

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

1 REQUISITION NO
PAGE 1 OF 14

2 CONTRACT NO: GS35F4704G
 3 AWARD/EFFECTIVE DATE: 12/22/2012
 4 ORDER NO: NRC-DR-33-10-355
 NRC-T012
 5 SOLICITATION NUMBER: OIS 1.-552

7 FOR SOLICITATION INFORMATION CALL: NAME: William Adams
 8 OFFER DEADLINE LOCAL TIME: 301-492-3485

9 ISSUED BY: U.S. Nuclear Regulatory Commission
 Div. of Contracts
 Attn: Mail Stop: TWB-01-B10M
 Washington, DC 20555
 CODE: 3100
 10 THIS ACQUISITION IS: UNRESTRICTED OR SET ASIDE FOR
 SMALL BUSINESS WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM NAICS 541511
 HUBZONE SMALL BUSINESS ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB) SIZE STANDARD \$25 Million
 SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS 8(A)

11 DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED: SEE SCHEDULE
 12 DISCOUNT TERMS: 13a THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)
 13b RATING: N/A
 14 METHOD OF SOLICITATION: RFP IFB RFP

15 DELIVER TO: U.S. Nuclear Regulatory Commission
 Washington DC 20555
 CODE: 3100
 16 ADMINISTERED BY: U.S. Nuclear Regulatory Commission
 Div. of Contracts
 Mail Stop: TWB-01-B10M
 Washington, DC 20555

17a CONTRACTOR/OFFEROR CODE: ADVANCED TECHNOLOGY SYSTEMS INC
 A T S C
 7925 JONES BRANCH DR.
 NC LEAN VA 221023343
 TELEPHONE NO.:
 FACILITY CODE:
 18a PAYMENT WILL BE MADE BY: Department of Interior / NBC
 NRCPayments@nbc.gov
 Attn: Fiscal Services Branch - D2770
 7301 W. Mansfield Avenue
 Denver CO 80235-2230
 CODE: 3100
 PHONE:
 FAX:

17b CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER
 18b SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED
 SEE ADDENDUM

19. ITEM NO	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	<p>The purpose of this task order is to provide services to effectively and efficiently provide expert technology portfolio management and enterprise architecture for the Office of New Reactors. See attached Statement of Work, Attachment 1., for a full description of the tasks to be performed.</p> <p>NRC Project Officer: William Carrier, 301-415-5778 William.carrier@nrc.gov ATSC POC: Deborah Bugby, 571-766-2794 dbugby@atsc.com</p> <p>Obligations: \$39,998.88 (with \$276,305.36 subject to the availability of funds.) Task order Ceiling: \$864,655.00 Period of performance: 01/03/2012 through 01/02/2013</p> <p>(Use Reverse and/or Attach Additional Sheets as Necessary)</p>				

25 ACCOUNTING AND APPROPRIATION DATA: BBR:2011-10-51-J-146; JC:J1267; BOC:252A; APP:31X0200.011
 OBLIGATED AMOUNT: \$39,998.88
 DUNS:037753399; NAICS:541511; FAIMIS:113992
 26 TOTAL AWARD AMOUNT (For Govt Use Only): \$39,998.88

27a SOLICITATION INCORPORATES BY REFERENCE FAR 52 212-1, 52 212-4 FAR 52 212-3 AND 52 212-5 ARE ATTACHED ADDENDA ARE ARE NOT ATTACHED.
 27b CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52 212-4 FAR 52 212-5 IS ATTACHED ADDENDA ARE ARE NOT ATTACHED.

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
 29 AWARD OF CONTRACT REF DATED: YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN IS ACCEPTED AS TO ITEMS

30a SIGNATURE OF OFFEROR CONTRACTOR: *[Signature]*
 31a UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER): *William A. Adams*
 30b NAME AND TITLE OF SIGNER (TYPE OR PRINT): DEBORAH D. BUGBY
 30c DATE SIGNED: 12/22/11
 31b NAME OF CONTRACTING OFFICER (TYPE OR PRINT): William A. Adams
 Contracting Officer
 31c DATE SIGNED: 12/22/11

AUTHORIZED FOR LOCAL REPRODUCTION PREVIOUS EDITION IS NOT USABLE
 STANDARD FORM 1449 (REV. 5/2011) Prescribed by GSA - FAR (48 CFR) 53.212

TEMPLATE - ADMIN

SUNSI REVIEW COMPLETE

DEC 23 2011

ADM002

19. ITEM NO.	20. SCHEDULE OF S ES/SERVICES	21. QUANTITY	22. U'	23. UNIT PRICE	24. AMOUNT

32a. QUANTITY IN COLUMN 21 HAS BEEN

RECEIVED
 INSPECTED
 ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
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32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE	

33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
PARTIAL	FINAL			

38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY
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41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT	42a. RECEIVED BY (Print)
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	41c. DATE
42b. RECEIVED AT (Location)	
42c. DATE REC'D (YY/MM/DD)	42d. TOTAL CONTAINERS

SECTION B – TASK ORDER TERMS AND CONDITIONS

Prices listed below are not to exceed values.

Price Schedule for Task Order TO12						
Period of Performance: 12/5/2011-12/4/2012 - Base Year						
CLIN	Description	Labor Category	Estimated Quantity	Unit	Rate	Not-To-Exceed
001	Sub Task 1	Principal IT Functional Consultant		Hours		
001	Sub Task 1	Principal Software Developer		Hours		
001	Sub Task 1	Requirements Analyst		Hours		
Total - CLIN 001						
002	Sub Task 2	Principal IT Functional Consultant		Hours		
002	Sub Task 2	Principal Software Developer		Hours		
002	Sub Task 2	Requirements Analyst		Hours		
Total - CLIN 002						
003	Sub Task 3	Principal IT Functional Consultant		Hours		
003	Sub Task 3	Principal Software Developer		Hours		
003	Sub Task 3	Requirements Analyst		Hours		
Total - CLIN 003						
004	Sub Task 4	Principal IT Functional Consultant		Hours		
004	Sub Task 4	Principal Software Developer		Hours		
004	Sub Task 4	Requirements Analyst		Hours		
Total - CLIN 004						
Total - Base Year						\$316,304.24

Period of Performance: 12/5/2012-12/4/2013 - Option Year 1						
CLIN	Description	Labor Category	Estimated Quantity	Unit	Rate	Not-To-Exceed
101	Sub Task 1	Principal IT Functional Consultant		Hours		
101	Sub Task 1	Principal Software Developer		Hours		
101	Sub Task 1	Requirements Analyst		Hours		
Total - CLIN 101						
102	Sub Task 2	Principal IT Functional Consultant		Hours		
102	Sub Task 2	Principal Software Developer		Hours		
102	Sub Task 2	Requirements Analyst		Hours		
Total - CLIN 102						
103	Sub Task 3	Principal IT Functional Consultant		Hours		
103	Sub Task 3	Principal Software Developer		Hours		
103	Sub Task 3	Requirements Analyst		Hours		
Total - CLIN 103						
104	Sub Task 4	Principal IT Functional Consultant		Hours		
104	Sub Task 4	Principal Software Developer		Hours		
104	Sub Task 4	Requirements Analyst		Hours		
Total - CLIN 104						
Total - Option Year 1						\$308,953.03

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Period of Performance: 12/5/2013-12/4/2014 - Option Year 2						
CLIN	Description	Labor Category	Estimated Quantity	Unit	Rate	Not-To-Exceed
201	Sub Task 1	Principal IT Functional Consultant		Hours		
201	Sub Task 1	Principal Software Developer		Hours		
201	Sub Task 1	Requirements Analyst		Hours		
Total - CLIN 201						
202	Sub Task 2	Principal IT Functional Consultant		Hours		
202	Sub Task 2	Principal Software Developer		Hours		
202	Sub Task 2	Requirements Analyst		Hours		
Total - CLIN 202						
203	Sub Task 3	Principal IT Functional Consultant		Hours		
203	Sub Task 3	Principal Software Developer		Hours		
203	Sub Task 3	Requirements Analyst		Hours		
Total - CLIN 203						
204	Sub Task 4	Principal IT Functional Consultant		Hours		
204	Sub Task 4	Principal Software Developer		Hours		
204	Sub Task 4	Requirements Analyst		Hours		
Total - CLIN 204						
Total - Option Year 2						\$318,221.62

Period of Performance: 12/5/2014-12/4/2015 - Option Year 3						
CLIN	Description	Labor Category	Estimated Quantity	Unit	Rate	Not-To-Exceed
301	Sub Task 1	Principal IT Functional Consultant		Hours		
301	Sub Task 1	Principal Software Developer		Hours		
301	Sub Task 1	Requirements Analyst		Hours		
Total - CLIN 301						
302	Sub Task 2	Principal IT Functional Consultant		Hours		
302	Sub Task 2	Principal Software Developer		Hours		
302	Sub Task 2	Requirements Analyst		Hours		
Total - CLIN 302						
303	Sub Task 3	Principal IT Functional Consultant		Hours		
303	Sub Task 3	Principal Software Developer		Hours		
303	Sub Task 3	Requirements Analyst		Hours		
Total - CLIN 303						
304	Sub Task 4	Principal IT Functional Consultant		Hours		
304	Sub Task 4	Principal Software Developer		Hours		
304	Sub Task 4	Requirements Analyst		Hours		
Total - CLIN 304						
Total - Option Year 3						

Grand Total for Period of Performance: 12/5/2011-12/4/2015						\$1,271,247.17
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B.1 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.2 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

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(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 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 5 years.

B.3 CONSIDERATION AND OBLIGATION--TASK ORDERS (AUG 2011)

(a) The ceiling of this order for services is \$864,655.00

(b) This order is subject to the minimum and maximum ordering requirements set forth in the contract.

(c) The amount presently obligated with respect to this order is \$39,998.88. The obligated amount shall, at no time, exceed the order ceiling as specified in paragraph (a) above. When and if the amount(s) paid and payable to the Contractor hereunder shall equal the obligated amount, the Contractor shall not be obligated to continue performance of the work unless and until the Contracting Officer shall increase the amount obligated with respect to this order, in accordance with FAR Part 43 - Modifications. Any work undertaken by the Contractor in excess of the obligated amount specified above is done so at the Contractor's sole risk and may not be reimbursed by the Government.

(d) The Contractor shall comply with the provisions of FAR 52.232-22 - Limitation of Funds, for incrementally-funded delivery orders or task orders.

B.4 FSS-BPA TERMS AND CONDITIONS

This order is subject to the terms referenced in BPA NRC-DR-33-10-365 and the General Services Administration (GSA) Federal Supply Schedule Contract # GS35F4704G.

B.5 NRC Acquisition Clauses - (NRCAR) 48 CFR Ch. 20

B.6 TASK/DELIVERY ORDER PERIOD OF PERFORMANCE (AUG 2011)

This order shall commence on 01-03-2012 and will expire on 01-02-2013.

B.7 WHISTLEBLOWER PROTECTION FOR NRC CONTRACTOR AND SUBCONTRACTOR EMPLOYEES (AUG 2011)

(a) The U.S. Nuclear Regulatory Commission (NRC) contractor and its subcontractor are subject to the Whistleblower Employee Protection public law provisions as codified at 42 U.S.C. 5851. NRC contractor(s) and subcontractor(s) shall comply with the requirements of this Whistleblower Employee Protection law, and the implementing regulations of the NRC and the Department of Labor (DOL). See, for example, DOL Procedures on Handling Complaints at 29 C.F.R. Part 24 concerning the employer obligations, prohibited acts, DOL procedures and the requirement for prominent posting of notice of Employee Rights at Appendix A to Part 24 entitled: "Your Rights Under the Energy Reorganization Act".

(b) Under this Whistleblower Employee Protection law, as implemented by regulations, NRC contractor and subcontractor employees are protected from discharge, reprisal, threats, intimidation, coercion, blacklisting or other

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employment discrimination practices with respect to compensation, terms, conditions or privileges of their employment because the contractor or subcontractor employee(s) has provided notice to the employer, refused to engage in unlawful practices, assisted in proceedings or testified on activities concerning alleged violations of the Atomic Energy Act of 1954 (as amended) and the Energy Reorganization Act of 1974 (as amended).

(c) The contractor shall insert this or the substance of this clause in any subcontracts involving work performed under this contract.

B.8 AUTHORITY TO USE GOVERNMENT PROVIDED SPACE AT NRC HEADQUARTERS (AUG 2011)

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 Contracting Officer's Representative (COR), 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.9 GREEN PURCHASING (JUN 2011)

(a) In furtherance of the sustainable acquisition goals of Executive Order 13514, "Federal Leadership in Environmental, Energy, and Economic Performance" products and services provided under this contract/order shall be energy- efficient (Energy Star or Federal Energy Management Program (FEMP) designated), water-efficient, biobased, environmentally preferable (e.g., Electronic Product Environmental Assessment Tool (EPEAT) certified), non-ozone depleting, contain recycled content, or are non-toxic or less toxic alternatives, where such products and services meet agency performance requirements. <http://www.fedcenter.gov/programs/eo13514/>

(b) The contractor shall flow down this clause into all subcontracts and other agreements that relate to performance of this contract/order.

B.10 COMPLIANCE WITH SECTION 508 OF THE REHABILITATION ACT OF 1973, AS AMENDED (AUG 2011)

In 1998, Congress amended the Rehabilitation Act of 1973 (29 U.S.C. 794d) as amended by the Workforce Investment Act of 1998 (P.L. 105 - 220), August 7, 1998 to require Federal agencies to make their electronic and information technology (EIT) accessible to people with disabilities. Inaccessible technology interferes with an ability to obtain and use information quickly and easily. Section 508 was enacted to eliminate barriers in information technology, open new opportunities for people with disabilities, and encourage development of technologies that will help achieve these goals. The law applies to all Federal agencies when they develop, procure, maintain, or use electronic and information technology. Under Section 508 (29 U.S.C. 794d), agencies must give disabled employees and members of the public access to information that is comparable to access available to others.

Specifically, Section 508 of that Act requires that when Federal agencies develop, procure, maintain, or use EIT, Federal employees with disabilities have access to and use of information and data that is comparable to the access

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and use by Federal employees who are not individuals with disabilities, unless an undue burden would be imposed on the agency. (36 C.F.R. 1194 implements Section 508 of the Rehabilitation Act of 1973, as amended, and is viewable at: <http://www.access-board.gov/sec508/standards.htm>)

Exceptions.

All EIT that the government acquires by purchase or by lease/rental under this contract must meet the applicable accessibility standards at 36 C.F.R. Part 1194, unless one or more of the following exceptions at FAR 39.204 applies to this acquisition (applicable if checked):

The EIT is for a national security system.

The EIT is acquired by a contractor incidental to a contract.

The EIT is located in spaces frequented only by service personnel for maintenance, repair or occasional monitoring of equipment.

Compliance with the applicable 36 C.F.R. Part 1194 provisions would impose an undue burden on the agency.

Applicable Standards.

The following accessibility standards from 36 C.F.R. Part 1194 have been determined to be applicable to this contract/order. See www.section508.gov for more information:

1194.21 Software applications and operating systems.

1194.22 Web-based intranet and internet information and applications. 16 rules.

1194.23 Telecommunications products.

1194.24 Video and multimedia products.

1194.25 Self contained, closed products.

1194.26 Desktop and portable computers.

1194.31 Functional performance criteria.

1194.41 Information, documentation, and support.

Note: Under the Exceptions paragraph, the Contracting Officer should check the boxes for any exceptions that apply. If no exceptions apply, then the Contracting Officer should, under the Applicable Standards paragraph, check the boxes that indicate which of the standards apply. See FAR Subpart 39.2 and www.section508.gov for additional guidance.

ATTACHEMENT 1. SOW

TASK ORDER STATEMENT OF WORK

1.0 BACKGROUND

The Enterprise and Standards Branch (EASB) is responsible for the NRC's Enterprise Architecture Program, which includes documenting agency EA models, maintaining the EA Transition Plan and EA Program Plan, supporting the Baseline and Target EA models, aligning the NRC's EA with the Federal Enterprise Architecture (FEA), and ensuring EA compliance with OMB and other Federal requirements. To ensure efficient, effective, and secure implementation of NRC systems and technologies, EASB requires security engineering and common security controls support to perform the following activities:

- Identify deficiencies in current EASB operations, and develop recommended remediation approaches.
- Draft standard operating procedures (SOP) for EASB operations.
- Develop and implement EA communications and training plans, to include supporting documentation and materials.

2.0 OBJECTIVE

The contractor shall provide the NRC with expert technology portfolio management and enterprise architecture staff, who have experience in: (1) industry best practices, (2) business intelligence and process analysis, and (3) technology trends and direction. Expertise around emergent technology areas is preferred (Mobile and tablet computing, social media, security architectures, cloud computing, etc).

3.0 WORK REQUIREMENTS, SCHEDULE AND DELIVERABLES

The Contractor must ensure affected NRC systems and technologies meet all federally mandated and NRC requirements. The Contractor shall perform the following:

- Integrated Project Plan and Deliverable Format and Outline.
- Analyze Current EASB Operations and Provide a Gap Analysis Report with Recommendations.
- Develop EA Program SOPs.
- Develop Communications Plan and Provide Briefings on EA Tools and Procedures.

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.

Subtask 1: Integrated Security Activity Project Plan and Deliverable Format and Outline

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The Contractor shall develop and implement a project plan to ensure the completion of the tasks identified in this SOW occurs as expected. The Contractor shall be required to develop and maintain an Integrated Security Activity Project Plan and perform Integrated Activity Scheduling. These deliverables shall be developed at the individual project level (e.g., each system for which a certification and accreditation effort will be undertaken) and aggregate to the program level. The Project Plan shall incorporate all tasks and projects such that the individual projects roll up into an project schedule encompassing all NRC related activities, services, and deliverables. The Project Plan shall identify resources for each activity and include the Work Breakdown Structure levels. The Project Plan will include:

- **Level 5 Work Breakdown Structure (WBS)**

The WBS shall include a definition of the work to be conducted decomposed into distinct discrete manageable tasks or groups of tasks (work packages) with decisive outputs and specific measurable entry and exit criteria. Each work package shall have a short duration, or can be divided into a series of milestones whose status can be objectively measured. Each work package shall be assigned a start and finish date, a budget value, and may be integrated with higher-level schedules.

- **Schedule and Budget**

The schedule and budget will identify what resources are needed, identify how much effort is required, and when each of the tasks specified in the WBS may be completed. The Contractor shall allocate a portion of the budget for each work package that comprises the WBS, and ensure that the WBS adequately defines all work necessary to meet the requirements for the project.

- **Format and Outline**

The Contractor will develop a template for each of the defined deliverables under this task order. These templates will specify the format and outline for each deliverable.

Note: All parties working under this task order will contribute to the development and maintenance of the integrated schedule.

Sub Task 2: Analyze Current Enterprise Architecture Program Operations and Provide a Gap Analysis Report with Recommendations

The Contractor shall analyze the effectiveness of the EASB's current EA Program functions and activities, and develop a Gap Analysis Report with recommendations to address the identified deficiencies. The analysis should include:

- **Enterprise Shared Services Program** functions and activities, to include current procedures for identifying and consolidating redundant, Office-specific solutions into shared enterprise systems/applications, and for promoting the sharing and reuse of common services and resources.
- **Technology Lab and Assessment Program** functions and activities, to include the appropriateness of current resource type and levels, as well as the effectiveness of current procedures for leveraging lab capabilities in support of related EASB, BPIAD, and NRC activities (Enterprise Shared Services Program, development and maintenance of the TRM and IT/IM Roadmap, etc.). This may include the evaluation of using cloud services at a technology lab or for performing assessments.
- **IT Research and Advisory Services** functions and activities, to include current procedures for contract consolidation and oversight, as well as procedures for leveraging associated resources in support of related EASB, BPIAD, and NRC activities (Enterprise Shared Services Program, development and maintenance of the TRM and IT/IM Roadmap, etc.).
- **Programmatic Support (IT/IM Roadmap, TRM, and Standards)** functions and activities, to include (1) the degree to which the current TRM is complete, current, and accurate; (2) the appropriateness of standards used to populate and maintain the TRM and criteria for assigning categories (Retirement, Containment, Current, Tactical, or Strategic) to technologies; (3) the effectiveness of the IT/IM Roadmap document given its purpose, goals, objectives, intended audience, and alignment with other NRC IT publications (Information

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Technology/Information Management Strategic Plan, Enterprise Architecture, etc.); and (4) the effectiveness of current procedures for maintaining and leveraging the TRM and IT/IM Roadmap in support of NRC IT and system initiatives.

The Contractor shall leverage Federal and NRC requirements, as well as industry best practices, to develop the report and recommendations. The Gap Analysis Report shall identify the differences between what has been implemented and what is required for implementing EASB functions and activities that fully address federal mandates, NRC defined requirements, and best practices. The Contractor will assist EASB with implementing the recommendations. The specific implementation activities and outputs will be determined in consultation with the NRC based on the recommendations from the Gap Analysis Report that are accepted by the Agency for implementation.

Sub Task 3: Develop EA Program Standard Operating Procedures (SOP)

The Contractor shall develop SOPs for the EASB's EA Program functions and activities, incorporating any changes based on the recommendations developed under Sub Task 1 that are accepted by the Agency for implementation. The draft SOPs shall be submitted to BPIAD for review, and revised as necessary to address BPIAD and stakeholder comments. The SOPs shall provide detailed, written instructions related to the following areas:

1. Enterprise Shared Services:

- Identifying and consolidating redundant, Office-specific solutions into shared enterprise systems/applications serving multiple Offices.
- Promoting sharing and reuse of common services and resources, including the potential for leveraging cloud resources.

2. Technology Lab and Assessment Program:

- Performing industry and technical research to identify emerging technologies for potential incorporation into the TRM and/or IT/IM Roadmap.

3. IT Research and Advisory Services:

- Consolidating and managing IT Research and Advisory Services contracts.
- Leveraging IT Research and Advisory resources in support of related EA Program, BPIAD, and NRC activities (Enterprise Shared Services, development and maintenance of the TRM and IT/IM Roadmap, etc.).

4. Programmatic Support - TRM:

- Allowing stakeholders to determine whether a given technology or set of technologies is present in the TRM, and if so, the extent to which its use is allowed (Retirement, Containment, Current, Tactical, or Strategic).
- Allowing stakeholders to request incorporation of new technologies into the TRM.
- Assessing incorporation requests.
- Evaluating and categorizing requested technologies based on potential impacts on the NRC infrastructure.
- Approving or rejecting requests for incorporation.

5. Programmatic Support - IT/IM Roadmap:

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- Identifying IT/IM initiatives for incorporation into the IT/IM Roadmap.
- Allowing stakeholders to request the incorporation of IT/IM initiatives into the IT/IM Roadmap.
- Assessing incorporation requests and evaluating initiatives for compliance with Federal and NRC policies and procedures, as well as potential impacts on existing initiatives and the NRC infrastructure.
- Approving or rejecting requests for incorporation.
- BPIAD, stakeholder, and NRC Management review and approval of the IT/IM Roadmap.

The specific requirements associated with the operating procedures should be determined in consultation with the NRC once the accepted recommendations from the Gap Analysis Report have been identified.

Subtask 4: Develop Communications Plan and Provide Training for NRC Staff

The Contractor shall develop a EA communications plan to facilitate effective and efficient communication among stakeholders throughout all EA related activities. The communications plan should establish the communication goals, identify communications needs, and define the methods for ensuring effective execution of communication activities, which may include communications materials, presentations, and input into NRC websites or portals.

The Contractor shall provide briefings to NRC staff on EA tools and procedures to ensure an effective and uniform implementation of the EA SOPs (Enterprise Shared Services Program, Technology Lab and Assessment Program, IT Research and Advisory Services, and Programmatic Support) and related processes.

The following deliverables shall be developed under this subtask:

- Communications Plan - Documents the communication goals, identifies communications needs, and defines the approach and methods for ensuring effective execution of communication activities.
- Implementation Plan – Specifies how the staff will utilize EA tools and SOPs.
- Supporting Documentation - Materials used to develop the Communications Plan and Implementation Plan.

4.0 TECHNICAL AND OTHER SPECIAL QUALIFICATIONS REQUIRED

The contractor shall provide individuals who have the required educational background and work experience to meet the objectives of the work specified in this task order.

The NRC will rely on representations made by the contractor concerning the qualifications of the personnel assigned to this task order, including assurance that all information contained in the technical and cost proposals, including resumes, is accurate and truthful. The resume for each professional proposed to work under this task order (contractor, subcontractor, or consultant) shall describe the individual's experience in applying their expertise. The use of particular personnel on this contract is subject to the NRC technical monitor's (TM's) approval. This includes any proposed changes to key personnel during the life of the task order.

5.0 REPORTING REQUIREMENTS

The contractor shall provide a 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 OIS TM.

6.0 MEETINGS AND TRAVEL

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

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The contractor shall conduct a project kickoff meeting within one week of Task Order Award to discuss administrative matters and the project activities, timeline, and deliverables.

The contractor's technical representative shall attend bi-monthly status meetings at NRC Headquarters. During these meetings the Contractor and the NRC will discuss ongoing work, issues, and upcoming work that needs to be done.

Contractor will propose an agenda for the meeting and will send the agenda to the NRC Project Officer 2 business days before the meetings are to be held. The NRC Project Officer will finalize the agenda and distribute the agenda the day before the meeting.

7.0 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 other NRC tools as appropriate.

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

Subtask	Deliverable	Completion Date
Sub Task 1	Format and Outline for the Defined Deliverables	Sub Task Initiation plus 2 weeks
	Project Plan	N/A
Sub Task 2	Gap Analysis Report	Task Order Award plus 6 weeks
Sub Task 3	EASB SOPs	Due 8 weeks after Gap Analysis Report recommendations have been accepted
Sub Task 4	Draft Communications Plan	Task Order Award plus 8 weeks
	Training Plan	Task Order Award plus 16 weeks
	Supporting Documentation	Task Order Award plus 20 weeks
	Final Communications Plan	Task Order Award plus 50 weeks

Subtask	Year 1 (h)	Year 2 (h)	Year 3 and Beyond (h)
1	26	470	470
2	26	470	470
3	26	470	470
4	26	470	470
Total	104	1880	1880

Estimated hours for year one are 104 hours, for year two 1880 hours, and year three 1880 hours.

9.0 PERIOD OF PERFORMANCE

The projected period of performance is from January 3, 2012 through January 2, 2013; with three one-year option periods.