

ORDER FOR SUPPLIES OR SERVICES

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

BPA NO. NRC-DR-33-10-324

1. DATE OF ORDER 8-23-2011		2. CONTRACT NO. (if any) GS35F0125S		6. SHIP TO:	
3. ORDER NO. NRC-T005		MODIFICATION NO.		b. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div. of Contracts Attn: Mail Stop: TWB-01-B10M Washington, DC 20555		4. REQUISITION/REFERENCE NO. ADM-11-199		b. STREET ADDRESS	
7. TO:		c. CITY Washington		d. STATE DC	e. ZIP CODE 20555
a. NAME OF CONTRACTOR REGIS.NET INC		f. SHIP VIA		8. TYPE OF ORDER	
d. COMPANY NAME		<input type="checkbox"/> a. PURCHASE		<input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 42 READS WAY		e. STATE DE		f. ZIP CODE 197201649	
d. CITY NEW CASTLE		e. STATE DE		f. ZIP CODE 197201649	
9. ACCOUNTING AND APPROPRIATION DATA BBR:2011-40-51-F-156; JC:B1459; BOC:3142; APP:X0200 OBLIGATED AMOUNT: \$100,000.00 DUNS: 792268265 NAICS:541519; FSS:111806		10. REQUISITIONING OFFICE ADM		12. F.O.B. POINT N/A	
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input 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) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM <input type="checkbox"/> h. ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB)		13. PLACE OF		14. GOVERNMENT B/L NO. N/A	
a. INSPECTION NRC HQ		b. ACCEPTANCE NRC HQ		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) N/A	
				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)
	<p>This is a labor-hour task order issued under NRC's GSA FSS BPA No. NRC-DR-33-10-324. The Contractor shall provide the services described in the Statement of Work, Attachment 1. Page two (2) contains a complete breakdown of the pricing structure to perform the work associated under this task order.</p> <p>Obligation: \$100,000.00 Ceiling: \$103,354.80 Period of Performance: 8/29/2011-02/29/2012 Project Officer: Arthur Davis, Arthur.Davis@nrc.gov Contractor P.O.C: Thomas Lourenco, Thomas.LourencD@nrc.gov</p>				See CONTINUATION Page	

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		\$100,000.00	17(n) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:							
	a. NAME Department of Interior / NBC NRCPayments@nbc.gov							
	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				17(i) GRAND TOTAL
22. UNITED STATES OF AMERICA BY (Signature) 						23. NAME (Typed) William A. Adams Contracting Officer TITLE CONTRACTING/ORDERING OFFICER		

TEMPLATE - ADM001

SUNSI REVIEW COMPLETE

ADM002

**ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION**

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

DATE OF ORDER	CONTRACT NO. GS35F0125S	ORDER NO. NRC-T005
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ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	Base Period 08/29/2011 - 02/29/2012					
0001	IV & V Technical Specialist	640	Hours	149.79	\$95,865.60	
0002	IV & V Process Manager	40	Hours	187.23	\$7,489.20	
<p>Note 1: All Units and Unit Prices are Not-to-Exceed amounts.</p> <p>Note 2: The Contractor shall provide a receipt for each individual travel cost that exceeds \$75 with the invoice</p> <p>Note 3: The Contractor shall provide a copy of employee timesheets or similar computer-generated data with each invoice to support the number of hours being billed. See also attached Billing Instructions.</p>						

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$100,000.00

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SECTION B - GENERAL TERMS

B.1 FSS-BPA TERMS AND CONDITIONS

This order is subject to the terms referenced in BPA NRC-DR-33-10-324 and the General Services Administration (GSA) Federal Supply Schedule Contract # GS35F0125S.

B.2 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 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 DAYS.

B.3 52.232-19 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR (APR 1984)

Funds are not presently available for performance under this contract beyond 02/24/2012. The Government's obligation for performance of this contract beyond that date 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 for performance under this contract beyond 02/24/2012, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

B.4 AUTHORITY TO USE GOVERNMENT PROVIDED SPACE AT NRC HEADQUARTERS (JUL 2007)

Prior to occupying any government provided space at NRC HQs in Rockville Maryland, the Contractor shall obtain written authorization to occupy specifically designated government space, via the NRC Project Officer, from the Chief, Space Design Branch, ADSPC. Failure to obtain this prior authorization can result in one, or a combination, of the following remedies as deemed appropriate by the Contracting Officer.

- (1) Rental charge for the space occupied will be deducted from the invoice amount due the Contractor
- (2) Removal from the space occupied
- (3) Contract Termination

B.5 SEAT BELTS

Contractors, subcontractors, and grantees, are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented, or personally owned vehicles.

SOW As-Is Requirements Analysis

NRC Office of Administration is currently undergoing system migration with the end goal of utilizing COTS products with only out-of-the box features to the extent possible for both Service Request Systems (SRS) and Space Property Management System (SPMS). Phase One of the modernization will be the migration of SPMS to version 19.1 of Archibus by end of calendar year 2011. Phase Two will be migration of Service Request Systems to either Archibus or other COTS applications. SPMS is composed of the following modules: Space and Facility Management, Property and Visitor Access Request System. Task Order One, the As-is Requirements Analysis, is to update or create the As-is Process Flow and the As-is Requirements Matrix through the review of existing user procedures, process flows, workflows, system documents, stakeholder interviews and system demos. In addition, Task Order One will include the delivery of the Project Plan, Project Schedule and the As-is System Architecture Diagram. This SOW will be awarded through the existing OIS IV&V contract vehicle. Requirements gathered must follow the S.M.A.R.T. methodology (specific, measurable, achievable, realistic, and time-based.)

Firm Fixed Price

Estimated Level of Effort: 250 for Task Order One

Will not pay for travel

The work will be performed onsite

Period of Performance: March 21st, 2011 to December 31st, 2011 with the possibility of extensions.

Key Personnel Qualifications

1. Extensive and demonstrated experience in facilitating business requirements gathering sessions with end users.
2. Extensive and demonstrated experience in business process requirements documentation.
3. The ability to obtain NRC access authorization and pass NRC security screening preferred.
4. Prior experience in projects involving functional areas: asset management, facilities planning, visitor access request, system and facility security oversight, parking management or content management system.
5. Experience in implementing a Enterprise Resource Planning system
6. Familiar with requirements for JFMIP, Federal Records Act and Federal Information Security Management Act (FISMA)

7. Demonstrated understanding in software lifecycle and federal system implementation requirements.
8. Business Analyst or Lean Six Sigma accreditation preferred

Weekly status meetings

The following deliverables will be produced under Task Order One. A Kickoff meeting will be scheduled to define the scope, format and content of the deliverables. The contractor will provide a template for each deliverable for NRC approval. The contractor will provide a preliminary draft of each deliverable for comment and the final must be approved by NRC. Task Order One is to be completed two months from the award date.

1. Project Plan
2. Project Schedule
3. As-is System Architecture Diagram
4. As-is Requirement Matrix for each of following systems
5. As-is Process Flow by roles for each of following systems

Parking Management Information System
Metrochek
Archibus - Visitor Access Request System
Guard Tracking
Archibus – Space Management
Archibus – Property Management

Option One: to be awarded
Projected level of effort 250 hours

Option One is to be completed two months from the award date of Option One.

1. As-is requirement matrix for each of following systems
2. As-is Process Flow by roles for each of following systems

Dosimeter Tracking
Signs
Mail Services
U-Drive It
Key Tracking
Locks
Furniture Repair
Labor Services
Small Equipment Repair
VTC