

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30

1. REQUISITION NO. 33-10-3657004	PAGE 1 OF
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2. CONTRACT NO. GS35F4704G	3. AWARD/EFFECTIVE DATE 07-12-2010	4. ORDER NO. NRC-DR-33-10-365 NRC-T004	5. SOLICITATION NUMBER
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7. FOR SOLICITATION INFORMATION CALL:	6. NAME Matthew Bucher	8. TELEPHONE NO. (No Collect Calls) 301-492-3485	9. OFFER DUE DATE/LOCAL TIME
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10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: % FOR: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> EMERGING SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> (NA) NAICS: 541511 SIZE STANDARD:	11. DELIVERY FOR FOB DESTINATION (UNLESS BLOCK IS MARKED) <input checked="" type="checkbox"/> SEE SCHEDULE
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12. DISCOUNT TERMS	13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>
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15. DELIVER TO U.S. Nuclear Regulatory Commission Washington DC 20555	16. ADMINISTERED BY U.S. Nuclear Regulatory Commission Div. of Contracts Mail Stop: TWB-01-B10M Washington, DC 20555
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17a. CONTRACTOR/OFFEROR CODE 037753399 FACILITY CODE ADVANCED TECHNOLOGY SYSTEMS INC A T S C 7925 JONES BRANCH DR MC LEAN VA 221023343 TELEPHONE NO.	18. PAYMENT WILL BE MADE BY CODE 3100 Department of Interior / NBC NBCPayments@nbc.gov Attn: Fiscal Services Branch - D2770 7301 W. Mansfield Avenue Denver CO 80235-2230
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<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER	<input type="checkbox"/> 18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM
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19. ITEM NO.	20. See CONTINUATION Page SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	<p>The purpose of this Labor Hours (LR) task order is to procure scheduling and planning support services for the Office of New Reactors (NRO). The work to be accomplished through this task order shall be in accordance with the Statement of Work (SOW) (attachment 1). Billing for this task order shall be in accordance with Billing Instruction for Labor Hour or Time and Material Contracts (attachment 2) NRC Project Officer: William Carrier, 301-415-5778 William.Carrier@nrc.gov ATSC P.O.C: Debbie Bugby 571-766-2794 DBugby@astc.com Obligation: \$650,000.00 Ceiling Amount: \$816,070.00 Period of Performance: 7/12/2010-2/28/2010</p> <p align="center"><small>(Use Reverse and/or Attach Additional Sheets as Necessary)</small></p>				

25. ACCOUNTING AND APPROPRIATION DATA B&R Number: 025-15-171-107 JC: Q4237 B.O.C: 2574 APFN: 31X0200 Obligates Funds: \$650,000.00	26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$816,070.00 \$650,000.00
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<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-6 ARE ATTACHED. ADDENDA ARE <input checked="" type="checkbox"/> ARE NOT ATTACHED.	<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.213-4, FAR 52.213-5 IS ATTACHED. ADDENDA ARE <input checked="" type="checkbox"/> ARE NOT ATTACHED.
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<input checked="" type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED	<input type="checkbox"/> 29. AWARD OF CONTRACT: REF. OFFER DATED: YOUR OFFER ON SOLICITATION (BLOCK 6), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN IS ACCEPTED AS TO ITEMS.
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30a. SIGNATURE OF OFFEROR/CONTRACTOR 	31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)
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30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT) DEBORAH D. BUGBY, V. CONTRACTOR	30c. DATE SIGNED 6/18/10	31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) Joseph L. Widdup Contracting Officer	31c. DATE SIGNED 6/17/10
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TEMPLATE - ADM001

SUNSI REVIEW COMPLETE

DMOD

JUN 21 2010

Base Year: 7/12/2010-2/28/2011

CLIN Number	Descriptions	Total Hours (Estimated)	Rate Per Hour	Not-To-Exceed
T&M	Project Manager (Master Scheduler)			
T&M	Project Manager (Master Scheduler)			\$
T&M	Project Manager (Master Scheduler)			\$
T&M	Project Controller (Planner and Scheduler)			\$
T&M	Project Controller (Planner and Scheduler)			\$
T&M	Project Controller (Planner and Scheduler)			\$
T&M	Project Controller (Planner and Scheduler)			\$
T&M	Project Controller (Planner and Scheduler)			\$
T&M	Project Controller (Planner and Scheduler)			\$
T&M	Program Manager (Supervisor)			\$
T&M	Tools Specialist			\$
	Total			\$ 816,070.00

Option Year 1: 3/1/2011-2/29/2012

CLIN Number	Descriptions	Total Hours (Estimated)	Rate Per Hour	Not-To-Exceed
T&M	Project Manager (Master Scheduler)			\$
T&M	Project Manager (Master Scheduler)			\$
T&M	Project Manager (Master Scheduler)			\$
T&M	Project Controller (Planner and Scheduler)			\$
T&M	Project Controller (Planner and Scheduler)			\$
T&M	Project Controller (Planner and Scheduler)			\$
T&M	Project Controller (Planner and Scheduler)			\$
T&M	Project Controller (Planner and Scheduler)			\$
T&M	Project Controller (Planner and Scheduler)			\$
T&M	Project Controller (Planner and Scheduler)			\$
T&M	Program Manager (Supervisor)			\$
T&M	Tools Specialist			\$
	Total			\$ 1,256,272.40

Option Year 2: 3/1/2012-2/28/2013				
CLIN Number	Descriptions	Total Hours (Estimated)	Rate Per Hour	Not-To-Exceed
T&M	Project Manager (Master Scheduler)			\$
T&M	Project Manager (Master Scheduler)			\$
T&M	Project Manager (Master Scheduler)			\$
T&M	Project Controller (Planner and Scheduler)			\$
T&M	Project Controller (Planner and Scheduler)			\$
T&M	Project Controller (Planner and Scheduler)			\$
T&M	Project Controller (Planner and Scheduler)			\$
T&M	Project Controller (Planner and Scheduler)			\$
T&M	Project Controller (Planner and Scheduler)			\$
T&M	Program Manager (Supervisor)			\$
T&M	Tools Specialist			\$
	Total			\$ 1,772,586.20

Option Year 3: 3/1/2013-2/28/2014				
CLIN Number	Descriptions	Total Hours (Estimated)	Rate Per Hour	Not-To-Exceed
T&M	Project Manager (Master Scheduler)			\$
T&M	Project Manager (Master Scheduler)			\$
T&M	Project Manager (Master Scheduler)			\$
T&M	Project Controller (Planner and Scheduler)			\$
T&M	Project Controller (Planner and Scheduler)			\$
T&M	Project Controller (Planner and Scheduler)			\$
T&M	Project Controller (Planner and Scheduler)			\$
T&M	Project Controller (Planner and Scheduler)			\$
T&M	Project Controller (Planner and Scheduler)			\$
T&M	Project Controller (Planner and Scheduler)			\$
T&M	Program Manager (Supervisor)			\$
T&M	Tools Specialist			\$
	Total			\$ 1,834,588.60

Option Year 4: 3/1/2014-2/28/2015

CLIN Number	Descriptions	Total Hours (Estimated)	Rate Per Hour	Not-To-Exceed
T&M	Project Manager (Master Scheduler)			
T&M	Project Manager (Master Scheduler)			\$
T&M	Project Manager (Master Scheduler)			\$
T&M	Project Controller (Planner and Scheduler)			\$
T&M	Project Controller (Planner and Scheduler)			\$
T&M	Project Controller (Planner and Scheduler)			\$
T&M	Project Controller (Planner and Scheduler)			\$
T&M	Project Controller (Planner and Scheduler)			\$
T&M	Project Controller (Planner and Scheduler)			\$
T&M	Program Manager (Supervisor)			\$
T&M	Tools Specialist			\$
	Total			1,898,781.20

TOTAL - BASE YEAR AND 4 OPTION YEARS

CLIN Number	Descriptions	Total Hours	Price Per Hour	Not-To-Exceed
T&M	Project Manager (Master Scheduler)			\$
T&M	Project Manager (Master Scheduler)			\$
T&M	Project Manager (Master Scheduler)			\$
T&M	Project Controller (Planner and Scheduler)			\$
T&M	Project Controller (Planner and Scheduler)			\$
T&M	Project Controller (Planner and Scheduler)			\$
T&M	Project Controller (Planner and Scheduler)			\$
T&M	Project Controller (Planner and Scheduler)			\$
T&M	Project Controller (Planner and Scheduler)			\$
T&M	Program Manager (Supervisor)			\$
T&M	Tools Specialist			\$
	Total			\$ 7,578,298.40

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 8 months. The Contracting Officer may exercise the option by written notice to the Contractor within 10 days of task order expiration.

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 10 days of task order expiration; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 15 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed five (5) years.

STATEMENT OF WORK

NRC-DR-33-10-365

NRC-T004

1.0 BACKGROUND

The U.S. Nuclear Regulatory Commission's (NRC's) Office of New Reactors (NRO) has the lead for the planning, scheduling, and infrastructure development related to new and advanced reactor licensing, construction oversight, and rulemaking. As such, the NRC is experiencing an unprecedented level of licensing and inspection work associated with these activities.

At this time, the NRC is managing 18 Combined Licensee (COL) applications (13 of which are currently active), 5 Design Certifications and Design Certification Amendments, and 2 Early Site Permits. The NRC expects to receive other licensing applications, though the exact date of when each of these applications will be submitted to the NRC is only approximated.

NRO is currently using the Microsoft Enterprise Project Management (EPM) platform to manage this workload. The platform integrates MS Project 2007 to manage a schedule of approximately 1,200 lines for each application. These schedules change routinely. Other NRO work activities (such as updating the standard review plans and individual rulemakings, advanced reactor applications, and construction inspection activities) are also currently being entered into the EPM system and scheduled using the MS Project 2007 software. Further, the entire portfolio of NROs licensing work will utilize the same resource pool; which raises challenges as changes to the schedule of one project impact other project schedules.

Effectively and efficiently managing the overall scheduling, planning, and analyses activities currently present in NRO requires specialized experience, knowledge of industry standard project management best practices, and an ability to understand and analyze the effects of changing dates and resource requirements in a dynamic scheduling situation.

Therefore, NRO is seeking planning and scheduling expertise to: (1) develop, manage, and analyze these schedules, (2) discover and analyze these interdependencies, and (3) to make recommendations to ensure minimal impact on major and significant project milestones.

2.0 OBJECTIVE

The planning, scheduling, and support service task order will provide expert scheduling and support services to better enable NRO to schedule and manage the work described above. The contractor shall provide the NRC with master and journeyman scheduling and portfolio management staff, who have experience in: (1) industry standard project management best practices, (2) business intelligence analysis, and (3) dynamic scheduling and managing multiple projects with Microsoft Project Professional 2007/2010. Experience with Microsoft Project Server 2007/2010 environment and Enterprise Project Management (EPM) is also desirable.

3.0 WORK REQUIREMENTS, SCHEDULE AND DELIVERABLES

The contractor shall provide personnel with the capability to enter scheduling data into the Enterprise Project Management (EPM) system via MS Project Professional 2007/2010. This data will be derived from various sources, including: (1) the technical staff that are performing the reviews, (2) project managers and their management, and (3) NRO portfolio management staff in the Division of New Reactor Licensing, Planning and Scheduling (NPLS) branch. The NPLS staff works with NRO project managers and technical divisions to analyze multiple schedules and understand earned value management calculations and schedule impacts of various planning scenarios. Close interaction between the NPLS staff and the contractors is required.

Currently, an NRC contractors process approximately 225 schedule changes per month (tickets). These changes are assigned through an NRC ticketing system. Some of these changes are very complex and can

include multiple pages of individual schedule changes.

The contractor shall meet NRC timeliness goals, which are based on the complexity of the change request (ticket). Complexity is divided into three levels, simple, average, and complex. The complexity will be assigned by the NRC technical monitor. The NRO technical monitor will also provide schedule priority to the contractors. Contractors shall perform quality assurance reviews of schedule changes to ensure that they have completed all actions prior to closing the ticket. Ticket complexity, closure timeliness, and quality are tracked and reported on by the contract scheduler supervisor, in consultation with the NRO technical monitor and the NPLS branch chief. Attachment 1 provides clear definitions of the three levels of complexity and the metrics that will be used to track contractor performance.

Contractor personnel shall have experience using industry standard project management and scheduling techniques, and have the ability to perform the following activities with Microsoft Project Professional 2007/2010 in a Microsoft Project Server 2007/2010 environment:

- enter tasks,
- develop, calculate, and enter estimates,
- identify and enter dependencies,
- enter deadlines, constraints and calendars,
- assign enterprise resources and enter assignments,
- understand and aid in performing earned value management analysis,
- analyze and optimize schedules utilizing information derived from but not limited to earned value, management, critical and resource critical path, and program/project evaluation and review technique (PERT),
- analyze schedules in accordance with industry standard project management techniques,
- update schedules,
- perform schedule quality reviews and analysis to ensure that schedule logic, structure, and operation is as intended or point out problems that need to be resolved,
- work with NRC staff to design and develop new schedules for new projects as they are added to EPM.

Table 1. List of subtasks*

Subtasks/Standards	Scheduled Completion	Deliverables
<p>1. REQUIREMENT: Orientation session to become familiar with NROs EPM system, project management practices, and NPLS personnel.</p> <p>STANDARD: Attendance by individuals designated by contractor and NRC.</p>	<p>One week after authorization of work.</p>	<p>Attendance by individuals designated by contractor and NRC.</p>
<p>2. REQUIREMENT: Modify and develop schedule(s), as directed.</p> <p>STANDARD: Schedules incorporated with few or no changes required by QA check.</p>	<p>In accordance with metrics as defined in Attachment 1.</p>	<p>Schedule changes incorporated and QA check performed.</p>

Subtasks/Standards	Scheduled Completion	Deliverables
<p>3. REQUIREMENT: Assist NRC staff in analyzing schedule impacts of proposed changes such as, leave and training, use of industry standard project management techniques, or when level of effort changes because of quality or technical complexity. Provide (a) proposed solution, and (b) assist staff with implementation, as proposed.</p> <p>STANDARD: Analyses is thorough and proposed solution is functional.</p>	<p>In accordance with metrics as defined in Attachment 1.</p>	<p>Documentation of impact and proposed solution.</p>
<p>4. REQUIREMENT: Provide schedule support and analysis as described in subtasks 2 and 3 for NRC's region II.</p>	<p>In accordance with metrics as defined in Attachment 1.</p>	<p>Schedule (s) changes incorporated and QA check performed.</p> <p>Documentation of impact and proposed solution.</p>
<p>5. REQUIREMENT: Provide supervision, ticket status and other operational status reports for agreed upon metrics.</p>	<p>Monthly</p>	<p>Tracking reports on metrics, tickets, and time and attendance.</p>
<p>6. REQUIREMENT: Prepare and/or deliver presentations, as directed.</p> <p>STANDARD: Ensure presentation materials are reviewed and approved by NRC staff.</p>	<p>Weekly, or as requested by the NRO technical monitor NPLS staff member.</p>	<p>Prepare materials and/or delivers presentations.</p>

*The scheduled completion times above are subject to change by the NRO technical monitor to support the needs of NRO.

The technical monitor may issue technical instruction from time to time throughout the duration of this task order. Technical instructions must be within the general statement of work delineated in the task order and shall not constitute new assignments of work or changes of such a nature as to justify an adjustment in cost or period of performance. Any cost increase or period of performance extension shall only be authorized through a formal contract modification. If the contractor determines that the technical direction will increase the scope or cost of the contract, an immediate meeting with the contract specialist is required.

4.0 REPORTING REQUIREMENTS

The Contractor shall provide a written monthly progress report summarizing the status and completion of all ticketed items received during the month, any problems encountered by the contractor, and input to the tracking metrics. The report shall be sent via e-mail to the NRO TM.

5.0 MEETINGS AND TRAVEL

This work is expected to be performed on-site at NRC.

6.0 NRC FURNISHED MATERIAL

NRC shall furnish available documentation associated with this project as well as NRC work stations for contractor use. NRC will also provide access to the EPM platform, Microsoft Project and Project Server 2007/2010, reporting tools, MS SharePoint, MS Office 2007/2010, and other NRC tools as appropriate.

7.0 Estimated LEVEL OF EFFORT (at 1 FTE equal to 1,880 hours)

Subtask 1 - Orientation (2, 1-day meetings).

Subtask 2 - Maintain licensing schedules up-to-date by making changes to EPM schedules as requested by the user community. Assist in the development and maintenance of schedule templates and procedures.

Subtask 3 - Provide direct support to NRO PMs by supplementing them in coordinating activities with each project team and performing analyses. Assist in the development and maintenance of schedule templates and procedures. Provide expert advice to support scenario planning schedule analysis.

Subtask 4 - Provide schedule support and analysis as described in subtasks 2 and 3 for NRC's region II.

Subtask 5 - Provide supervision, ticket status, and other operational status reports in coordination with NRC TM.

Subtask 6 - Provide support for presentation generation and delivery at weekly project performance meetings.

Subtask	Year 1 (h)*	Year 2 (h)	Year 3 and Beyond (h)
1	112	0	0
2	6780	10260	10260
3	1264	1880	1880
4	0	0	5640
5	632	940	940
6	60	80	80
Total	8848	13160	18800

* - begins July 12th, 2010 and runs until February 28th, 2011. Each subsequent year begins March 1st and runs until the last day in February of the following year.

9.0 PERIOD OF PERFORMANCE

The period of performance is from July 12th, 2010 until February 28th, 2011; with four one-year option periods.

Attachment 1 – Definition of Complexity, Priority, and Timeliness Expectations for Changes to Approved and Planned Schedules

Timeliness Expectations for Changes to Approved and Planned Schedules

		Priority		
		High	Medium	Low
Complexity	Complex	3 days	3 days	5 days
	Average	1 day	2 days	4 days
	Simple	Same Day	1 day	3 days

Complex	> 41 Changes (Resources, work hours, dates) or requires clarification from requester or has issues with dates, deleted units etc.
Average	16-40 Changes (Resources, work hours, dates) or requires minor clarification (date approval from PM) etc.
Simple	1-15 Changes. (Resources, work hours, dates.) Clear Work Order, does not require clarification etc...

Medium	Changes or ongoing approved schedules to support routine update/maintenance etc.
Low	Changes to planned or existing schedules, or on-call, essential schedules; changes in level of effort estimates beyond the longer planning cycle.

*Expectations apply to individual schedules in a West Coast support. West Coast is subject to change. Individuals will have an average workload of 1-20 West Coast per year. Changes submitted from GC business change are incorporated and do not need to go through the entire GC cycle again. *GC time is included in timeliness expectations.

Metrics tracking scheduler performance.

Scheduling Metrics						
Measure ID	Measure Description	Target	Green	Yellow	Red	Measure Calculation
1	Ticket timeliness - Percent of tickets that meet NRO goals for completion (within control).	≥85% on time (or no more than 2 late if < 10 actions)	≥85% on time (or no more than 2 late if < 10 actions)	75-84% on time (or no more than 3 late if < 10 actions)	Less than 75% on time (or 4 or more late if < 10 actions)	Number of tickets completed in accordance with complexity goals as compared to total number submitted.
2	Ticket earliness - Percent of tickets that were early.					Tracking metric only.
3	Ticket quality - Number of tickets that require rework.	≤5 changes per schedule per week require rework or 10% error rate	≤5 changes per schedule per week require rework or 10% error rate per scheduler	5-10 changes per schedule per week require rework; or 15% error rate	>10 changes per schedule per week require rework or >15% error rate	Tracks tickets that require rework as identified by NPLS or PM personnel. Metric will be reported out at overall percentage basis and supervisor will maintain individual metrics.
4	Ticket Backlog - Number of tickets in late status	≤ 2 tickets per scheduler	≤ 2 tickets per scheduler	3 tickets per scheduler	4 tickets per scheduler	Metric will be reported out at overall percentage basis and supervisor will maintain individual metrics.
5	Analysis - Provide (a) proposed solution and (b) assist staff with implementation, as proposed.	≥85% within 5 business days	≥85% on time	75-84% on time	Less than 75% on time	Number of analyses completed within 5 business days.