the Project Officer within 5 business days of final requirements document approval by the Project Officer. The NRC will review and comment on the draft registration process document within 3 business days from receipt. The contractor shall provide a final registration process document within 2 business days.

1.5 Update to the MPKI System Architecture Document (SAD) developed under this Contract showing how the PIV hardware certificates would be integrated into the overall MPKI system architecture. This design shall be coordinated with the NRC PIV project manager and system owner. The SAD provides a comprehensive architectural overview of the MPKI system using a number of different architectural views to depict different aspects of the system. It is intended to capture and convey the high level design and significant architectural decisions which have been incorporated into the system design. The target audience includes application architects, enterprise architects, and the infrastructure team. The design shall include redundant hardware to eliminate any single point-of-

failure. A draft SAD document shall be provided by the contractor to the Project Officer within 5 business days of final registration document approval by the Project Officer. The NRC will review the draft SAD document within 3 business days from receipt. The contractor shall provide a final SAD document within 2 business days.

1.6 Successful User Acceptance Test and validation of PIV certificate implementation. The contractor shall develop test and acceptance criteria that will meet the federal government HSPD-12 PIV and Federal Information Processing Security (FIPS) 201 requirements. The NRC will review and comment on the test and acceptance criteria document within 5 business days from receipt. The contractor shall provide a final registration process document within 5 business days.

1.7 Training sessions for certificate issuing and maintenance roles to introduce the new system and processes. These training sessions will be for system administrators and card issuance agents.

1.8 Presentation of overall architectural design, integration, plan, timeline and certificate lifecycle workflow.

Acceptance Criteria for Item 1 Deliverables

The documents for deliverables 1.1, 1.2, 1.3, 1.4 and 1.5 shall be accepted when approved by the Project Officer as meeting the defined requirements. Acceptance testing for deliverable 1.6 shall be accepted when approved by action of the NRC Project Officer in coordination with the NRC PIV Project Manager. The training sessions for deliverable 1.7 shall be accepted when approved by the management of the roles identified for training. The presentation deliverable 1.8 shall be accepted when the training is approved by the Project Officer and presented to the agency in a formal meeting.

**Item 2: Engineering Support Services for Workflow Development**

The Contractor shall provide engineering support to design, develop, test, integrate, update, and maintain automated workflows using the Sun Identity Manager (Sun IDM) software. A workflow in Sun IDM is normally needed for each NRC application program to ensure the proper certificate is issued for the intended purpose in a secure manner. The Contractor shall use the NRC MPKI configuration management system as defined by the MPKI Change Control Board to maintain current, past, and candidate enhancements of the software and system configurations.

Deliverables for Item 2:

2.1 Enhancements of the MPKI enrollment workflow for the National Source Tracking System (NSTS) project, with escalation points added to the appropriate approval steps. The specific enhancements and features will be determined by the MPKI Change Control Board (CCB). It is expected that a new enhancement of the workflow will be required every 90 days.

2.2 Update the NRC Change Request system (IBM Rational) with each change request that has been approved by the MPKI Change Control Board (CCB).

2.3 Regression testing shall be performed following each enhancement and the results will be provided to the Project Officer.

2.4 Prototype workflow for NRC internal staff Common software assurance certificates. This workflow shall meet the requirements detailed in the registration process document as required in deliverable 1.4. Modifications to the workflow shall be made based on acceptance testing of the prototype.

2.5 Production workflow for NRC internal staff Common software assurance certificates.

2.6 Prototype workflow for NRC external partner level 3 assurance certificates. This workflow shall meet the requirements detailed in the registration process document as required in deliverable 1.4. Modifications to the workflow shall be made based on acceptance testing of the prototype.

2.7 Production workflow for NRC external partner level 3 assurance certificates.

2.8 Prototype workflow for NRC external partner level 1 assurance certificates. This workflow shall meet the requirements detailed in the registration process document as required in deliverable 1.4. Modifications to the workflow shall be made based on acceptance testing of the prototype.

2.9 Production workflow for NRC external partner level 1 assurance certificates.

2.10 If required by the system design effort in Item 1 (Engineering Support Services for PIV Hardware Certificates), develop and implement workflows for PIV hardware certificates.

Acceptance Criteria for Item 2 Deliverables

Prototype workflows shall be accepted when approved by the Project Officer as meeting the documented requirements as defined in deliverable 1.2. Production workflows shall be accepted when approved by action of the MPKI Change Control Board.

**Item 3: Engineering Support Services for MPKI Change Management**

The Contractor shall provide engineering support for the NRC MPKI change management system, including documenting MPKI change requests, entering data into the change management system, developing and tracking responses to change requests, presenting change request status at Change Control Board meetings, and developing management information reports from change management data. Engineering support for this item shall be provided from the date of the task order award until the end of the task order period of performance. The NRC uses IBM Rational to provide application change management activities for these system development activities.

Deliverables for Item 3:

3.1 Update and maintain the MPKI system configuration, architecture, and associated artifacts contained in the application change management system (IBM Rational) in keeping with the requirements of the MPKI Change Control Board Charter and the MPKI Configuration Management Plan.

Acceptance Criteria for Item 3 Deliverables

Deliverable 3.1 shall be accepted upon successful test and acceptance activity by the NRC. The contractor shall develop test and acceptance criteria. The NRC will review and comment on the test and acceptance criteria document within 5 business days from receipt. The contractor shall provide a final registration process document within 5 business days.

**Item 4: Engineering Support Services for Maintenance of MPKI Systems**

The Contractor shall provide engineering support for the regular maintenance of MPKI systems in support of NRC computer and network operations staff, and specialized maintenance including upgrading MPKI systems, installing new components, testing in the Consolidated Test Facility (CTF), and for retiring decommissioned MPKI components. Engineering support for this item shall be provided from the date of the task order award until the end of the task order period of performance.

Deliverables for Item 4:

4.1 Technical Change Requests (TCRs) shall be submitted electronically to the NRC for review and approval by the NRC Technical Lead or NRC Project Officer. All existing MPKI documentation (i.e. SAD, RA, ST&E, ST&ER, SSP and POA&M) shall be updated following the implementation of the system change.

4.2 Transition of the MPKI system to the NRC Production Operations Team shall be performed following the successful implementation of the system.

Acceptance Criteria for Item 4 Deliverables

The submission of TCRs for deliverable 4.1 shall be accepted by the NRC Technical Lead or NRC Project Officer when all system changes are submitted electronically using the existing NRC TCR process. The transition activity for deliverable 4.2 shall be accepted following a successful turn-over of documentation, Standard Operating Procedures (SOPs), and instructing the NRC Production Operations Team how to support the system.

**Item 5: Project Management**

The contractor shall provide qualified project management personnel to coordinate and supervise contractor activity and performance on all items. The project manager or alternate, and other team members as appropriate, shall attend project status and planning meetings at NRC headquarters and provide oral and written status reports to NRC technical staff and management. The project manager shall maintain an integrated project plan for all MPKI activities in Microsoft Project, in compliance with the NRC Project Management Methodology (PMM).

Deliverables for Item 5:

5.1 Microsoft Project Plan updated weekly on Wednesday of each week and emailed to the project officer or alternate.

5.2 Weekly status email on Tuesday of each week outlining major accomplishments for the preceding week, Significant issues requiring attention, and plans or milestones for the week ahead, delivered to the project officer or alternate.

5.3 Updated Corrective Action Plan (CAP) for any items outside of compliance or in danger of not meeting deliverable dates. The Corrective Action Plan represents a snapshot of the action items needed to complete work on remaining security risks and vulnerabilities.

5.4 Project review meetings with the project officer as requested.

Acceptance Criteria for Item 5 Deliverables

The deliverables 5.1, 5.2 and 5.3 shall be accepted by the project officer when they are up-to-date and submitted on schedule. Deliverable 5.4 shall be accepted by the project officer when the meetings are conducted.

**Item 6: Support Services for Intercede IDMS Software needed for HSPD-12 Program**

The contractor shall provide qualified personnel knowledgeable in installation, configuration and troubleshooting of MyID 8 PIV IDMS software from Intercede.

Deliverables for Item 6:

6.1 Successful installation of MyID 8 IDMS software onto designated server.

6.2 Configuration of the IDMS software for PIV card issuance in accordance with NRC requirement.

6.3 Successful installation of MyID 8 IDMS client components onto enrollment and issuance stations.

6.4 Conduct basic testing ensuring that all components of the system including PIV card issuance are functional.

6.5 Migrate servers, enrollment, and issuance stations to production environment.

6.6 Hours for the above software support shall be submitted as they are used and may not be on sequential days.

**Item 7: Support Services for adding artwork to PIV smart cards needed for HSPD-12 Program**

Deliverables for Item 7:

7.1 Provide artwork to place the NRC HSPD-12 data fields on the NRC badge template in accordance with FIPS-201 requirements

7.2 Provide artwork to include the red stripe for the Emergency Responders at the bottom of the PIV card in field

7.3 Ensure that fields are in correct locations to be fully HSPD-12 compliant

7.4 Provide mockup of the final version(s) of the badge template for NRC signoff

## II. Reporting Requirements

The Contractor shall provide a monthly Technical Progress Report in accordance with the provisions of Section B.3 .11 of the Delivery Order Statement of Work. As explained in Section B.3.11, the Technical Progress Report shall be broken down by each item in this task order. The Report shall be submitted in electronic form to the Contracting Officer and Project Officer. Additional reporting requirements are given in Item 5, Project Management.

## III. Period and Place of Performance

Date of Award – June 22, 2010 as follows:

- Award dated through June 22, 2009 – (Base Year)
- June 23 2009 – June 22, 2010 pursuant with Subsection C.3 of the basic contract.

## IV. Applicable Special Provisions

The Contractor shall track performance and resources using a project plan in Microsoft Project. The NRC Office of Information Services (OIS) uses a standard project template in Microsoft Project format for all new IT projects. The contractor shall maintain a single integrated project plan.

## V. Technical Skills Required

The work under this task order requires the following personnel and skills:

1) Senior technical writer knowledgeable in PKI, Card Management System (CMS), and identity management software and operations.
2) Expertise in MPKI system implementation, including policy, design, documentation, training, integration management, and PKI transaction record verification.
3) Expertise in CMS and/or identity management customization and integration.
4) Expertise in database architecture, design, configuration and implementation. The NRC system uses Microsoft SQL servers.

## VI. Travel

No travel is expected for this task order.

## VII. Level of Effort

The estimated level of effort is 5,470 man-hours.

## VIII. Government Furnished Equipment

1) Dell PowerEdge Application Server
2) Microsoft Windows 2003 Operating System
3) Microsoft SQL Server 2005
4) IBM Rational (FISMA Repository / Change Request Repository / Source Code Repository)
5) BMC Service Desk Express (Technical Change Request System (TCR))
6) Sun IdM Software (Agencywide License)
7) MyID CMS for PIV (CLIN 8 item from Task Order #1)
8) MyID IDMS for PIV (Provided by the NRC Office of Administration)
9) MyID 3rd Party IDMS Components (Provided by the NRC Office of Administration)