

2. AMENDMENT/MODIFICATION NO M001	3. EFFECTIVE DATE See Block 16c	4. REQUISITION/PURCHASE REQ. NO. OIS-11-073	5. PROJECT NO. (If applicable)
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6. ISSUED BY U.S. Nuclear Regulatory Commission Div. of Contracts Attn: Matthew J. Bucher Mail Stop: TWB-01-B10M Washington, DC 20555	CODE 3100	7. ADMINISTERED BY (If other than Item 6) U.S. Nuclear Regulatory Commission Div. of Contracts Mail Stop: TWB-01-B10M Washington, DC 20555	CODE 3100
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8. NAME AND ADDRESS OF CONTRACTOR (No. street, county, State and ZIP Code)  AEGIS.NET INC  42 READS WAY NEW CASTLE DE 197201649  CODE 79226826	(X)	9A. AMENDMENT OF SOLICITATION NO
		9B. DATED (SEE ITEM 11)
		10A. MODIFICATION OF CONTRACT/ORDER NO. GS35F0125S NRC-T002
	X	10B. DATED (SEE ITEM 13) 09-29-2010
		FACILITY CODE

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended,  is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) N/A

**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 of Both Parties

**E. IMPORTANT:** Contractor  is not,  is required to sign this document and return <sup>1</sup> \_\_\_\_\_ copies to the issuing office.

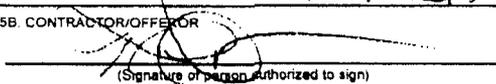
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this modification is to revise the statement of work associated with this task order. The new work covered under the revised statement of work shall be performed at no additional cost.

Obligation: \$240,000.00  
 Ceiling: \$253,805.91  
 Period of Performance: 9/30/2010-9/30/2011

Except as specified herein, all other terms, conditions and pricing remain unchanged and in full force and effect.

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) Tom Lourenco V.P of Services AEGIS.net, Inc.	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Matthew J. Bucher Contracting Officer
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED 12/20/2010
	16B. UNITED STATES OF AMERICA BY  (Signature of Contracting Officer)
	16C. DATE SIGNED 12-20-2010

**TEMPLATE - ADM001**

**SUNSI REVIEW COMPLETE**

DEC 23 2010

**ADM001**

**TASK ORDER STATEMENT OF WORK TO PROVIDE COMPUTER  
INDEPENDENT VERIFICATION AND VALIDATION SERVICES  
FOR THE NRC SYSTEMS  
Dated 12/20/2010**

**1.0 BACKGROUND**

The Office Information Services/Business Process Improvement and Applications Division (OIS/BPIAD) of the U.S. Nuclear Regulatory Commission (NRC) requires independent verification and validation (IV&V) services for the NRC systems currently operation and soon to be in production. They include the NRC Electronic Document and Action Tracking System (EDATS) and PeopleSoft Human Resources Management System (HRMS) Time and Labor (T&L) Module.

The EDATS is an agency-wide system that tracks correspondence actions and internal office actions. EDATS was implemented to eliminate individual office tracking systems, by assigning a single tracking number to each action in the agency, no matter how many offices are assigned. The system also provides an audit trail for determining the status of an action. EDATS is comprised of Handysoft's BizFlow (11.3), OfficeEngine (for intraoffice actions), and JasperServer for reporting.

The U.S. Nuclear Regulatory Commission (NRC) is upgrading its current client-server based time reporting system, PeopleSoft Human Resources Management System (HRMS), Time and Labor (T&L) module, version 7.51 to Oracle's PeopleSoft version 9.0. HRMS T&L is used by NRC to capture T&L data for payroll, license fee billing, cost accounting, budget formulation and execution, and program management. T&L has been in production at NRC since the fall of 2001. T&L interfaces with the payroll and human resources modules of the Federal Personnel/Payroll System (FPPS) with the agency's core accounting system, the Financial Accounting and Integrated Management Information System (FAIMIS). Both FPPS and FAIMIS are hosted by the Department of Interior/National Business Center (DOI/NBC). The T&L also interfaces with several in-house systems such as the Reactor Processing System (RPS).

The type of information processed in the NRC OIS/BPIAD systems are primarily categorized as "sensitive unclassified" information related to the management and control of NRC programs and activities. These systems process administrative and operational data ranging from sensitive unclassified information to information that is releasable to the public.

The NRC requires the support of a contractor to perform independent verification and validation services for the NRC OIS/BPIAD systems in accordance with the enclosed Statement of Work for the contractor to provide computer Independent Verification and Validation Services for the U. S. NRC OIS/BPIAD systems mentioned above. The contractor shall use relevant Office of Information Services (OIS) Management Directive (MD) 2.8, Project Management Methodology (PMM), requirements or as directed by NRC Project Officer (PO) to evaluate and support the NRC OIS/BPIAD operational systems. This shall include but not be limited to (1) establishing a process to encompass requirements and design reviews, (2) evaluating and supporting testing, (3) supporting the project team to resolve all software-related issues, (4) evaluating test planning, test validation, execution, and reporting, and (5) providing findings reports with specific recommendations for actionable items continuously throughout the process.

## 2.0 OBJECTIVES

The Offerer shall provide independent and expert information technology support services for IV&V activities. The IV&V activities will support the NRC OIS/BPIAD systems that are operational. The contractor shall meet the following objectives:

### EDATS

The Offerer shall:

- (1) Review test planning to ensure that thorough analysis, design, development, testing, and reporting of all required functionality is completed,
- (2) Validate test results against requirements/expectations, and
- (3) Provide findings reports containing specific recommendations for actionable items continuously throughout the process.

### HRMS

The Offerer shall:

- (1) Establish criteria to test the system under varying scenarios of normal and beyond normal conditions to show stress and performance characteristics and reveal load related defects.
- (2) Provide specific findings and recommendations for actionable items throughout the process.
- (3) Retest after recommendations have been implemented, this will be an iterative process until performance is acceptable.
- (4) Provide a final report of the initial findings and recommendations and the performance after recommendations are implemented.

## 3.0 SCOPE OF WORK

IV&V services shall be provided in support of NRC EDATS and NSICD systems quarterly releases. The releases shall require the Offerer to review of test planning and validation of results in conjunction with NRC Office's user acceptance testing.

The agency purchased Oracle/PeopleSoft version 9.0 software, the software is web based and will be used by all NRC employees to record their time. In addition to employees entering their time, the system will support edit processes, time approval, and numerous other data entry updates. The peak load will be at the end of the pay period and the following Monday as employees complete their time entry, edits are periodically run during work hours, and approvals are being completed. We anticipate that at the peak time approximately 100 individuals could be updating records while the edit processes are being run. These conditions will be simulated to determine if the system will perform at an acceptable level in the production, failover and disaster recovery environments. The system roles are employee (approx. 4300), timekeeper (approx. 400), approving official (approx. 800) and coordinator (approx. 80.)

## 4.0 SPECIFIC TASK REQUIREMENTS

### 4.1 Task 1 – EDATS Regression Testing

### **Requirements**

The contractor shall:

1. Develop an IV&V Plan in accordance to the "Deliverables" listed below to include a proposed work schedule showing milestones, critical activities and dependencies for the completion of work.
2. Establish a baseline IV&V Plan prior to the start of the task order which should include the contractor's IV&V methodology or approach including a plan of the IV&V schedule for each IV&V artifact.
3. Identify the preliminary list of processes, products, and tools to be evaluated by the IV&V process in coordination with the project officer.
4. Obtain necessary resources to establish expertise in the technologies/software (HandySoft and BizFlow) used in development of the system. Resources may include, but not limited to user guides, manuals, software vendors, and meetings with system administrators.
5. Analyze the specified documents and evaluate for correctness, consistency, completeness, accuracy, readability, and testability.
6. Validate that the test plans encompass thorough analysis of the design and development and that functionality is tested.
7. Verify that the acceptance test scenarios comply with the test plan for purpose, format, and content. Test scenarios/scripts should be created if they do not exist.
8. Validate that the acceptance test cases satisfy the criteria established in the test plan and verify that the requirement satisfies the initial requirements.
9. Validate the program requirement to determine whether the solution meets the initial requirements.
10. Have expert level knowledge of IBM Rational Test Manager (version 7.0.1) and Functional Tester (version 8.1.1).
11. Test the functional requirements for correctness and completeness.
12. Verify that the acceptance test scenarios comply with the test plan for purpose, format, and content.
13. Validate that the acceptance test results satisfy the criteria established in the test plan and satisfy the business requirements.
14. Test for correctness and completeness of the functional requirements.

15. Provide timely notification (five (5) days) if prior to the delivery date of the draft IV & V Report questions or issues arise that require action.

**Standard**

The contractor shall prepare a report template for each artifact requiring IV&V services. The report template is to include at a minimum, an executive summary of no more than 5 pages summarizing the results of the review and conclusion. The report template shall also include details of the IV&V activities, tasks and results, including status and disposition of anomalies and risks.

**Deliverables**

The contractor shall deliver the following:

<b>Item</b>	<b>Name</b>	<b>Due Date</b>
1	Draft Independent Verification and Validation Plan (including appendices for the artifacts specified in the PMM)	10 work days after task order award
2	Request P.O. approval	5 work days after receipt of draft
3	Final Independent Verification and Validation Plan (including appendices for the artifacts specified in the PMM)	5 work days after NRC approval of draft
4	Draft Report Template	10 work days after task order award
5	Request P.O. approval	5 work days after receipt of draft
6	Final Report Template	5 work days after NRC approval of draft
7	Draft IV&V Report for Each Artifact Provided	10 work days after submission of artifact to be IV&V'd
8	Request P.O. approval	5 work days after receipt of draft
9	Final IV&V Report for Each Artifact Provided	5 work days after NRC approval of draft

**4.2 Task 4 – HRMS Testing**

Once the system is fully configured, the contractor shall simulate a peak load on the system, and with the T&L Modernization project team, determine if the system performs satisfactorily. If the system does not perform satisfactorily, the contractor will communicate the results to the team.. Configuration changes may be made and the

contractor will retest to insure performance has improved to an acceptable level. This process will be repeated until performance is satisfactory.

The Contractor shall:

1. Develop a plan and schedule showing milestones, critical activities, timeframes for testing, and dependencies for the completion of work. The plan should also include estimated level of effort and required resources to perform testing.
2. Prepare testing strategy. At a minimum, this will include the test approach, test cases, and scenarios to be employed.
3. Identify system components and interfaces to be tested during the test period.
4. Assist with the development of test scenarios in conjunction with the T&L modernization team.
5. Perform performance, load, and/or stress tests to identify the scalability and/or stability characteristics, in the production, failover and disaster recovery environments.
6. Perform performance, load and/or stress tests to determine and/or validate performance characteristics of the application software, in the production, failover and disaster recovery environments when subjected to workload models and load volumes anticipated during production operations.
7. Perform performance, load and/or stress tests to determine and/or validate performance characteristics of the application software, in the production, failover and disaster recovery environments when subjected to workload models and load volumes **beyond those anticipated** during production operations.

**Standard**

The contractor shall prepare a report template for each artifact requiring IV&V services. The report template is to include at a minimum, an executive summary of no more than 5 pages summarizing the results of the review and conclusion. The report template shall also include details of the IV&V activities, tasks and results, including status and disposition of anomalies and risks.

**Deliverables**

The contractor shall deliver the following:

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1	Draft Independent Verification and Validation Plan (including appendices for the artifacts specified in the PMM)	10 work days after task order award
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4	Draft Report Template	10 work days after task order award
5	Request P.O. approval	5 work days after receipt of draft
6	Final Report Template	5 work days after NRC approval of draft
7	Draft IV&V Report for Each Artifact Provided	10 work days after submission of artifact to be IV&V'd
8	Request P.O. approval	5 work days after receipt of draft
9	Final IV&V Report for Each Artifact Provided	5 work days after NRC approval of draft

**5.0 OVERALL PERFORMANCE STANDARDS AND DEDUCTION SCHEDULE:**

The following processes will be used by NRC to monitor performance of the contract requirements stated herein:

Failure by the Contractor to comply with any of the procedures and/or contract requirements stated herein shall constitute a “valid-deficiency” under this contract, unless the failure can be shown to be caused by circumstances beyond the Contractor’s control.

No more than one (1) deficiency shall be allowed by NRC per calendar-month period, in which the NRC PO determines the discrepancy is a “valid-deficiency” for non-compliance with any contract requirements.

The Contractor shall invoice monthly with a single invoice that includes a breakdown of the cost of all support provided during the previous calendar month. For any month in which the Contractor fails to comply with the contract requirements stated herein, NRC reserves the right to deduct the following amounts from that month’s total monthly invoice payment:

- 0-1** Deficiency’s per calendar-month period will result in no deduction;
- 2** Deficiency’s per calendar-month period will result in 5% of the total monthly invoice being deducted;
- 3** Deficiency’s per calendar-month period will result in 6% of the total monthly invoice being deducted;

- 4** Deficiency's per calendar-month period will result in 7% of the total monthly invoice being deducted;
- 5** Deficiency's per calendar-month period will result in 8% of the total monthly invoice being deducted;
- 6 or more** Deficiency's per calendar-month period will result in 10% of the total monthly invoice being deducted.

The deductions listed above do not prevent NRC from taking other appropriate actions to address performance problems under this task order.

## **6.0 ACCEPTANCE CRITERIA**

For Task 1, 2, and 3 in Section 4.0 above, the contractor shall prepare a final IV&V report to include, at a minimum, scope of work, methodology, findings, a traceability matrix, and recommendations. The report deliverable should provide sufficient detail to ensure completeness, consistency, correctness, and accuracy of the IV&V work performed. All deliverable products shall be grammatically and contain correct spelling. All technical and financial terms shall be clearly defined to be understood by all readers. All final deliverable products will be reviewed by the project officer and they will provide an indication of this approval or disapproval with five (5) days.

## **7.0 MEETINGS AND TRAVEL**

### **7.1.1 Kick-off Meeting**

For Task 1 in Section 4.0 above, the contractor shall participate in a kick-off meeting no later than five (5) business days after award to be introduced to the NRC Project Officer, the Task Manager, and other NRC representatives. The purpose of the meeting is to review and discuss the NRC Office's goals for the project and to establish contractor/NRC communications report framework for the project. Further, discussion shall include the PMM phases and corresponding deliverables as identified in Section 5.0, Deliverables. Internal NRC documents will be coordinated during this meeting.

### **7.1.2 Travel**

For Task 1 in Section 4.0 above, the contractor shall complete work associated with these tasks at the contractor's own facilities and/or NRC Headquarters in Rockville, MD. Travel to other NRC locations will not be required. The NRC does not pay for local travel and parking.

## **8.0 GOVERNMENT FURNISHED MATERIALS AND EQUIPMENT**

For Task 1 and 2 in Section 4.0 above, to facilitate the work to be performed, the NRC will, upon request, provide the contractor with any and all materials documenting current applications systems, processes, requirements, and access to Government and other contractor personnel as required. Such documentation may include Users, Guides, As-Built Guides, among others.

## **9.0 PERIOD OF PERFORMANCE**

The period of performance for this task order is one year from the date of task order award.

**10.0 ESTIMATED LEVEL OF EFFORT**

The estimated level of effort for this task order is not to exceed 1700 contractor labor hours.