

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

BPA NO. NRC-DR-33-10-365 1. CONTRACT ID CODE PAGE 1 OF 6

2. AMENDMENT/MODIFICATION NO M007 3. EFFECTIVE DATE 03-01-2012 4. REQUISITION/PURCHASE REQ NO. OIS-12-099 OIS-12-124 5. PROJECT NO. (If applicable)

6 ISSUED BY CODE 3100 7 ADMINISTERED BY (If other than item 6) CODE 3100 U.S. Nuclear Regulatory Commission Div. of Contracts Attn: Mail Stop: TWB-01-B10M Washington, DC 20555

8 NAME AND ADDRESS OF CONTRACTOR (No street, county, State and ZIP Code) (X) 9A AMENDMENT OF SOLICITATION NO ADVANCED TECHNOLOGY SYSTEMS INC A T S C 9B DATED (SEE ITEM 11) 7925 JONES BRANCH DR 10A MODIFICATION OF CONTRACT ORDER NO MC LEAN VA 221023343 GS35F4704G NRC-T003

10B. DATED (SEE ITEM 13) X 04-16-2010 CODE 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) BBR:2012-10-515-144; JC:J1048; BOC:252A; APP:31X0200.110 OBLIGATED AMOUNT: \$100,000.00 DUNS:037753399; NAICS:541511; FSS:120918

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(d). C THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF D OTHER (Specify type of modification and authority) Mutual Agreement of Parties X

E. IMPORTANT: Contractor is not, X is required to sign this document and return 1 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 exercise option year 1 thereby changing the period of performance from 04/19/2010 through 02/29/2012 to 04/19/2010 through 02/28/2013. The obligated amount is also increased from \$572,182.00 by \$100,000.00 to \$672,182.00. The attached SOW replaces the current SOW.

Obligated Amount: \$672,182.00 (changed) Ceiling Amount: \$672,182.00 (changed) Period of performance: 04/19/2010 through 02/28/2013 NRC Task Order Manager: Richard Ousley 301-415-5775

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) Deborah D. Bugby, VP Contracts 15B CONTRACTOR/OFFICER (Signature of person authorized to sign) 15C DATE SIGNED 2/28/12 16A NAME AND TITLE OF CONTRACTING OFFICER (Type or print) William A. Adams Contracting Officer 16B UNITED STATES OF AMERICA BY (Signature of Contracting Officer) 15C DATE SIGNED 2/28/12

NSN 7540-01-152-8070 PREVIOUS EDITION NOT USABLE

STANDARD FORM 30 (REV 10-83) Prescribed by GSA - FAR 48 CFR) 53.243

SUNSI REVIEW COMPLETE

TEMPLATE - ADM001

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## STATEMENT OF WORK FOR TASK ORDER 3 - OPTION YEAR #2

### PROJECT MANAGEMENT METHODOLOGY AND SUPPORTING TOOLS

#### 1.0 Background

The Infrastructure and Computer Operations Division (ICOD), within the Office of Information Services (OIS) at the Nuclear Regulatory Commission (NRC) has initiated an effort to develop, manage, and maintain project plans and complex integrated project schedules, through process management, project management, project governance, project configuration management, and technology improvement. The integrated project schedules are comprised of numerous sub-projects. The precise coordination of all project activities is of the utmost importance.

#### 2.0 Objective

The main objective is to effectively and efficiently manage ICOD and OIS work activities through project scheduling with a vision of having the capability to quickly and accurately assess the potential impacts of any newly proposed task. In addition, project management assistance is needed for the ICOD IT Governance Board efforts.

The Contractor shall provide qualified professionals to support the development and maintenance of project plans, project schedules, various regular and ad hoc reports using software, but not limited to, which is described under 6.0 Scope of Work. These efforts include working in the Enterprise Project Management (EPM) environment, and subsequent support for any EPM related components. The Contractor shall develop project documents, reports, and artifacts in support of project efforts, including project budgeting and acquisition activities.

#### 3.0 Technical Qualifications Required

Expertise and proficiency is required in many areas, including: (1) Microsoft Project/Project Professional 2007, (2) Microsoft Enterprise Project Management (EPM) component technologies (includes SharePoint, Project Server, Project Web Access, Portfolio Server, and Data Analyzer), (3) WBS Chart Pro, (4) MS Excel, (5) Visio Professional, (6) MS PowerPoint, (7) MS Word, (8) general broad-based project management; (9) software development lifecycle, and (10) industry software development best practices. Contractor personnel are to be knowledgeable with NRC Information Technology and Security Management Directives, such as MD 2.8 - *Project Management Methodology*.

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## 4.0 Level of Effort

The estimated level of effort for this task is:

<u>Service Type</u>	<u>CLIN</u>	<u>Hours per week</u>	<u># weeks</u>	<u>Gross Hrs</u>	<u>Holiday Hours</u>	<u>AL/SL Hours</u>	<u>Net Hour</u>
IDIQ hours part-time		16	52	832	56	16	796
IDIQ hours full-time		40	52	2080	80	80	1920

Support services coverage for all contractor personnel is required from 7:15 AM to 4:00 PM, with a 45 minute lunch break. Charged hours are to be during normal NRC business hours and conform to NRC practices for onsite employees, unless otherwise authorized by the Project Task Manager (Richard Ousley) in advance. Expenditure of IDIQ hours in excess of 8 hours per day are to be pre-approved by the Project Task Manager.

## 5.0 Period of Performance

March 1, 2012 through February 28, 2013.

## 6.0 Scope of Work

### 6.1 Task Descriptions

The Contractor shall provide qualified personnel to fulfill the scope of the requirements which include project coordination, project analyses, documentation, IT technical implementation of software components, training, and communication support for integrated project planning and Enterprise Project Management. This involves assistance in the development, integration, and maintenance of project schedules for ICOD and OIS activities. The integrated master project schedule and derived reports shall reflect current resource commitment and utilization, and the capability to readily assess the potential impact against prioritized work activities by proposed new tasks.

This effort will require the proficient use of various software components, applications, systems, and tools. These will include, but is not limited to, Microsoft (MS) Project Professional 2007, MS Project Server 2007, MS Project Server 2010, Project Web Access, MS Portfolio Server, MS SQL Server, MS SharePoint 2007, MS SharePoint 2010, MS Excel, WBS Chart Pro, Visio Professional, and MS Data Analyzer. Contractor staff will be expected to use audio-visual equipment for presentations.

Tasks will also require support for the EPM environment. For example, it will be required to participate in any pre-production testing of software upgrades and assist with oversight regarding EPM. The Contractor will also be expected to develop and document business processes. In addition, the identification of best practices, trade-off analyses, business recommendations, risk management, technical trouble resolution, and the development of specialized reports will be required. Identification of best practices and recommendations surrounding project management with an emphasis on project scheduling considering the NRC Project Management Methodology is expected.

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Provide functional support for quality assurance regarding project scheduling and EPM.

The development of documentation for various purposes will be expected. The repository of such documentation will be maintained through SharePoint and/or Project Server. In some cases, it may be necessary to store documents in ADAMS/P8.

## 6.2 Types of Assignments

Examples of types of assignments may include, but are not limited to, the following:

- Participate in periodic testing of EPM. Work with other NRC organizations to meet goals of testing, and perform validation, verification, and performance testing.
- Develop/maintain a procedural document for migrating and managing NRC project schedules in the EPM environment. Update project schedules when necessary.
- Develop/maintain procedural documents, e.g. workflows, etc., for project initiating, planning, executing, monitoring and controlling, and closing.
- Develop best practices and solutions guides for maintaining and updating project schedules and overall project management in EPM.
- Develop and maintain ICOD SharePoint sites. Create related documentation.
- Create and produce custom and standard project reports using EPM, MS Project Professional, WBS Chart Pro, or other software as appropriate.
- Maintain an OIS resource pool implemented in both MS Project Professional 2007 and EPM.
- Fulfill an EPM administration and project scheduling coordination function.
- Maintain and refine any project related templates.
- Conduct periodic informational meetings for staff on ICOD project management efforts.
- Conduct in-house 2 hour (approximate) training sessions/workshops, about 1-2 days bimonthly, on project management related software tools and best practices for OIS or NRC staff.
- Work/collaborate with NRC staff and contractors in the effort to transition to the EPM environment or any other project management related matters.
- Conduct or participate in testing of any software or procedures updates.
- Develop all written standard operating procedures and other documentation determined necessary by the Project Task Manager.

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- Create and maintain simple databases, spreadsheets, or other tracking systems to manage tasks or other information.
- Perform testing as needed on any project management related software or system component.
- Maintain a repository of project artifacts and update as necessary.
- Research and analyze new and emerging project management related technologies.
- Attend change control board meetings or any other meetings deemed necessary by the Project Task Manager.
- Coordinate/facilitate ICOD IT Governance Board (ITGB) meetings.
- Attend ICOD 2.0 related meetings as specified by the Project Task Order Manager. Record minutes and decisions, prepare agendas.
- Record ITGB minutes, decisions, and action items. Archive ITGB official records into ADAMS/P8.
- Support ICOD developmental or operational project efforts
- Maintain Service Level Agreements between ICOD and NRC System Owners.
- Develop and maintain security, training, project configuration, change control documentation
- Develop and maintain various process workflow charts with supporting detail narratives

## 7.0 Deliverables and Schedule (subject to change)

Activity	Schedule
Provide support to ICOD project management by assisting users, responding to questions, training users, maintaining the EPM site, responding to and helping troubleshoot problems.	Daily: 40 hours per week, 8 hours per day, coverage 7:15 AM - 4:00 PM
Assist users in migrating project plans, documents, or other information from client workstations into Microsoft EPM.	As needed
Assist ICOD personnel by designing, developing, and maintaining automated reporting tools, and provide status reports on all ICOD projects	As needed (approximately 6 reports per week)
Coordinate and collaborate with other Agency project managers	As needed

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Track appropriate software licenses and user accounts	As needed
Coordinate, plan and assist in any upgrades to the EPM environment.	As needed
Maintain ICOD IT Governance Board, Project Management, and other ICOD SharePoint Sites	Daily
Perform Administration functions for bi-weekly ITGB meetings	Biweekly
Maintain Daily Activity Report consisting of open and ongoing activities	Daily

## 8.0 Meetings and Travel

The contractor shall travel to NRC Headquarters in Rockville, Maryland, to work onsite to perform the above work which requires a physical presence at the NRC. Travel to and from the NRC Headquarters in Rockville by Contractor personnel in the performance of this contract shall not be reimbursed. Any approved travel to NRC facilities outside the Washington DC metro area for the performance of this Contract will be reimbursed for actual expenses incurred per Federal Travel regulations. There will be no foreign travel associated with this work.

## 9.0 NRC Furnished Materials

For Contractor personnel performing work at the NRC headquarters site, the NRC will provide up to 3 basic workstation and administrative software necessary for the contractor to work effectively in NRC's network environment, which includes appropriate Microsoft Project Management software.

## 10.0 Technical Direction

All work products must be reviewed and approved by the project task manager before they are submitted for consideration as final documents. All technical directions given to the performing organization must be consistent with the work scope and schedule. The OIS PTM is not authorized to unilaterally make changes to the approved work scope or schedule, or give the performing organization any direction that would increase costs over approved levels for this task.

## 11.0 Applicable Special Provisions

None.