ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF 12 PAGES

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

1. DATE OF ORDER: JAN 22 2010
2. CONTRACT NO. (If any): NRC-03-08-085
3. ORDER NO.: NRC-T002 MODIFICATION NO.:
4. REQUISITION/REFERENCE NO.: NRR-10-006 dtd 10/13/2009
5. ISSUING OFFICE (Address correspondence to):
U.S. Nuclear Regulatory Commission
Division of Contracts
Attn: Robin T. Barnes
Mail Stop: TWB-01-B10M
Washington, DC 20555

6. SHIP TO:
a. NAME OF CONSIGNEE: U.S. Nuclear Regulatory Commission
b. STREET ADDRESS: Attn: Rick Daniel
Mail Stop: O13F 15M
11555 Rockville Pike
c. CITY: Rockville
d. STATE: MD
e. ZIP CODE: 20852
f. SHIP VIA:

7. TO:
a. NAME OF CONTRACTOR: XA SYSTEMS, LLC
b. COMPANY NAME:
c. STREET ADDRESS: 1568 SPRING HILL RD
d. CITY: MCLEAN
e. STATE: VA
f. ZIP CODE: 221023016

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 $100,000.00
B&R:020-15-111-112 JCN: J4150 BOC: 252A AAPN: 31X0200.95
OBLIGATION: $100,000.00
Contractor Duns: 092854194

10. REQUISITIONING OFFICE: NRR
Rick Daniel - 301-415-6319

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

12. F.O.B. POINT: N/A

13. PLACE OF
a. INSPECTION
b. ACCEPTANCE

14. GOVERNMENT B/L NO

15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)

16. DISCOUNT TERMS: N/A

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)
	ISSUANCE OF TASK ORDER NO. 002 TITLE: "Infrastructure and Planning Support for the Center for Planning & Analysis" TOTAL ESTIMATED COST: $354,899.97 PERIOD OF PERFORMANCE: 01/22/2010 - 11/23/2011 CONTRACTOR SIGNATURE REQUIRED ON PAGE 2 OF 2					

18. SHIPPING POINT
19. GROSS SHIPPING WEIGHT
20. INVOICE NO.

17(h) TOTAL (Cont. pages): $354,899.97

21. MAIL INVOICE TO:
a. NAME: Department of Interior / NBC
NRCPayment.s@nbc.gov
b. STREET ADDRESS (or P.O. Box): 7301 Mansfield Ave.
Attn: Fiscal Services Branch D2770
c. CITY: Denver
d. STATE: CO
e. ZIP CODE: 80225-2230

SEE BILLING INSTRUCTIONS ON REVERSE

17(i) GRAND TOTAL: $100,000.00

22. UNITED STATES OF AMERICA BY (Signature)
23. NAME (Typed): Donald A. King
TITLE: CONTRACTING/ORDERING OFFICER
Contracting Officer

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 347 (REV. 4/2006)
PRESCRIBED BY GSA/FAR 48 CFR 53.213(

SUNSI REVIEW COMPLETE

JAN 29 2010

TEMPLATE - ADM001

ADM002

In accordance with Section G.3 Task Order Procedures, of contract number NRC-03-08-085, this definitizes Task order no. 002. The effort shall be performed in accordance with the enclosed Statement of Work.

Task Order No. 002 shall be in effect from January 22, 2010 thru September 29, 2011 with an estimated cost ceiling of $354,899.97.

The following individuals are considered to be essential to the successful performance for work hereunder:

[redacted]

The Contractor agrees that such personnel shall not be removed from the effort under the task order without compliance with Contract Clause H.2, Key Personnel.

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

Your contacts during the course of this action are:

Technical Matters:
Rick Daniel
Project Officer
(301) 415-6319

Scott Wall
Technical Monitor
(301) 415-2855

Contractual Matters:
Robin T. Barnes
Contract Specialist
(301) 492-3613

Acceptance of Task Order No. 002 should be made by having an official, authorized to bind your organization, execute a copy of this document in the space provided and return to the Contract Specialist. You should retain a copy for your records.

ACCEPTED: Task Order No. 002

William A. Jones, CEO & Managing member
Printed Name & Title

Signature

1-25-2010
Date

Office of Nuclear Reactor Regulation – Project Engineering

Task Order 2 - Office of Nuclear Reactor Regulation – Project Engineering , Pricing Summary		
CLIN	**Task Description**	**Price**
001	C.0 - Project Kick Off Meeting	$2,145.52
002	C.1 - Development of NRR Project Schedules	$135.272.40
003	C.2 - Maintenance of Project Schedules	$124,659.85
004	C.3 - Scenario Planning, development/ testing in the NRR EPM Virtual environment	$58,346.90
005	C.4 - Global Project Status Reporting to the CPAB	$18,560.90
006	C.5 - Train NRR Staff in the use of EPM	$15,914.40
	TOTAL PRICE ALL TASKS	$354,899.97

A.1 AUTHORITY TO USE GOVERNMENT PROVIDED SPACE AT NRC HEADQUARTERS (JUNE 2006)

Prior to occupying any government provided space at the NRC Headquarters in Rockville, Maryland, the Contractor shall obtain written authorization to occupy specifically designated government space via the NRC Project Officer from the Chief, Space Planning and Property Management Branch, Division of Facilities and Security. Failure to obtain this prior authorization may result in one or a combination of the following remedies as deemed appropriate by the Contracting Officer.

1. Rental charge for the space occupied to be deducted from invoice amount due the Contractor

2. Removal from the space occupied

3. Contract Termination

A.2 52.232-18 AVAILABILITY OF FUNDS (APR 1984)

Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.

Task Order 2 **Office of Nuclear Reactor Regulation – Project Engineering**

Task Order 2
Office of Nuclear Reactor Regulation – Project Engineering

A. Background

The Office of Nuclear Reactor Regulation (NRR), Division of Operator Reactor Licensing, the Center for Planning & Analysis Branch (CPAB) requires Contractor support for project management and the implementation of Enterprise Project Management (EPM) for NRR business processes. These activities shall include the use of project management best practices and the Project Management Body of Knowledge (PMBOK). The current implementation of EPM consists of Microsoft Project, Microsoft Project Server, SharePoint, SQLServer, and Crystal Reports.

B. Scope

The Contractor shall develop formal deliverables related to the EPM tool within NRR. These deliverables shall be the final version of project schedules and documentation for each individual work product the contractor develops during the course of this contract. The scope of work is to provide continuous, accurate, and timely deliverables in support of NRR project management activities. To this end, the contractor shall perform the following.

1. **Development of NRR Project Schedules.**

   Develop detailed project schedules for 5 processes within Centralized Work Planning. The schedules shall be developed from a work breakdown structure (contractor built) and shall be developed in Microsoft Project 2007 or the latest version of Microsoft Project currently employed in NRR. The following process has been identified as priority: License Renewal. Work shall begin on schedule development upon notification by the Government. To coincide with schedule development, the contractor shall develop SharePoint sites to serve as repositories for project information.

2. **Maintenance of Project Schedules.**

   The Contractor shall maintain project schedules and perform scheduling activities for the license renewal processes within Centralized Work Planning. Note: that all project scheduling shall be consistent across NRR and the scheduling approach shall follow guidelines established by the CPAB.

Task Order 2 **Office of Nuclear Reactor Regulation – Project Engineering**

3. **Perform Scenario Planning, development, and testing in the NRR EPM Virtual Environment.**

   The contractor shall utilize the NRR EPM Virtual Environment in order to perform what if scenario planning. This environment shall be used to test new EPM features and/or resources prior to implementation in the Production environment.

4. **Provide Global Project Status Reporting to the CPAB.**

   The contractor shall develop project schedules to communicate the scope of work, project activities, timeframes, and resources. The project schedule shall be updated regularly to reflect work accomplished and work planned. The contractor shall provide weekly and monthly status reports to communicate project accomplishments, risks, and issues. The monthly status shall coincide with the submission of project invoices.

5. **Train NRR Staff in the use of EPM.**

   The contractor shall utilize materials developed by the CPAB in order to deliver training to NRR staff. This training shall consist of one on one instruction or instructor led training to a class of NRR participants.

   The detailed statement of requirements appears in Section C.

C. Statement of Work and Requirements.

Subtask C.0 – Project Kick Off Meeting

Upon notification by the Government, the contractor shall participate in a Project Kick Off Meeting which provides an opportunity for both Government and Contract resources to discuss project expectations. Topics for the Project Kickoff include but are not limited the following.

- Introduction of Project Officials
- Review of Project Guidelines
- Review of High-level Timeline & Milestones, Roles
- Review of Deliverables
- Questions and Answers
- Next Steps

The Contractor shall present at a high level the vision for leading the project to a successful completion.

Task Order 2 Office of Nuclear Reactor Regulation – Project Engineering

Subtask C.1 Development of NRR Project Schedules.

The contractor shall perform the following.

C.1.1 Publish/deploy schedules for 5 Centralized Work Planning processes to the EPM project server after concurrence from project stakeholders. Under this subtask, the license renewal process has priority.

The project schedules shall be integrated to include all tasks needed to satisfy NRR business requirements. The project schedules developed shall have as standard, but are not limited to project resources, dependencies, milestones, durations, sequencing, and the definition of any custom fields. The contractor shall utilize existing business process models and historical documentation as provided by NRR subject matter experts. The business processes employed in developing and maintaining the schedules shall be consistent as defined by the CPAB.

C.1.2. Assist Branch staff in identifying generic resource requirements (planned hours and staff skillsets) for all tasks/subtasks in the detailed project schedules;

C.1.3. Load the detailed schedules on the EPM infrastructure by process, once the schedule has been baselined.

C.1.4. Create additional custom fields as identified by the government in Microsoft Project 2007 that may be required for viewing, tracking and reporting project status within EPM.

C.1.5. Design and develop management reports (bi-weekly, monthly, quarterly, and forward-looking Planning Reporting) in EPM. Develop these project reports through the use of Microsoft Project 2007, EPM Data Analyzer/Business Intelligence, Crystal Reports and Crystal Reports Server to satisfy NRR business views and reporting requirements as identified by the government.

C.1.6. Retain a local electronic copy of each project schedule in the event of a system malfunction to ensure that project data saved on the server is recoverable.

C.1.7. The contractor shall establish a SharePoint portal site for communicating project documentation.

Note - All project scheduling shall be consistent across NRR using existing scheduling practices already documented by the CPAB.

Task Order 2 **Office of Nuclear Reactor Regulation – Project Engineering**

Subtask C.2 Maintenance of Project Schedules.

The Contractor shall maintain project schedules and perform project management planning activities to include the following.

C.2.1. Identification of schedule conflicts, critical path analysis, and resource allocation as related to project constraints, i.e. time, scope. The resolution of schedule conflicts shall be communicated to project stakeholders.

C.2.2. Provide consistent approaches for estimating project activity times and the sequencing of those activities to optimize the guidance of a project through its life span.

C.2.3. Update the project schedule(s) for a specific NRR business process(es) as needed and re-publish the schedule to EPM Project Server.

C.2.4. Analyze validity of schedules submitted by outside parties contributing to the project.

C.2.5. Monitor actual progress, compare to the baseline and report progress against schedule accomplishment.

C.2.6. Analyze and report productivity and trends.

C.2.7. Forecast the impacts of proposed changes on schedules. Proactively assess and analyze with the team, any risks and issues that may compromise project team performance and results.

C.2.8. Develop mitigation strategies. Maintain risk and issue logs. Monitor schedules, issue logs and risk management plans and provide warnings of serious deviations or variations that may compromise project results.

C.2.9. Recommend policy or procedural revisions that will improve schedule accomplishment.

C.2.a. Attend management, project team and customer meetings as requested by the project manager.

C.2.b. Archive actual schedule achievements for estimating future similar projects.

Task Order 2 **Office of Nuclear Reactor Regulation – Project Engineering**

C.2.c. Act as liaison between all parties concerned to address proposed modifications to project scope, schedule, or budget and influence to minimize changes. Work with functional managers to resolve schedule and resource conflicts. Escalate project issues as needed.

C.2.d. Ensure required project data and process modifications are regularly entered into the project workbook. Generate and issue regular internal and external project reports. Assist with the collection of clear, consistent, standard data for each project to support NRR portfolio management.

Subtask C.3 Perform Scenario Planning, development, and testing in the NRR EPM Virtual Environment (VPC).

The Contractor shall utilize the EPM Virtual Environment for project schedule development and perform project management planning activities to include the following.

C.3.1 Ensure that the VPC remains current with the production environment by regularly publishing production schedules to the VPC.

C.3.2 The contractor shall perform an analysis and implement proposed changes to schedules in the VPC. These changes include new custom fields, new views, and/or new add-on features for EPM.

C.3.3 Recommend and implement new tools and/or techniques to improve and facilitate NRR scenario planning.

C.3.4 Proactively identify changes in work scope and ensure appropriate planning measures are taken with internal and external clients to reassess, renegotiate and amend scope of work responsibilities, proposals and budgets using the VPC.

C.3.5 Utilize the VPC to forecast resource requirements and scheduling impacts for NRR initiatives.

C.3.6 Employ business intelligence tools in support of NRR planning requirements.

Task Order 2 **Office of Nuclear Reactor Regulation – Project Engineering**

Subtask C.4. Global Project Status Reporting to the CPAB.

To communicate project activity across NRR, the contractor shall:

C. 4.1 Provide Weekly and Monthly status reporting *on project status. All status reports must reference the WBS line item being worked on by the contractor and the resource.* The status reports shall include risks, issues, and mitigation strategies. A statement of accomplishments shall be reflected with resources, dates, and cost data.

C. 4.2 Develop an overall draft and final project plan and schedule for work assigned. This project schedule for the CPAB shall be fully resources loaded at the task level.

Subtask C.5. Train NRR Staff in the use of EPM.

To familiarize the NRR community in the effective use of EPM, the contractor shall perform training to include the following. This training shall consist of instruction on EPM tools to include SharePoint, Project Workspaces, Project Center, Resource Center, business processes, and views/reports.

C. 5.1 Deliver one on one training to NRR staff using training documentation developed by the CPAB.

C. 5.2 Serve as an instructor(s) delivering EPM to a class of NRR participants.

C.5.3. Conduct training via Webinars for EPM participants.

D. Deliverables Timeline.

Contract Award	**Project Start (PS)**
Subtask C.0 Project Kickoff Meeting	PS + 5 Days
Subtask C.4.2. Draft Contractor Project Schedule (representing Refined Project Approach) Deliverable: Draft Project Schedule	PS + 15 Days

Task Order 2 **Office of Nuclear Reactor Regulation – Project Engineering**

Subtask C.4.2 Final Contractor Project Plan (representing Refined Project Approach with NRC input) Deliverable: Final Project Schedule	PS + 20 Days
Subtask C.1 - Development of NRR Project Schedules. (This section applies to schedule processes 1 through 5). The CPAB will provide notification when work on a particular schedule/process should commence. Note that X below represents the name of process or schedule to be developed. Schedule Kickoff Meeting. Deliverables: Process/Schedule X. (where X represents processes 1 through 5)	PS + 90 Days
Subtask C.2 – Maintenance of project schedules. Deliverables: Process/Schedule X. (where X represents processes 1 through 5) maintained according to Subtask C.2.	From deployment in EPM through project life cycle and/or Task Order engagement as directed by CPAB.
Subtask C.4 - Global Project Status Reporting to the CPAB. Deliverables: Weekly and monthly reports including updated spending plans.	Frequency: weekly and monthly.
Subtask C.3 - **Scenario Planning, development, and testing in the NRR EPM Virtual Environment (VPC** Deliverables: Maintained VPC environment reflecting deployment of Process/Schedule X (where X represents processes 1 through 5) and what if planning analysis for those processes.	From deployment in the EPM VPC through project life cycle and/or Task Order engagement as directed by the CPAB.

Task Order 2 **Office of Nuclear Reactor Regulation – Project Engineering**

Subtask C.5 - **Train NRR Staff in the use of EPM** Deliverables: Delivery of training to NRR staff via one on one sessions, instructor led, or Webinar.	Completion of schedule development through project life cycle and/or Task Order engagement as directed by the CPAB.

E. Place of Performance

The work shall be performed at the NRC Offices located at 11545 and/or 11555 Rockville Pike, Rockville, Maryland.

F. Schedule of Deliverables

The Contractor shall provide deliverables in accordance with NRR project schedules and requirements.

G. Expertise/Skills

The contractor shall possess expertise in the following. Note that senior level resources shall possess the Project Management Professional (PMP) certification.

- MS-Project
- MS-Project Server
- SharePoint
- Project Web Access
- Crystal Reports
- Crystal Reports Server
- Project engineering
- Enterprise Project Management
- Business Process Modeling
- WBS Chart Pro

H. Task Order Manager

The manager for this task order is Scott Wall, (301) 415-2855.