

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

BPA NO.

1. DATE OF ORDER <b>5-24-2011</b>	2. CONTRACT NO. (if any) NRC-HQ-11-C-07-0015	6. SHIP TO:	
3. ORDER NO. NRC-HQ-11-T-07-0003	MODIFICATION NO.	4. REQUISITION/REFERENCE NO. NSR-11-2279	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div. of Contracts Attn: Matthew J. Bucher Mail Stop: TWB-01-B10M Washington, DC 20555		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission	
		b. STREET ADDRESS Attn: Omar Khan Mail Stop: T4B-45 Phone: 301-415-6995	
		c. CITY Washington	d. STATE DC
		e. ZIP CODE 20555	

7. TO:		f. SHIP VIA	
a. NAME OF CONTRACTOR DIGITAL MANAGEMENT, INC.		8. TYPE OF ORDER	
b. COMPANY NAME		<input type="checkbox"/> a. PURCHASE	<input checked="" type="checkbox"/> b. DELIVERY
c. STREET ADDRESS 6701 DEMOCRACY BLVD STE 500		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.	
d. CITY BETHESDA		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.	
e. STATE MD	f. ZIP CODE 208171572		

9. ACCOUNTING AND APPROPRIATION DATA Accounting information is specified at the line item level NACIS: 541519 <b>DUMS: 113512359</b>	10. REQUISITIONING OFFICE NSR
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11. BUSINESS CLASSIFICATION (Check appropriate box(es))	12. F.O.B. POINT Destination
<input type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input checked="" type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone	
<input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) <input type="checkbox"/> h. ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB) UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM	

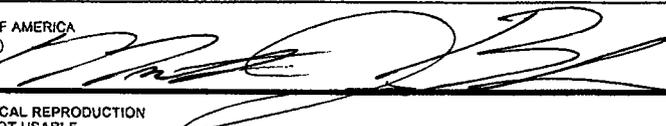
13. PLACE OF	14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	16. DISCOUNT TERMS
a. INSPECTION NRC Headquarters	b. ACCEPTANCE NRC Headquarters	N/A	See SOW

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)
	The purpose of this Firm-Fixed Price (FFP) and Cost-Reimbursable task order is to procure the services stated in the attached statement of work, attachment 1. A complete breakdown of the pricing structure can be found on page two (2).  Project Officer: Omar Khan, 301-415-6995 Contractor P.O.C: 240-233-4800  Obligation Amount: \$133,779.97 Ceiling Amount: \$133,779.97 Period of Performance: 5/20/2011-5/31/2011  Attachment (1): Statement of Work					

18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.	17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:			
a. NAME Department of Interior / NBC NRCPayments@nbc.gov			17(i) GRAND TOTAL
b. STREET ADDRESS (or P.O. Box) Attn: Fiscal Services Branch - D2770 7301 W. Mansfield Avenue			
c. CITY Denver	d. STATE CO	e. ZIP CODE 80235-2230	
			\$133,779.99

22. UNITED STATES OF AMERICA  
BY (Signature)



23. NAME (Typed)  
Matthew J. Bucher  
Contracting Officer  
TITLE: CONTRACTING/ORDERING OFFICER

Firm-Fixed Price (FFP) Line Items

CLIN	Description	Quantity	Unit	FFP	Total Price
0001	Task 1 as described in Statement of Work	1	Lot	\$30,661.65	\$30,661.65
000101	B&R #: 2011-11-11-1-156 JC: R1166 B.O.C: 251A APPN: 31X0200.111 FSS #: 112279 NACIS Code: 541519 Obligates Funds: \$30,661.65	N/A	N/A	N/A	N/A
0002	Task 2 as described in Statement of Work	1	Lot	\$78,391.63	\$78,391.63
000201	B&R #: 2011-11-11-1-156 JC: R1166 B.O.C: 251A APPN: 31X0200.111 FSS #: 112279 NACIS Code: 541519 Obligates Funds: \$78,391.63	N/A	N/A	N/A	N/A
0003	Reports and Briefings	1	Lot	\$10,255.50	\$10,255.50
000301	B&R #: 2011-11-11-1-156 JC: R1166 B.O.C: 251A APPN: 31X0200.111 FSS #: 112279 NACIS Code: 541519 Obligates Funds: \$10,255.50	N/A	N/A	N/A	N/A

Cost-Reimbursable Line Items (Other Direct Costs); Costs associated with Phase 1 (Trip 1), Monthly Project Update (Trip 2), Monthly Project Update (Trip 3) and Final Briefing (Trip 4)

CLIN	Description	Quantity	Unit Price	Not-To-Exceed Ceiling
0004	Contractor Travel Costs-To be reimbursed in accordance with FAR 31.205-46;	1	Lot	\$14,471.19
000401	B&R #: 2011-11-11-1-156 JC: R1166 B.O.C: 251A APPN: 31X0200.111 FSS #: 112279 NACIS Code: 541519 Obligates Funds: \$14,471.19	N/A	N/A	N/A

Signed by:



DMI Director of Contracts  
May 23, 2011

**STATEMENT OF WORK**  
For Task Order 3 under  
IDIQ Contract No. NRC-HQ-11-C-07-0015 (OCIMS)

# 1. BACKGROUND

The U.S. Nuclear Regulatory Commission's (NRC) responsibilities during emergency response to an incident at a licensee location are to monitor, assess, and, if necessary, direct the utility to take actions to protect the health and safety of the public and to promote the common defense and security. In order to carry out these responsibilities, the Headquarters Operations Center's (HOC) systems must be operational 24 hours a day and seven days a week (24x7). The operational readiness for the HOC is supported by the Operations Center Information Management System (OCIMS). The OCIMS is a General Support Services (GSS) system that includes a range of services for data, display and voice. It is used by responder staff to access, manage, and share data; such as for creating and storing event chronologies, preparing briefing materials, and displaying data and video on large display monitors.

The NRC Headquarters Operations Center (HOC) will be moving to a new facility in the new Three White Flint North (3WFN) building. The construction and design of the new facility is being performed by Hellmuth, Obata and Kassabaum (HOK) under an aggressive schedule with anticipated construction completion date by end of 2012. The HOC is scheduled to move during the period of September 2012 through December 2012. During this period, operations can be transferred to an alternate site but only for a maximum of four days. Otherwise, the 24x7 operational requirements must be met. The new HOC shall use state of the art technologies. The recommended technologies shall be stable and proven technologies that are currently being used in similar functions. To meet the current schedule, all the tasks described in this statement of work must be delivered on time.

# 2. OBJECTIVE

The objective of this task order is to acquire the services of the contractor to conduct a complete analysis of the current electronic and information technology (EIT)<sup>1</sup> commercial item<sup>2</sup> products in the HOC and to conduct significant market research and subsequently provide a recommendation for possible future HOC technologies for the NRC to consider procuring for the new HOC. Both of these tasks shall leverage a requirement study recently produced for the NRC. The Project Officer (PO) will provide this requirement study to the contractor. Requirements generated by the contractor will serve as the basis of input for the drawings being created by HOK.

In performing the requirements of this task order, the contractor shall first become familiar with the National Incident Management System (NIMS) from the US Department Homeland Security. This can be found at [http://www.fema.gov/pdf/emergency/nims/NIMS\\_core.pdf](http://www.fema.gov/pdf/emergency/nims/NIMS_core.pdf). This document underlies the concepts and principles of how to establish a flexible communications and information system in which emergency management/response personnel can maintain a constant flow of information during an incident. The document also discusses the importance to develop a common operating picture with interoperability, reliability, scalability, and portability.

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<sup>1</sup> "Electronic and information technology" is defined in FAR Subpart 2.101, Definitions. See <https://www.acquisition.gov/far/current/html/Subpart%202.1.html#wp1145507>.

<sup>2</sup> "Commercial item" is defined in FAR Subpart 2.101, Definitions. See <https://www.acquisition.gov/far/current/html/Subpart%202.1.html#wp1145507>.

## SCOPE OF WORK AND CONTRACTOR TASKS

For any new or replacement EIT commercial item products that the contractor recommends that NRC separately procure based on its market research conducted and documented under this task order, the contractor shall:

- Provide minimum audio visual (AV) requirements including conduit runs, power/data wiring, screen details, sections, and elevations for technologies that it recommends that NRC procure under separate contract.
- Provide minimum input for layout requirements including AV Equipment "cut sheets," equipment mounting details, millwork or cabinet requirements relative to equipment placement, and other necessary building-related details as appropriate for technologies that it recommends that NRC procure under separate contract.
- Support the NRC PO and their designees in their implementation of HOK's creation of visual display requirement Intent Drawings (DIDs) for AV, VTC, voice, and data system requirement for the new HOC.
- Provide minimum Video Teleconferencing (VTC) and minimum voice system specifications.
- Provide minimum Audio Visual Display (AV) specifications, including data display.
- Provide minimum power requirements and recommended locations of outlets in the ceiling and walls to support newly recommended projectors and plasma/LCD displays.
- Provide the recommended mounting locations of any special HVAC requirements for projectors (such as ducting).
- Provide recommended ceiling configurations for projectors.
- Provide recommended types of cables for AV/VTC, voice and data system requirements for new HOC.
- Provide recommended routing for video signals to projectors and displays.
- Perform an "As Is" assessment of all currently utilized NRC HOC EIT products.
- Perform an EIT commercial item product requirements analysis with a representative sample of HOC users. PO will provide names of HOC users after task order award.
- Interview Headquarters Operations Officers (HOOs), HOC emergency response coordinators, and Division of Preparedness and Response managers and executives to gather EIT commercial item product requirements. PO will provide names of individuals to be interviewed after task order award.

- Based on the completed market research and the completed EIT commercial item product requirements analysis, provide a highly comprehensive and detailed report of results of market research conducted under this task order that present potential new or replacement EIT products and related minimum specifications and Section 508 capabilities that the contractor recommends that NRC consider procuring for the new HOC. Include network connectivity, software and administrative support equipment (e.g., fax machines, workstations, scanners, printers and plotters.) **In presenting this report and in preparing any inherent recommendations, the following criteria shall be the primary drivers for any recommendations that the contractor makes. The criteria are listed in descending order of importance: requirements analysis, current EIT commercial item product capabilities, accessibility of current EIT commercial items based on Section 508 voluntary product accessibility templates or similar documentation for commercial item products reviewed, and current publicly available commercial pricing (based on web sites, commercial price lists, or similar publicly available information but not based on quotes or proposals). See [www.section508.gov](http://www.section508.gov) and [www.buyaccessible.gov](http://www.buyaccessible.gov) for more information regarding Section 508.**
- Provide a potential HOC layout diagram(s) that includes existing HOC EIT commercial item products and potential new or replacement EIT commercial item products.

### 3. DELIVERABLES

The contractor shall deliver the following documents to the PO:

#### 1. Deliverables:

- a. Utilizing the recently produced HOC requirement study provided to the contractor by the PO, the contractor shall provide a **HOC requirement layout display document of each room for AV, VTC, voice, and data**. This shall include a Layout Summary detailing all power outlets and HVAC loads due to AV equipment; audiovisual requirement criteria; and other base building details for technologies that the contractor recommends that NRC consider separately procuring. This deliverable shall include functional AV block diagrams for all recommended audio, video, and control systems showing the interconnections between components, and systems. The contractor shall also provide layouts including the required equipment for the Data as well as the Voice Subsystems.

**Timeframe for deliverable:** See page 6 for schedule for deliverables table.

- b. Provide **“As-Is EIT Commercial Item Products” and “Suggestions for Potential New or Replacement EIT Commercial Item Products” report document**. This document shall include a detailed requirements analysis, the “As-Is” EIT commercial item product list, and the contractor’s suggestions for potential new or replacement EIT commercial item products. This document shall also include all systems mentioned in deliverable 1a. For each suggestion for a new or replacement EIT commercial item product, the report shall include:

- i. EIT commercial item product description; standard commercial product terms and conditions that typically accompany purchase of the item, such as standard warranty, typical delivery turn-around time (after placement of order), how installation is normally accomplished and whether the product purchase price typically includes installation, typical type(s) of training that may accompany purchase, and any related offerings or terms and conditions.
- ii. EIT commercial item product minimum functional and performance specifications, written so that they are **vendor-neutral and competitive among more than one manufacturer to the maximum extent possible** (only specify brand name make and model if there is a compatibility requirement with existing NRC technologies that will be moved to the new HOC).
- iii. A completed Section 508 voluntary product accessibility template from the original equipment manufacturer for each recommended technology product in the format set forth at <http://www.itic.org/index.php?submenu=Resources&submenu=Resources&src=gendocs&ref=vpat&category=resources>) or similar information from GSA's Buy Accessible Wizard at <http://www.buyaccessible.gov>. and
- iv. Range of commercial list prices or similar publicly available pricing information (i.e., web page prices). **These prices shall not be based on quotes or proposal that the contractor solicits for these products.**

**Timeframe for deliverable:** See page 6 for schedule for deliverables table

- c. Provide a detailed **system and layout requirement document** for suggested EIT commercial item products with integration points for same. This document shall include a visual diagram with significant detail to support final layout requirements of 3WFN HOC location. This document shall include all of the suggested technologies described in the recommendation report.

**Timeframe for deliverable:** See page 6 for schedule for deliverables table.

## 2. Recommended Purchase Timeline

- a. **Provide a final consolidated EIT commercial item minimum requirements document for suggested EIT commercial item products and a related recommendation for purchase timeline** to delineate when the contractor recommends by when the NRC should purchase suggested EIT commercial item products for the new HOC. This timeline shall be in alignment with HOC move to 3WFN to the maximum extent possible and shall assume a procurement cycle of at least two months for NRC to compete and award each requirement, as well as standard delivery turn-around time

for the recommended technologies based on market research. The HOC move to 3WFN is scheduled between September 2012 and December 2012.

**Timeframe for deliverable:** See page 6 for schedule for deliverables table

**3. Briefing to PO and their Designees**

- a. Provide on-site briefing for the PO and their designees of the To-Be recommendations for the new HOC recommended technologies. This briefing is intended only to be informational and not as the basis for source selection decisions. Procurement of the recommended technologies will occur through a competitive acquisition process.
- b. Provide additional consulting to the PO and their designees during deliberations and discussions regarding recommendations and layout requirement for the new HOC, as needed.

**Timeframe for deliverable:** as needed.

**4. Reports to the PO**

**a. Meeting/trip reports**

- i. Stakeholders' inputs and comments from interviews.
- ii. Meeting Minutes

**Timeframe for deliverable:** within one week after trip completion.

**b. Monthly status reports.** The monthly project status report shall include at the minimum the following information:

- i. Completed tasks and deliverable status.
- ii. Problems encountered and proposed corrective actions to be taken to address those problems.
- iii. Risks and mitigation strategies.
- iv. Upcoming tasks.

**Timeframe for deliverable:** by the 15<sup>th</sup> of each month.

**Deliverables format:**

- a. Provide printed and electronic copies of the deliverables to the PO in Microsoft Word, Microsoft Visio, AutoCAD, and Adobe Acrobat format as applicable.

**4. SCHEDULE FOR DELIVERABLES**

The timelines for deliverables outlined below allow time for document draft reviews, feedback, and final product. Please notice that line items 1, 3, and 5 are drafts of each major deliverable, it shall be submitted for review prior to make it a final product.

#	Deliverables	Timeline
1)	1a. Draft of Requirement Layout	Three weeks after kickoff meeting
2)	1a. Final Requirement Layout (Major	Four weeks after kickoff

	Deliverable)	meeting
3)	1b. <b>Draft</b> of As-Is EIT Commercial Item Products" and "Suggestions for Potential New or Replacement EIT Commercial Item Products" report document.	Four weeks after award
4)	1b. <b>Final</b> of As-Is EIT Commercial Item Products" and "Suggestions for Potential New or Replacement EIT Commercial Item Products" report document. (Major Deliverable)	Six weeks after award
5)	1c. <b>Draft</b> of System and Layout Requirement Document	Eight weeks after award
6)	1c. <b>Final</b> of System and Layout Requirement Document (Major Deliverable)	Ten weeks after award
7)	2a. Consolidated EIT commercial item minimum requirements document for suggested EIT commercial item products and a related recommendation for purchase timeline. (Major Deliverable)	Nine weeks after award
	<b>Other Deliverables</b>	
8)	3. Briefings to PO and their Designees	As needed
9)	4a. Meetings and Trip Reports	Within one week after completion
10)	4b. Monthly status report	By 15 <sup>th</sup> of each month

## 5. Period of Performance

The period of performance is 12 months from date of task order award.

## 6. TRAVEL

Contractor travel will be required under the task order NRC HQ in Rockville, Maryland:

U.S. NRC  
11545 Rockville Pike  
Rockville, MD 20852-2738

Contractor travel costs will be reimbursed in accordance with FAR 31.205-46, plus any applicable G&A burden but excluding profit/fee.

## 7. Project Officer

To be specified at time of task order award