

**ORDER FOR SUPPLIES OR SERVICES**

PAGE 1 OF 10 PAGES

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

BPA NO.

1

10


1. DATE OF ORDER <b>8/9/2011</b>		2. CONTRACT NO. (If any) GS35F4524G		6. SHIP TO:		
3. ORDER NO. DR3307358T034		MODIFICATION NO.		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission		
4. REQUISITION/REFERENCE NO. OIS-11-397		b. STREET ADDRESS			c. CITY Washington	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div. of Contracts, Dominique C. Malone Attn: Dominique C. Malone Mail Stop, TWB/1 A31M Washington, DC 20555		d. STATE DC		e. ZIP CODE 20555		
7. TO:		f. SHIP VIA				
a. NAME OF CONTRACTOR OAO CORPORATION		8. TYPE OF ORDER				
b. COMPANY NAME		<input type="checkbox"/> a. PURCHASE		<input checked="" type="checkbox"/> b. DELIVERY		
c. STREET ADDRESS 6404 IVY LANE, SUITE 800		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.		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.		
d. CITY GREENBELT		e. STATE MD		f. ZIP CODE 207701407		
9. ACCOUNTING AND APPROPRIATION DATA see CONTINUATION Page Obligate \$0.00, B&R:2011-10-51-J-143, JB:J1278, BOC:2570 APPROP:31X0200.011		10. REQUISITIONING OFFICE				

11. BUSINESS CLASSIFICATION (Check appropriate box(es))					12. F.O.B. POINT N/A	
<input type="checkbox"/> a. SMALL	<input checked="" 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.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS
a. INSPECTION		b. ACCEPTANCE				

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>Reference Task Order 34 under Delivery Order DR-33-07-358. Support of Testing Custom Applications with MS Windows 7 and Office.</p> <p>Contract Type: Labor Hour Period of Performance is as follows: Base: August 9, 2011 - September 25, 2011 Option Period 1: September 26, 2011 - March 25, 2012</p> <p>The contractor shall perform the services as described in the enclosed statement of work in accordance with the price schedule and the terms and conditions of delivery order DR-33-07-358 and GSA contract GS35F4524G.</p> <p>Task Order Manager: Tim Alston The total obligated amount is \$0.00 The total ceiling amount is \$84,889.47</p>				See CONTINUATION Page	

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
SEE BILLING INSTRUCTIONS ON REVERSE	a. NAME U.S. Nuclear Regulatory Commission Payment Team, Mail Stop T-9-H-4					17(i) GRAND TOTAL
	b. STREET ADDRESS (or P.O. Box) Task Order 34, Delivery Order DR-33-07-358					
	c. CITY Washington		d. STATE DC		e. ZIP CODE 20555	

22. UNITED STATES OF AMERICA BY (Signature)  8/9/2011		23. NAME (Typed) Dominique C. Malone	
		TITLE: CONTRACTING/ORDERING OFFICER	

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OPTIONAL FORM 347 (REV. 5/2011) PRESCRIBED BY GSA/FAR 48 CFR 53.213(f)

TEMPLATE - ADM001

SUNSI REVIEW COMPLETE

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ADM002



**UNITED STATES  
NUCLEAR REGULATORY COMMISSION**  
WASHINGTON, D.C. 20555-0001

August 8, 2011

Lockheed Martin  
Attn: Amy Bookout  
30 West Gude Drive Suite 300  
Rockville, MD 20850

SUBJECT: TASK ORDER NO. 34 UNDER DELIVERY ORDER DR-33-07-358.

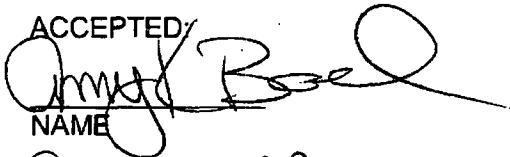
Dear Amy Bookout:

Please indicate your acceptance of the enclosed task order by having an official who is authorized to bind your organization, execute this document in the spaces provided below and return one electronic copy to the Contacting Officer. The issuance of this task order does not amend the terms or conditions of delivery order DR-33-07-358. You should retain a copy for your records. If you have any questions regarding the subject task order, please contact Dominique Malone on (301)492-3613.

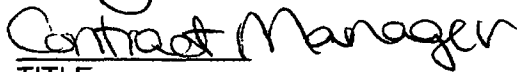
Sincerely,

Dominique Malone, Contracting Officer  
Information, Management and Technology Branch  
Division of Contracts  
Office of Administration

ACCEPTED:



NAME



TITLE

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Enclosure:  
As Stated

## **U. S. NUCLEAR REGULATORY COMMISSION**

### **TASK ORDER 34: TESTING CUSTOM APPLICATIONS WITH MICROSOFT WINDOWS 7 OPERATING SYSTEM AND OFFICE 2010 SUITE SUPPORT**

#### **A. BACKGROUND**

The Nuclear Regulatory Commission (NRC) is migrating to a new operating system version, Windows 7 (64 bit), and Office 2010 Suite of applications. All NRC custom applications supported under the Maintenance and Operations (M&O) contract must be tested to ensure a successful transition to the new NRC desktop environment.

#### **A.1 OBJECTIVE**

The objective of this task order is to procure resources to assist with identifying possible issues with those custom applications operating under the new Windows 7 (64 bit) and Office 2010 Suite desktop environment. The upgrade will impact Program Office system owners managing their specific custom applications. To support this testing, NRC has established a testing environment within the Consolidated Test Facility (CTF) at NRC Headquarters. Also, testing will occur at a contractor's location in Rockville, Maryland. All testing must be completed by September 25, 2011. A detailed schedule will enable Office of Information Services (OIS) to proceed with migration activities towards the new environment beginning in April 2012. All applications interfacing with the NRC network must be tested in the CTF or the contractor location test lab in Rockville MD. Testing and mitigating these custom applications will require support from the Program Office contacts, CTF technical support, and any vendor-specific applications' subject matter experts (SME). The SMEs will help the Program Office contacts identify system or hardware specification changes needed for the application to continue operating in the new environment.

### **A.3 PRICE SCHEDULE**

The amount presently obligated to this contract is \$0.00. The labor categories and rates and estimated hours for this task order are attached.

### **A.4. CONTRACT TYPE**

The contract type for this delivery order is labor hour. The current total estimated cost of this contract is \$84,889.47. The amount presently obligated to this contract is \$0.00. The Government may incrementally fund this contract up to the full estimated ceiling of \$84,889.47. The Contractor agrees to perform work on the contract up to the point at which the total amount paid and payable by the Government under the contract approximates but does not exceed the total amount obligated by the Government to the contract. The Government reserves the right not to fund this task order up to the ceiling amount.

#### **A.4.1. CLAUSES INCORPORATED BY REFERENCE (FEB 1998)**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es): <http://www.acquisition.gov/far>.

FAR CLAUSE 52.232-22 LIMITATION OF FUNDS (APR 1984)

### **C. SCOPE**

The scope of this task order is limited to work performed to test applications on the M&O contract. These applications include, but are not limited to an application listing that will be attached to this task order. The M&O Task Order Manager (TOM) will be responsible for managing the funds added to this task order. Also, the M&O TOM will ensure the M&O Work Item Manager (WIM) has the support needed to test and troubleshoot their custom applications. This contract vehicle will only be used for testing NRC custom applications that need to work in the new Windows 7 and Office 2010 desktop environment. The M&O WIM will estimate the number of hours and the level of effort required to test and troubleshoot their application. The M&O WIM must stay within scope of the testing criteria identified in this task order. The M&O WIM or Program Office Application Owners will be responsible for managing their application testing processes and the resources allocated to support them. The remediation of the application testing will be managed and documented by the M&O WIM. The M&O WIM will provide a copy of the test results, successful or not, to the M&O TOM. The M&O TOM will provide a copy of the testing results of all applications tested under this task order and provide to the OIS Windows 7 Migration Team Application Testing Project Manager.

This task order defines the level of effort that will be expended for each tasks and the technical support to be provided. The technical support will include the development of

testing requirements for troubleshooting applications functional features in the Windows 7 and Office 2010 desktop environment. These requirements include, but are not limited to, ad hoc report creation, creating a test plan, establishing a test criterion, performing and documenting the application testing process and results. Testing will be performed in the CTF in Two White Flint North (TWFN) building or at the contractors test lab in Rockville MD. The M&O WIM must request in writing any need for additional resources to test an application if and when the level of effort exceeds the terms and conditions of the agreement. When additional resources are required to continue application testing the M&O TOM will authorize the hours requested by the M&O WIM. The M&O WIM will be responsible for tracking the additional hours and providing the necessary funds to support the additional hours. The M&O WIM will be responsible for developing a plan of action with the SME to support application testing and resolve testing issues that become known. In addition, the M&O WIM will be responsible for working with the contract resource staff to develop a strategy and define an IT modernization plan of action for legacy applications affected by the upgrade.

(1) The Contractor shall provide technical support to test custom applications and make fixes or enhancements to those applications based on the NRC M&O WIM custom application needs:

- (a) Shall include but not limited to functionality, usability, interface compatibility, performance, and security testing of NRC custom applications using Windows 7 - 64 bit and Office 2010 software version available for NRC's production environment.
- (b) The Contractor's Project Manager (PM) will provide a test plan, test results, and regression testing methods which will be used to resolve possible issues.
- (c) The M&O WIM will provide custom application specifications and criteria for level of acceptance for system performance.
- (d) The Contractor's PM will report to the M&O WIM all test results and document findings.
- (e) The Contractor's PM will provide a status report at the close of business once a week describing the success or failure of all applications that are being tested.
- (f) The Contractor's PM shall use the NRC SharePoint site Windows 7/Office 2010 Application testing Site to post the test results for systems.
- (g) The TOM for this modification shall provide to the contractor a list of NRC applications requiring testing beginning five (5) days after the award of this statement of work (SOW).

(2) This SOW assumes the following:

- (a) The M&O WIM will develop a Project Plan to support testing tasks and timelines for applications, as necessary.
- (b) NRC will provide a list of custom applications for testing before a project plan is submitted by the contractor.
- (c) If a system change is needed, the system owner will coordinate and work with the contractor to discuss and approve a mitigation strategy to be implemented.

- (d) The contractor shall have full access to all systems requiring testing.
- (e) When possible, testing will be done at the Gude Drive, Rockville MD location which has direct access to the NRC production environment (POE).

#### **D. STATEMENT OF WORK**

The contractor shall be responsible for performing the following tasks as part of custom application testing criteria. A task is not considered complete until all applicable open issues have been logged and resolved. The M&O WIM will review and verify all test plans and results documented and submitted by the contractor. The specified deliverable(s) by the M&O WIM to the contractor must be approved by the M&O TOM prior to issuance of the final deliverable.

##### **Task 1 – Establish and Maintain a Project Plan**

The contractor shall produce a project plan for the NRC M&O WIM to review. The plan shall identify major milestones and estimated due dates for each task as well as all draft and final deliverables associated with that task. The initial project plan is due ten work days after the work item is executed. The project plan is to be kept current and shall be reviewed at each of the bi-weekly status meetings. The M&O TOM and/or M&O WIM will review draft deliverables and provide comments/recommendations to the contractor within five working days of their receipt. The contractor shall coordinate and maintain the project plan in NRC's Enterprise Project Management system.

##### **Task 2 – Support OIS**

The Contractor shall schedule testing via the NRC SharePoint Windows 7 test site and identify the amount of time needed to perform testing. The contractor shall complete the Windows 7 test result survey when testing is completed, successfully or unsuccessfully, and notify the M&O WIM. The contractor shall provide the M&O TOM and WIM with a copy of all documentation created for the application test. The contractor shall provide a status report on the results of the test. In addition, the contractor shall perform the following activities under this task:

- 1) Develop a test plan and test criteria
- 2) Maintain test results in the SharePoint test site, propose a planned adaptive maintenance report for those applications that cannot operate in the Windows 7/Office 2010 desktop environment.
- 3) For applications that cannot be migrated over to the new desktop environment, the contractor shall provide recommendations on how the applications can be modernized and integrated into the new Windows 7 desktop environment using the NRC Project Management Methodology (PMM).

##### **Custom Application Testing:**

Custom application testing includes:

- 1) Functionality Testing
- 2) Usability testing

- 3) Interface testing
- 4) Compatibility testing
- 5) Performance testing
- 6) Security testing

These six custom application tests are described below and shall include, but not be limited to the following:

### **1) Functionality Testing:**

Test all the functional features in the application, including database connection(s), forms used (if applicable), graphical user interface (GUI) connections, and client server desktop operations.

#### **Check all custom applications functional requirements:**

- Test the custom application in the Windows 7 and Office 2010 workstation environment configuration in the NRC domain(s) in the CTF.
- Test all searches, queries, and database connections.
- Test report generation features.
- Test the ability to send data to external sources or other internal database repositories for those custom applications that are required to do so.
- Test for desktop client configurations for client-server custom applications.
- Check for custom application version changes that support or do not support Windows 7/Office 2010 system configuration.

#### **Test printing capabilities of all custom applications:**

Printing capabilities are an integral part of custom applications and their required print drivers may need to be changed in order to print in the new environment.

- Check all the printing features available in the applications being tested.
- Check for local and network printing capabilities.

### **2) Usability Testing:**

#### **Test Custom Application access:**

The M&O WIM will verify that their custom application can be accessed via the Windows 7/Office 2010 environment. The contractor shall document any changes in the procedures for using NRC custom applications for a client server configuration or the standalone desktop configuration.

#### **Usability testing includes:**

Contractor shall verify that the custom application is operating properly. Clear instructions should be provided by the M&O WIM on how the custom application should function. The instructions must satisfy the testing requirement. M&O WIM must work with the contractor to validate the testing criteria for the custom application.

### **Functional process checking:**

Contractor shall test the custom applications functional processes that are identified by the M&O WIM and document work flow processes identified in the testing requirements. The contractor shall test for incomplete processes; error messages and system lock up while performing custom application test

### **Custom Application technical support:**

The M&O WIM will be responsible for contacting the developer of the custom application if testing fails. Contractor shall work with the developer of the custom application when necessary and must be accompanied with the M&O WIM. The M&O WIM will be responsible for coordinating and supervising the level of effort that is performed by both parties when resolving technical errors with the application.

### **3) Compatibility/Functionality Testing:**

Determine which compatibility test should be executed and perform the test. Compatibility tests include:

- Windows 7 Operating system compatibility
- Windows Office 2010 compatibility
- Printing options and driver compatibility

### **Printing options:**

If given page-printing options then make sure fonts, page alignment, and page graphics are printed properly. Pages should fit to the paper size or as per the size described in the printing option.

## **D.1 PERIOD OF PERFORMANCE**

Base Year: August 9, 2011 to September 25, 2011

Option Period 1: September 26, 2011 to March 25, 2012

## **E. STANDARD MEETINGS AND REPORTS**

### Meetings

The Contractor shall attend status meetings once a week or as requested, at NRC Headquarters in Rockville, MD, the Gude Drive location, or via teleconference. The M&O WIM and/or other NRC staff will attend these bi-weekly meetings to discuss status of their own specific custom applications' being tested and all active tasks assigned. The project plan shall be current and shall be discussed at the *biweekly* status meeting. The M&O TOM and the Windows 7 Application Testing Project Manager will meet with the M&O WIM as needed or when additional resources have been requested to support their testing effort.



## Reports

The Contractor shall provide a *biweekly* written status report to include a summary of significant activities and any problems and/or developments that occurred during the reporting period. This status report shall include information for each task listed in one of the following categories: active, completed, on hold (with explanation as to why the task is on hold), or canceled. All active tasks shall have a task resource breakdown (projected and current) listed and an up-to-date status of all deliverables with completed or scheduled delivery dates. In addition, the report shall include the total cost and remaining balance in the Job Code allocation.

The NRC M&O WIM client will notify the contractor of the Rational Clear Quest change request system, in accordance with approved application version upgrades that may need to be performed in order for the application work in the Window 7/ Office 2010 desktop environment. The contractor shall follow the procedures contained in the "OIS Application Change Request System Guide using Rational ClearQuest" to document all maintenance work performed and completed for application upgrades.

## **F. SCHEDULE OF DELIVERABLES**

All deliverables shall be delivered in both hard copy and electronic format to the M&O TOM or M&O WIM by the date specified in the work item delivery schedule or an alternate date mutually agreed upon by the contractor and the M&O WIM.

The contractor shall provide one (1) printed copy of each draft and the final deliverable, and shall also provide each deliverable in electronic format, using applications appropriate for each document. The format of each deliverable shall be MS Project for the Project Plan and MS Word for any other documents.

Deliverables will be inspected by the M&O WIM and the contractor notified of the findings within five (5) work days by the NRC M&O WI

<u>Deliverable</u>	<u>Responsibility</u>	<u>Delivery Schedule</u>
Request for assistance in solving problem	M&O WIM, OIS Lead Analyst/User	As required
Review and authorize requests	M&O TOM	Within 2 workdays after receipt
Work Plan for resolving requests	Contractor	Whenever work effort will exceed 8 hours
Work effort nearing contract ceiling	Contractor	When less than 25 percent of maximum authorized hours are available
<u>Deployment</u>	<u>Contractor/NRC</u>	<u>When Product to CM effort tested and ready for deployment</u>

<u>Work effort status report</u>	<u>Contractor</u>	<u>(1) As required, and (2) When ready for deployment</u>
<u>Project Plan as described in task 1</u>	<u>Contractor</u>	<u>10 days after award</u>
<u>Recommendations report as described in task 2</u>	<u>Contractor</u>	<u>5 days after test has been completed</u>

**G. PLACE OF PERFORMANCE**

Work performed under this contract will be in the CTF at the NRC site in Rockville, Maryland or at the contractor's site on Gude Drive in Rockville MD. Contractor shall come into the Rockville MD office for meetings when requested. Contractor shall be given access rights for testing in the CTF. The Government will provide the following: LAN account for all personnel, desktop configuration for on-site employees testing on the NRC network for testing in the CTF, access to NRC conference rooms for required meetings, SME and M&O WIM available for scheduled on-site access as well as any applicable materials and scheduled status meetings.

**H. EXPERTISE/SKILLS**

The Contractor shall provide personnel having the following skills/experience:

- Demonstrated ability to perform research and analysis, problem source identification and resolution.
- Excellent oral and written communication ability and interpersonal skills.
- Competency in writing test plans, user and technical requirements, and documentation as demonstrated by prior assignments.
- Knowledge of the NRC custom application and testing methodologies and processes
- Knowledge of Windows 7, Microsoft Office 2010, Microsoft Project, Microsoft SharePoint and IBM Rational ClearQuest.

**I. TASK ORDER MANAGER**

The M&O TOM for this work item is Tim Alston, (301) 415-4046

## **J. FAR CLAUSES IN FULL TEXT**

In addition to the clauses in the base delivery order DR-33-07-358, the following clauses are incorporated into this delivery order in full text:

FAR Clause 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.

(End of clause)