AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

BPA NO.	1. CONTRACT ID CODE	PAGE 1	OF

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO.(If applicable)
M002	See Block 16C.	ADM-12-331 Dtd: 04/12/2012	

6. ISSUED BY CODE 3100	7. ADMINISTERED BY (If other than Item 6) CODE 3100
U.S. Nuclear Regulatory Commission Div. of Contracts Attn: Carol Greenwood - 301-492-3694 Mail Stop: TWB-01-B10M Washington, DC 20555	U.S. Nuclear Regulatory Commission Div. of Contracts Mail Stop: TWB-01-B10M Washington, DC 20555

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

COUNTERPOINTE SOLUTIONS INC.

8000 TOWERS CRESCENT DR STE 275

VIENNA VA 221826207

CODE 185389504   FACILITY CODE

(X)	9A. AMENDMENT OF SOLICITATION NO.
	9B. DATED (SEE ITEM 11)
	10A. MODIFICATION OF CONTRACT/ORDER NO. NRC-HQ-11-C-10-0103 NRC-HQ-11-T-10-0001
	10B. DATED (SEE ITEM 13)
X	09-30-2011

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)   2012-40-51-F-156;JCB1459;6C3142; 31x0200

NAICS:541519; DUNS:185389504; FFS:122011, Obligate $203,000

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(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Clause 52.217-8 'Option to Extend Services' and Mutual Agreement of the Parties
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ 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; 1) add additional funding of $203,000.00 increasing the total obligated and ceiling amount from $275,984.00 to $478,984.00; 2) increase the ceiling price and hours 3) Extend the Period of Performance from 9/30/11-9/29/12 to 9/30/11-12/31/12; and 4) revise the Quality Assurance Surveillance Plan, 5) provide updates to the Statement of Work and 6) provide updates to the price/cost schedul

Please see page 2 for details.

Total Obligated Amount: $478,984.00 (Changed)
Total Task Order Ceiling: $478,984.00 (Changed)
Period of Performance: 09/30/2011 - 12/31/2012 (Changed)

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)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)
Patricia Ibanez, Sr. Vice President	Dominique C. Malone Contracting Officer
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED 5/3/12	16B. UNITED STATES OF AMERICA BY Dominique C. Malone (Signature of Contracting Officer)	16C. DATE SIGNED 5-3-2012

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

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

MAY 9 2012

The purpose of this modification is to:

1. Increase the ceiling from $275,984.00 by $203,000 to $478,984.00.

2. Incremental funds in the amount of $203,000.00 are added to this task order thereby increasing the total obligated amount from $275,984.00 to $478,984.00.

3. Under the authority of FAR Clause: 52.217-8 "Option to Extend Services" - Extend the Period of Performance from 9/30/11-9/29/12 to 9/30/11-12/31/12.

4. Increase labor hours from 1020 by 1200 to 2220 under Module 1. These additional hours will be allotted as follows:

5. Existing Hours: 1020
   New Project Manager: 300 hrs
   New Solutions Architect: 900 hrs.
   Total Hours under Module 1: 2220

6. Increase labor hours which can be utilized for Module 1 or Module 2. The total hours now available for both Modules under this contract are

   Module 1 2220
   Module 2 1488
   Module 1 or 2 400
   Total Hours under Module 1 and 2: 4108

   All additional labor hours must be authorized by the COR via change requests before work can be performed. The change request will contain level of effort analysis from the Contractor and the implementation date.

7. Attached to this modification is a revised Quality Assurance Surveillance Plan that will replace the one for Task Order 1.

8. Attached is an updated Performance Work Statement which incorporates the following:

The Contractor shall implement new functionalities and stakeholders' and increase the number of system demonstration sessions and multiple releases into the Sandbox environment on a bi-weekly basis.

Additional hours in order to implement a significant portion of the to-be requirements during multiple system demonstrations for the Property Module.

Module 1 Level of Effort

1	Record Conversion
2	Hours to complete build of 19.3
3	Data Cleanup
4	Issues Resolution as part of User Acceptance Testing and Performance Testing
5	Training
6	Requirements baseline of Space, Equipment, and Furniture, and Requirements Gathering for Scanners
7	Documentation

Within two weeks of the award of modification, the NRC Contract Office Representative (COR) and the Contracting Project Manager will work together to incorporate the aforementioned level of effort into the project schedule for project monitoring purposes. Equipment, Furniture and Space modules shall be fully operational by September 30th, 2012 with the exception of scanners. Fully operational means that all components are installed, tested, and capable of full functionality.

All additional labor hours must be authorized by the COR via change requests before work can be performed. The change request will contain level of effort analysis from the Contractor and the implementation date.

Module 2 Level of Effort

1	Configuration of 13 Scanners
2	Resolution of Issues with the current Visitor Access Request System
3	Assisting with the configuration of 17.2 at the Consolidated Environment.
4	Implementation of new change requests after requirements have been baselined.

Task Order One

Project Title: Migration of two modules, Property Management and Space and Facilities Management.

1. SUPPLIES OR SERVICES AND PRICE/COSTS

　　1.1. Contract Type

The contract type for this task order is labor hour. The total estimated cost of this contract is $478,984. 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.

　　1.2. Cost/Price

Module 1 - Property Management Implementation					
Proposed Member	Labor Category	GSA Labor Category	Proposed Rate	Ceiling Hours	Ceiling Price
Smitha Vasanth	Program Manager	Sr. Program Manager	$		
Jennifer Hsu	Project Manager	Sr. Project Manager	$		
Michael Kim	Solutions Architect	SME 2/Architect	$		
Christopher Newman	Technical Lead	Sr. Software Engineer			·
Dan Miller	Archibus Consultant	SME 2	$		
Yoo Sung Lee	Software Engineer	Software Engineer	$		
LaToya Welch	Documentation Specialist	Documentation Specialist	$		
Dawn Sealey	QA/Tester	Quality Assurance Analyst	$		
Module 2 - Space and Facilities Management Implementation					

Task Order One

Proposed Member	Labor Category	GSA Labor Category	Proposed Rate	Hours	Total
Smitha Vasanth	Program Manager	Sr. Program Manager	$		
Jennifer Hsu	Project Manager	Sr. Project Manager	$		
Michael Kim	Solutions Architect	SME 2/Architect	$		
Christopher Newman	Technical Lead	Sr. Software Engineer	$		
Dan Miller	Archibus Consultant	SME 2	$		
Yoo Sung Lee	Software Engineer	Software Engineer	$		
LaToya Welch	Documentation Specialist	Documentation Specialist	$		
Dawn Sealey	QA/Tester	Quality Assurance Analyst	$		

Project Management Support (includes documentation)					
Proposed Member	Labor Category	GSA Labor Category	Proposed Rate	Hours	Total
Smitha Vasanth	Program Manager	Sr. Program Manager	$		
Jennifer Hsu	Project Manager	Sr. Project Manager	$		
Michael Kim	Solutions Architect	SME 2/Architect	$		
Christopher Newman	Technical Lead	Sr. Software Engineer	$		
Dan Miller	Archibus Consultant	SME 2	$		
Yoo Sung Lee	Software Engineer	Software Engineer	$		
LaToya Welch	Documentation Specialist	Documentation Specialist	$		
Dawn Sealey	QA/Tester	Quality Assurance Analyst	$		

Task Order One

Transition Support

Proposed Member	Labor Category	GSA Labor Category	Proposed Rate	Hours	Total
Smitha Vasanth	Program Manager	Sr. Program Manager	$		
Jennifer Hsu	Project Manager	Sr. Project Manager	$		
Michael Kim	Solutions Architect	SME 2/Architect	$		
Christopher Newman	Technical Lead	Sr. Software Engineer	$		
Dan Miller	Archibus Consultant	SME 2	$		
Yoo Sung Lee	Software Engineer	Software Engineer	$		
LaToya Welch	Documentation Specialist	Documentation Specialist	$		
Dawn Sealey	QA/Tester	Quality Assurance Analyst	$		

End User Training

Proposed Member	Labor Category	GSA Labor Category	Proposed Rate	Hours	Total
Smitha Vasanth	Program Manager	Sr. Program Manager	$		
Jennifer Hsu	Project Manager	Sr. Project Manager	$		
Michael Kim	Solutions Architect	SME 2/Architect	$		
Christopher Newman	Technical Lead	Sr. Software Engineer	$		
Dan Miller	Archibus Consultant	SME 2	$		
Yoo Sung Lee	Software Engineer	Software Engineer	$		
LaToya Welch	Documentation Specialist	Documentation Specialist	$		
Dawn Sealey	QA/Tester	Quality Assurance Analyst	$		

Task Order One

Leasing Hardware and Software					
Proposed Member	Labor Category	GSA Labor Category	Proposed Rate	Hours	Total
Yoo Sung Lee	Software Engineer	Software Engineer	$		
Equipment					
Web/App Server (1 server)					
DB Server (1 server)					
VM					
1 SQL Server 2008 R2 Server License at $705 per server					
6 SQL Server 2008 R2 Device CALs at $129 per CAL					
1 Device CAL for Web Central, 5 for Windows Clients					
3 Windows Server 2008 R2 Licenses at $145 per server					
Ceiling Hours Module 1					
Ceiling Hours Module 2					
Ceiling Hours to be used on Module 1 or 2					
Total Ceiling Hours and Price					$478,984

1.3. Period of Performance

The period of performance of this task order is September 30, 2011 to December 31st, 2012

Task Order One

1.4. Federal Holidays

Unless specifically authorized in writing by the Contracting Officer, no services will be provided and no charges will be incurred and/or billed to any order on this contract of any of the Federal Holidays listed below.

New Years Day	Labor Day
Martin Lurther King Day	Columbus Day
Presidents' Day	Veterans Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

2. BACKGROUND:

Nuclear Regulatory Commission (NRC) Office of Administration currently utilizes Archibus version 17.2 as the Space and Property Management System (SPMS). With the release of Archibus 19.3, NRC intends to migrate to the new version with the release of 19.3, NRC intends to migrate to the new version in order to utilize the newly released features of the Space and Facilities Management, Property Management modules.

3. Requirements

Miscellaneous

o Counterpointe shall ensure that all critical and non-critical requirements are marked clearly.

o Counterpointe's responsibility for Certification and Accreditation documentation is limited to meeting with security contractors and providing support for systems documentation when requested.

o Counterpointe will implement personalization requests, but shall not implement any requested customization unless negotiated and agreed upon and if it has gone through the proper approval process.

o New requirements shall be captured in the change control log, and only implemented after both parties reach agreement.

o Once the agreed schedule is implemented, NRC shall do its part to ensure that the schedule stays on track to help Counterpointe meet the due dates for the deliverables – if a situation arises where NRC has done its best to keep to the schedule but there is still delay – then Counterpointe and NRC shall work together to rebaseline the schedule.

o Counterpointe will provide GoToMeeting capabilities to have meetings via the web.

o The new business processes shall be clear, concise and user friendly.

Security and Access

o NRC will do its best to expedite the clearance process for all the staff that will work on the NRC project. Counterpointe will not be given access to NRC network nor material that is considered sensitive until the team has received its clearance.

o Counterpointe shall provide staff that can easily go through the clearance process and should not have any issues to delay the process.

Hardware and Software

o NRC will provide the same set of hardware and software for a pre production environment and prod environment hosted by the Infrastructure and Computer Operations Division (ICOD) at NRC - All environments will have a minimum of:

- at least 2 - 64bit windows 2008 OS to run app server and ARCHIBUS

- 1 64bit windows 2008 running SQL server 2008

- at least 1 64 bit windows 2008 server to host drawings and project files

- at least 1 64 bit windows 2008 server to host web server

o NRC will provide servers with at least 8GB of memory.

o NRC will provide a database server with at least 2 drives with 500GB each and all other servers can have minimum of 500GB.

o Every individual from Counterpointe who receives admin privileges to the development, test, and UAT servers will need to possess Level 1 IT access. Counterpointe will provide the names immediately after contract award.

o Counterpointe staff will have access to Production servers after obtaining Level 1 IT access.

o Counterpointe assumes that NRC will be responsible for and have on hand all the ARCHIBUS software (version 19.3) and Microsoft Windows Server 2008 R2, Microsoft SQL 2008, Java Runtime Environment ver. 1.6, Apache Tomcat 6.0, AutoCAD, Adept (if needing to do versioning on drawings), SmartClient.

o Counterpointe strongly recommends SQL Server 2008 (at least 2 drives with 500GB) and Windows 2008 OS (500GB)

o NRC is in the process of rolling out Windows 7 OS for desktops and the projected schedule is 4th quarter, 2012 or 1st quarter 2013. Counterpointe will work with NRC to minimize the impact on the schedule and prepare for the upgrade accordingly. Even though Counterpointe would rather release into production once the Windows 7 upgrades are complete, the initial environment will be Windows XP.

- o The development instances of the application will be hosted at Counterpointe. A separate temporary testing environment will be available at the Consolidated Testing Facility at NRC in order to obtain approval from Enterprise Configuration and Control Board (ECCB). Before migrating to Production, an instance of ARCHIBUS 19.3 will be installed and configured on the Pre Production to conduct User Acceptance Testing.

- o The Preproduction environment will be utilized as the environment for end user training.

- o NRC and Counterpointe will keep the NRC Computer Security Office updated on the status of the project and provide all necessary documentation and responses in a timely manner to obtain an Authority to Operate (ATO) before 19.3 is migrated into Production. Timely responses to CSO will be incorporated into the Project Schedule.

- o Counterpointe shall ensure that ARCHIBUS will pass all security scans required to obtain an Authority to Operate (ATO).

- o NRC will host ARCHIBUS 19.3 on Windows Server 2008.

- o Counterpointe shall ensure ARCHIBUS 19.3 is a web based system and can be supported by a virtual server.

- o Counterpointe will not implement the Personal Identification Verification (PIV), given that ARCHIBUS does not currently support this.

3. PERFORMANCE WORK STATEMENT (PWS)

NRC's end goal is to migrate two modules of the Space and Property Management System (SPMS) from Archibus version 17.2 to the Commercial Off-The-Shelf (COTS) Archibus version 19.3. The contractor shall migrate the two modules which are Property Management and Space and Facilities Management. Customization on Archibus 17.2 was mostly performed on the Property Management module.

Task Order One will contain two modules, Property Management and Space and Facilities Management. The Production environment for Equipment, Furniture and Space will be fully operational by no later than September 30th, 2012 with the exception of scanners. A prototype of the scanner will be available by September 30th, 2012.

Module 1 - Property Management

The following types of transactions are tracked under Property: equipment, furniture and supplies. The SPMS will not be utilized to track leased Information Technology (IT) equipment managed by Computer Service Center, known as the Seat Management Contract, or other lease equipments managed by a third-party vendor. Leased equipment includes desktop or laptop computers, BlackBerry and pagers. SPMS will not be utilized to manage Dosimeters. The ultimate goal of the Property Module is to ensure that all personal properties monitored by NRC, owned or capitalized, are managed appropriately with the sufficient level of safeguard to prevent waste, fraud, abuse, and mismanagement. Customization on Archibus 17.2 was mostly performed on

Task Order One

the Property Management module. The Property Management module does not include construction. The Property Management Module does not track software purchases.

Module 2 - Space and Facilities Management

The Office of Administration (ADM) is responsible for the efficient utilization of the NRC office space at headquarters and the four regional offices. To effectively carry out this responsibility, ADM must continuously monitor the current use of NRC office space while working with the NRC offices and Regions to identify and plan for their upcoming space requirements. The space design process entails considering each office's current allocation of office space against their current and projected organizational and functional requirements in order to plan appropriate adjustments to their space allocation and/or configuration. ADM works with the designated representatives for each office to obtain information updates on current space configurations and space occupancy. These office representatives have online access to SPMS to review SPMS data and provide ADM with proposed information updates. NRC is not aware of extensive customization for the Space and Facilities Management module.

The following activities for Task Order 1 are scheduled to be delivered on the Required Date. Changes to the following dates must be mutually agreed upon between NRC and Counterpointe. Deliverables, such as documentation, will undergo two iteration of review.

Deliverable Name	Required Date
Project Management Plan	10/27/11
Project Schedule	10/31/11
System Requirements Specifications	12/8/11
System Architecture Document	12/21/11
Configuration Management Document	11/17/11
Change Control	As-needed
Quality Assurance Plan	11/17/11
Software Installation Procedures	1/18/12
Risk/Issues Log	Biweekly
Transition Plan	2/13/12
Test Plan and Test Cases	12/15/11
User Guide	3/8/12
Run the Recommended Migration Tools	7/1/12

Documents to be delivered:

Task Order One

Deliverable Name	Template (NRC or Counterpointe)
Project Management Plan	Counterpointe
Project Schedule	Counterpointe
System Requirements Specifications	Counterpointe
System Architecture Document	Counterpointe
Configuration Management Document	Counterpointe
Change Control	Counterpointe
Quality Assurance Plan	Counterpointe
Software Installation Procedures	Counterpointe
Risk/Issues Log	Counterpointe
Transition Plan	NRC
Test Plan and Test Cases	Counterpointe
User Guide	NRC

Tasks

Budget and schedule tracking for work packages will be performed at an 80 hour interval.

Project Management Plan

Within 15 working days after issuance of the task order, the Contractor shall submit the initial Project Managed Plan for the NRC PO to review and comment. The Contractor shall incorporate the NRC PO's comments and/or changes into the final plan. The Contractor shall submit the final Project Management Plan to the NRC PM for approval within 5 working days after receipt of the NRC PO comments and/or suggested changes.

Task Order One

The final Project Management Plan shall be updated periodically by the contractor to reflect any necessary changes in management, processes, services, or etc. The Contractor shall submit all plan updates to the NRC PO for review, comment and approval. The Project Management Plan will include Staffing Plan to ensure that there is no gap in services.

The Project Management Plan shall include a template for the deliverable if the NRC PMM template will not be used.

Project Schedule

The Contractor shall be required to develop a Project Plan Schedule to include a proposed work schedule showing milestones, critical activities and dependencies for the completion of work. The Project Schedule at minimum shall include milestones for the specific deliverables. The Project Schedule will be updated periodically. The Project Schedule will be delivered with the Project Managed Plan. Budget and schedule tracking for work packages will be performed at an 80 hour interval. NRC and the Contractor will negotiate to determine items tracked by the EVM. NRC will verify the validity of the EVM status through document review and status review. EVM will be reported on the 10th and 25th of the month.
- Report on the 10th will cover the 15th through 30th of previous month.
- Report on the 25th will cover the 1st through the 15th of the current month
- Invoices will be sent on the 10th of the month

System Requirement Specifications (please see file)

This document will be the equivalent of a System Requirements for the upgrade. Instead of Use Cases, To-be Process Flow will be developed. NRC will have a separate effort to streamline the monitoring and tracking of equipment, furniture and supplies prior to the award of this contract and make the results from this effort available to the Contractor. The To-be Functional Requirements will include a summary of recommendations and Gap Analysis to ensure that all regulatory and management mandates are met without customizing Archibus. As a continuation of the Process Reengineering, the Summary of Changes will also be traceable to bridge the as-is process flow to the to-be processes. Customization of Archibus was mostly performed for the Property Management module and there is minor impact to the Physical Space and Facility Management Module. The two modules share some of the same reference data. The Contractor is required to deliver Swim Lane process flows that utilize industry standard symbol to delineate inputs and outputs, system or manual interfaces and manual or automated tasks. The diagram must also depict through categorization or symbols user roles or responsibilities (internal or external users) and the Point of Contact. The process flow shall be labeled to offer traceability to the Requirements Matrix in order to demonstrated relationship between the two deliverables. For example, each task on the Swim Lane may be satisfied by multiple requirements.

The Contractor shall deliver a To-be Requirement Matrix that can be mapped to the To-be Process Flows. The functional requirements must follow the SMART objectives: specific, measurable, attainable, realizable, and traceable to be considered acceptable. The key goal of determining "functional requirements" is to capture the required behavior of a system in terms of functionality and any associated manual or automated interfaces. Functional requirements must include the minimum data element required for each

transaction. The Requirements Matrix will identify the priority (recommended or essential). The Requirements Matrix can also be sorted by various categories. The as-is Requirements will be provided to the Contractor. The Contractor can continue to use the same template or improve upon it.

The System Requirements document will further include additional software and hardware recommendations, such as handheld devises, to ensure that wall-to-wall inventory can be carried out at NRC. In additional, it will also include license requirements for additional hardware or software to be purchased.

System Architecture Document (please see file)

Subsequent to compiling the to-be requirements, this deliverable covers system design, such as to-be system configuration with hardware and software integration and the To-be Network Architecture. The deliverable will also contain database design, major data model elements (e.g., important entities, relationships, tables) defined and review that define and establish a baseline of the logical and physical model as an Entity Relationship Diagram (ERD).

Configuration Management Document (please see file)

This document will at minimum include the general configuration approach, assumptions and enforcement of traceability and version control. Configuration Management is a disciplined approach to managing and controlling the evolution of system development. Excerpt from the NRC PMM, "it enables the controlled and repeatable development, testing, release, and maintenance of software components and design artifacts as they change over time."

Software Installation Procedures

The Software Installation Procedures clearly describe of all installation procedures for software and hardware on the network server and individual desktops. This document will also describe the actual procedure to integrate software and hardware components, such as handheld devices.

Change Control

NRC will work with the Contractor to establish the Change Control procedures to ensure that changes to the system are initiated in a controlled and coordinated manner. It reduces the possibility that unnecessary changes will be introduced to a system without forethought. The objectives of the change control procedures are minimal disruption to services, reduction in rework, and cost-effective utilization of resources involved in implementing change.

Risk/Issues Log (please see file)

Initial project risks identified and assessed. The issues log will be updated on a bi-weekly basis (every two weeks) and throughout the phases of the lifecycle.

Task Order One

Quality Assurance Plan (please see file)

The Contractor must define the quality strategy for the project in order to provide Capability Maturity Model Integration (CMMI) Level III assurance. The deliverables will adhere to FISMA, JFMIP, NARA Record Retention policies, NRC Record Retention Policies, policies on PII, and functional specific Federal and NRC regulatory requirements. The objectives of a Quality Assurance Plan are to provide approaches to ensure that tasks are implemented on schedule and within budget and preventative measures are taken to eliminate rework. The Quality Assurance Plan will formulate the iteration of document review and the estimated percentage completion at each stage of the review. The percentage of completion will be utilized during the EVM calculation.

Transition Plan (please see file)

This document will provide an overview of the deployment effort, such as architectural complexity, its geographic deployment, and the anticipated number of users. This document will include a section on the approach to migrate or convert existing data. Currently, Microview is integrated with version 17.2 and we have purchased Janam XP20N scanners in 2008. then NRC needs to understand the migration approach to switch tags on equipment if the current tag sheets will no longer be utilized.

Training Plan

The Training Plan will discuss the training approach to train all users, whether it is train-the-trainer, online training or classroom training. There will be around 200 users for various different roles under Property Management, 20 users for Space and Facilities Planning and around 200 users for the Move Management Module if executed.

Test Plan and Test Cases

A Test Plan is a document detailing a systematic approach to testing a system. The test plan shall document approach to perform Unit Testing, Performance Testing and User Acceptance Testing. The Test Plan will include Test Cases that describe the test procedures in detail. The Test Plan must be traceable to system requirements to ensure that the proposed solutions have met the specified requirements. The Test Plan will develop a strategy to conduct performance testing to meet all critical system performance requirements. Performance testing will also be utilized to determine whether certain elements of the Performance Matrix have been met.

User Guide

A User Guide will be developed for each role identified within the To-be Process Flow. The User Guide will also include guidance to retrieve legacy records. Whenever possible, screen shots will be included.

Verifying Existing Configuration and Review of Existing Documentation

The Contractor will review existing documentation, such as user procedures, Management Directives, design documentation, process flows on SPMS for Property Management and Physical Space and Facilities Management. Some documents are already available within the Appendices as attachments. The Contractor will also have

the opportunity to verify the as-is configuration through system demonstrations. A comprehensive set of all available documents will be provided to the Contractor upon award of the contract.

Migration to Window Server 2008

NRC is currently migrating the existing 17.2 version of Archibus off of Windows 2000 server to a Windows 2008 server. The Contractor shall first review the installation procedures to ensure that there are no gaps and be responsible for migrating SPMS to a Windows 2008 server. NRC will provide the pre production and production environment to Counterpointe and the assumption is that the environments will be available by no later than December 31st. Counterpointe will have two months to perform the migration. If there is any delay in availability of the pre production and production environment, the schedule will be adjusted accordingly and be mutually agreed upon between NRC and Counterpointe.

Separate System Demonstrations for each module

Demo the system capabilities for each module that NRC intends to implement to stakeholders. Two demo sessions will be scheduled for each module according to use cases provided by NRC. The demos are meant to introduce the end users to capabilities within 19.3 instead of providing the end solution.

Run the Archibus Recommend Migration tools

The output will be considered as deliverables.

Configure the Testing, Development, Training and later the Production Environment

Four separate environments will be created by the Contractor. The environments are as follows: Test, Development, Training and Production. The configuration of the four environments will be performed according to processes described within the Configuration Plan.

Work Sessions to Develop the To-Be Design

Work sessions will be conducted for each module to develop the to-be design. NRC will provide a list of stakeholders and their responsibilities immediately after the award of the contract. NRC is not aware of any extensive customization to the Physical Space and Facilities Management module; therefore, more work sessions will be devoted to Property Management. The reports, summaries, data and related documents will be considered draft until approved by the NRC. The stakeholders will have the opportunity to comment and sign off on the to-be design before it is final.

Conference Room Pilot to Unveil the To-be Design and to Solicit Comments

Before the design can be final and subsequent to the Work Sessions, the end user will have the opportunity to review the prototype through CRP. The to-be design can be

accomplished through the combination of iterations of Work Sessions and Conference Room Pilots.

Testing of the application

As prescribed by the Test Plan, System Testing, Performance Testing and Unit Testing will be conducted by the Contractor and NRC will be responsible for the User Acceptance Testing.

Periodic Status Meetings (see Appendix for template)

A weekly status review will be conducted as specified in the Project Management Plan. The Contractor will update the Risk/Issues Log and the Project Schedule every two weeks.

End User Training – according to the Training Strategy

All users must be trained. The training may need to be available via Video Teleconferencing (VTC) for the regional users. NRC will assist the Contract to ensure that VTC is available when necessary. The Contractor will determine the methodology that will cover all users of the system per the Training Plan.

Authority to Operate Technical Support

The Contractor will assist NRC in attending meetings and respond to questionnaires from the NRC Computer Security Office in order to obtain ATO. A separate contract team will be performing the ATO review.

Transition Technical Support

Eighty hours will be set aside to respond to questions from end users subsequent to implementation.

Change Requests

Four hundred hours in total will be set aside for change request after requirements have been frozen for Equipment, Furniture and Space. The hours must be authorized by the COR via change requests before work can be performed. The change request will contain level of effort analysis from the Contractor and the implementation date.

Part Two Level of Effort

1	Configuration of 13 Scanners
2	Resolution of Issues with the current Visitor Access Request System
3	Assisting with the configuration of 17.2 at the Consolidated Environment.
4	Implementation of new change requests after requirements have been baselined.

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Deliverables:

Prior to any dissemination, display, publication or release of articles, reports, summaries, data or related documents developed under the contract, the Contractor shall submit for review and approval by the NRC the proposed articles, reports, summaries, data and related documents that the Contractor intends to release, disseminate or publish to other persons, the public or any other entities. The Contractor shall not release, disseminate, display or publish articles, reports, summaries, data, and related documents or the contents therein that have not been reviewed and approved by the NRC for release, display, dissemination or publication.

5.REPORTING:

The reports, summaries, data and related documents will be considered draft until approved by the NRC COR, Yen Ling (Amy) Hsu . The Contractor agrees to follow the NRC Project Management Methodology (PMM). All deliverables will be made available within Rational ClearCase. The appropriate version control procedures are prescribed within the Configuration Management Plan. NRC PMM templates are available within the Appendices for the Project Management Plan, System Requirement Specifications, System Architecture Document, Configuration Management Document, Risk/Issues Log, Quality Assurance Plan and the Transition Plan. The PMM templates illustrate the minimum content that must be made available. The Contractor can choose to use its internal developed documentation if the minimal contents can be provided albeit in a different format. However, the Contractor must discuss this intention with the NRC Project Officer (PO) during the development of the Project Management Plan and obtain approval from the NRC PO and the new template must be available within the Project Management Plan. As part of the approval process, the NRC PO will perform a crosswalk between the NRC PMM and the Contractor's internally developed templates to ensure the deliverables are complete according to standards established by NRC PMM. System Artifacts will be updated throughout the phases of the lifecycle when changes occur.
KICKOFF MEETING

The Kickoff meeting will occur within five work days after task order award. The meeting will be held at NRC headquarters.

6. GOVERNMENT-FURNISHED EQUIPMENT AND INFORMATION (GFE/GFI):

NRC will provide the licenses of all software applications that are needed for the implementation and the instances will be hosted at NRC.

7. PLACE OF PERFORMANCE: Work is to be performed at the Government site at the following location:

The primary place of performance will be the NRC's Headquarters located in Rockville, Maryland. The Contractor shall support the NRC at other locations around the United States to include, but not limited to, the four regional offices. Information on the NRC locations can be found on the NRC website at http://www.nrc.gov/aboutnrc/location.html.

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The Contractor shall notify the NRC Project Officer (PO) of any site support activities prior to the commencement of such activities.

The NRC has four (4) regional offices. They are as follows:

1. The Region I office (http://www.nrc.gov/about-nrc/location/region1.html) in King of Prussia, Pennsylvania, oversees NRC's regulatory activities in the northeaster United States.
2. The Region II Office (http://www.nrc.gov/about-nrc/location/region2.html) in Atlanta, Georgia, oversees NRC's regulatory activities in the southeastern United States.
3. The Region III Office (http://www.nrc.gov/about-nrc/location/region3.html) in Lisle, Illinois, oversees NRC's regulatory activities in the northern mid-western United States.
4. The Region IV Office (http://www.nrc.gov/about-nrc/location/region3.html) in Arlington, Texas, oversees NRC's regulatory activities in the western and southern Midwestern United States.

9. SECURITY
See base contract

10. QUALITY ASSURANCE SURVEILLANCE PLAN (QASP): See attached.

Quality Assurance Surveillance Plan

The following Quality Assurance Surveillance Plan (QASP) will replace the QASP executed under Task Order 1.

A standard Comment Form will be completed by the reviewer. Comments are identified as major for modifications related to missed process flows, missed sections, or not adhering to CMMI Level 3. Spelling and grammatical errors are not considered major; however, nevertheless, final deliverables are expected to be free of spelling and grammatical errors. The deviation standards pertain to final deliverables. However, to ensure milestones are met and the burden of quality assurance is not placed on NRC, the draft submitted for final review shall be as accurate, comprehensive and 98% completed.

Changes to the QASP must be mutually agreed upon between the COR and the Contracting Project Manager.

		Performance Standard	Acceptable Quality Level (AQL)	Method of Surveillance		Deductions
1	The system functionalities related to Equipment, Furniture/Supplies and Space are fully operational with the exception of scanners. Fully operational means when all components are installed tested, capable of full functionality.	TIME - Missing deadline by 10 workdays		Status review on September 15th and 10 workdays subsequent to implementation.		
2	Meeting critical requirements such as Federal or NRC specific regulatory or policies	OUTPUT- All critical requirements listed in the Requirements Matrix are met.	100%	User Acceptance Testing		$100 missing each critical requirements
3	The User Guide compiled for various user roles is accurate and comprehensive that the user is able to perform his/her responsibilities without further assistance.	OUTPUT - Extensive review of the User Procedures will be performed by the end user during the comment period through reperformance. All comments will be incorporated into the final version of the User Procedure.	All comments should be incorporated into the final version. Six minor misses by the Contractor are accepted	Comments are provided to the Contractor within a standard template. Exceptions must be agreed by NRC.		$100 per comment exceeding the AQL

		Performance Standards	Acceptable Quality Level	Method of Surveillance		
4	Software Installation Procedures will be reviewed via reperformance.	OUTPUT - Extensive review of the User Procedures will be performed by the end user during the comment period through reperformance. All comments will be incorporated into the final version of the User Procedure.	All comments should be incorporated into the final version. Six minor misses by the Contractor are accepted After the 6th call, reduction will occur.	Comments are provided to the Contractor within a standard template. Exceptions must be agreed by NRC.		
5	Documentations are accurate and comprehensive.	OUTPUT - All comments should be incorporated into the final version. Three minor misses by the Contractor are accepted.	All comments should be incorporated into the final version. Six minor misses by the Contractor are accepted.	Comments are provided to the Contractor within a standard template. Exceptions must be agreed by NRC.		Performance outcome will be reflected on the Contractors Past Performance Report.
6	Traceability between the to-be requirements and the to-be process flow	OUTPUT - The user can cross reference each unit on the requirements document to the detailed process flow when reviewing the process flow or vice versa. The requirements must follow the SMART objectives: specific, measurable, attainable, realizable, and traceable to be considered acceptable.	10 Minor misses are permitted	Review of the Final Requirements Document.		

7	All functional requirements must meet the SMART objectives: specific, measureable, attainable, realizable, and traceable	OUTPUT - All requirements can be verified during the User Acceptance Testing	100% Critical 95% on all others.	Review of the Final Requirements Document by the COTR		
8	Traceability between the to-be requirements and the to-be process flow to test cases	OUTPUT - Traceability between the to-be requirements and the to-be process flow to test cases	10 minor deviations are permitted.	Review of the Final Requirements Document, the Test Plan and Test Cases		
9	System performance	OUTPUT - The system will be operational 99% of the time	99%	Performance testing will capture the results. NRC will continue to monitor performance two months after implementation.		
10	System performance	TIME – OUTPUT Transactions will be posted in the system within 3 seconds.	Allowance of 5% for performance deviation. Five records out of a hundred.	Performance testing will capture the results. NRC will continue to monitor performance two months after implementation.		
11	All active equipment records converted correctly.	Active legacy records are converted correctly over to the new database for 19.3	60 deviations are permitted	The user is able to retrieve records correctly. NRC will monitor the number of incidents two months after implementation.		$100 per incident below the AQL

		Performance Standards	Acceptable Quality Level (AQL)	Means of Surveillance Monitoring	Incentives	Disincentives
12	Data for the 360,000 pieces of furniture converted correctly	OUTPUT - Active legacy records are converted correctly over to the new database for 19.3	60 deviations are permitted	The user is able to retrieve records correctly. NRC will monitor the number of incidents two months after implementation.		
13	Users are able to retrieve historical records still available	OUTPUT Archived legacy records can be retrieved by user with the appropriate authority	60 deviations permitted	The user is able to retrieve records correctly. NRC will monitor the number of incidents two months after implementation.		$100 per incident below the AQL.
14	Rational ClearCase - All final deliverables will be made available within Rational ClearCase. The appropriate version control procedures are prescribed within the Configuration Management Plan. Documents will be made available within five workdays after final approval.	TIME – all final deliverables will be made available within Rational Clearquest within 5 workdays after final approval	No deviation - 100% compliant	Review of Rational ClearCase	Part of Exit requirement.	
15	The draft submitted for final review shall be as accurate, comprehensive and 98% completed.	OUTPUT – No major deviation is found	100% compliance	Comment Form		
16	Staff Plan – The Contractor must be able to locate a replacement for Key Personnel within 10 workdays if the original Key Personnel departs prior to the completion of the migration.	TIME – The Key Personnel Replacement must meet the Key Personnel Qualifications and shall be approved by NRC.	100% compliance	From the day departure is announced or the day of departure, whichever is earlier.		Performance outcome will be reflected on the Contractors Past Performance Report.

	Required Service	Performance Standard	Acceptable Quality Level	Method of Surveillance	Incentive	Disincentive
17	Counterpointe can either migrate VARS under the existing 17.2 instance or the functionality of the Visitor Access Request System can be subsumed by 19.3 without the need to maintain a separate instance of 17.2. The methodology chosen shall not result in adverse impact to the schedule or increase risk and is cost competitive. The migration shall be completed by June 1st, 2012.	TIME - Missing deadline	100% compliance	The existing Windows 2000 server can be decommissioned on June 1st, 2012.		