

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 3

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

BPA NO.

1. DATE OF ORDER MAY 25 2012		2. CONTRACT NO. (if any) GS35F0153M		6. SHIP TO:	
3. ORDER NO. NRC-DR-33-08-307To16		4. REQUISITION/REFERENCE NO. OIS-12-144		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Division of Contracts ATTN: Michael Turner Mail Stop: TWB-01-B10M Washington, DC 20555		b. STREET ADDRESS OIS/ICOD ATTN: Helen Hughes Mail Stop: T-5-D-14		c. CITY Washington	
7. TO:		d. STATE DC		e. ZIP CODE 20555	
a. NAME OF CONTRACTOR EMERGENT, LLC		f. SHIP VIA		8. TYPE OF ORDER	
b. COMPANY NAME		<input type="checkbox"/> a. PURCHASE		<input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 8219 LEESBURG PIKE STE 300		REFERENCE YOUR		Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY VIENNA		e. STATE VA		f. ZIP CODE 221822622	
9. ACCOUNTING AND APPROPRIATION DATA B&R#: 2012-10-51-I-112 JC#: D1871 BOC#: 252A APPN#: 31X0200.012 FAIMIS#: 121309 Obligation: \$118,500.00 DUNS#: 781797712 NAICS Code: 443120		10. REQUISITIONING OFFICE OIS Office of Information Services			
11. BUSINESS CLASSIFICATION (Check appropriate box(es))		12. F.O.B. POINT Destination			
<input type="checkbox"/> a. SMALL		<input checked="" type="checkbox"/> b. OTHER THAN SMALL		<input type="checkbox"/> c. DISADVANTAGED	
<input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED		<input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM		<input type="checkbox"/> d. WOMEN-OWNED	
<input type="checkbox"/> h. EDWOSB		<input type="checkbox"/> e. HUBZone			
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION		b. ACCEPTANCE		See Attached SOW	
				16. DISCOUNT TERMS Net 30	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>Task Order No. 16 under Delivery Order No. NRC-DR-33-08-307</p> <p>The Contractor shall provide the U.S. Nuclear Regulatory Commission with Managed Public Key Infrastructure Support Services in accordance with the attached Statement of Work; the terms and conditions of GSA Federal Supply Contract Nos. GS35F0153M, GS35F06155, GS35F4543G, and applicable NRC clauses under Delivery Order No. NRC-DR-33-08-307.</p> <p>Reference is made to Emergent LLC's, proposal dated March 20, 2012.</p> <p>See the following pages for details of Task Order No. 16.</p>					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		\$187,575.77		
	21. MAIL INVOICE TO:								
	a. NAME Dept. of Interior/National Business Ctr. e-mail address: NRCPayments@nbc.gov		PHONE:		FAX:		\$187,574.77		17(h) TOTAL (Cont. pages)
	b. STREET ADDRESS (or P.O. Box) ATTN: Fiscal Services Branch - D2770 7301 W. Mansfield Avenue		c. CITY Denver,		d. STATE CO				
22. UNITED STATES OF AMERICA BY (Signature) <i>Michael A. Turner</i>					23. NAME (Typed) Michael A. Turner, Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER				

TEMPLATE - ADM001

SUNSI REVIEW COMPLETE

MAY 25 2012

ADM002

This confirms authorization provided to you on April 10, 2012, to commence work under the subject task order with a temporary cost ceiling of \$25,000.00.

In accordance with the Section B.3.20, Task Order Procedures, of the subject delivery order, this letter hereby definitizes Task Order No. 16. This effort shall be performed in accordance with the enclosed Statement of Work. Task Order No. 16 shall be in effect from April 10, 2012, through December 31, 2012. The cost ceiling for Task Order No.16 is **\$187,574.77**, which is inclusive of the \$25,000.00 temporary ceiling authorized on April 10, 2012.

Task Order No. 16 obligates funds in the amount of **\$118,500.00**. The obligated amount shall, at no time, exceed the task order cost ceiling. When and if the amount(s) paid and payable to the Contractor hereunder shall equal the obligated amount, contractor is not obligated to continue performance under this task order or otherwise incur costs in excess of the amount obligated, until the Contracting Officer notifies the contractor in writing that the obligated amount has been increased. In absence of such notification by the Contracting Officer, the Government is not obligated to reimburse the contractor for any costs in excess of the obligated amount specified herein. Any work undertaken by the Contractor in excess of the obligated amount specified above is done so at the Contractor's risk.

Accounting data for Task Order No. 16 is shown under Block 7, "Accounting and Appropriation Data," of the award document, "Optional Form 347."

The following individual is considered to be essential to the successful performance of the work hereunder:

- Avneesh Arya

The Contractor agrees that such personnel shall not be removed from the effort under the task order without compliance with the Key Personnel Clause (2052.215-70).

Your contacts during the course of this task are:

Technical Matters:

- Helen Hughes, Contracting Officer Representative - (301) 415-8708
- David Sulser, Contracting Officer Representative - (301) 415-5063

Contractual Matters:

- Michael Turner, Contracting Officer (301) 492-3632

The issuance of this task order does not amend any terms or conditions of the basic award.

SCHEDULE OF SUPPLIES OR SERVICES					
CLIN	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	Contractor performance of statement of work requirements. Authorized labor categories and associated fixed hourly rates for the labor hour services include: - Principle Engineer ; (04/10/12-06/22/12 - Sr. Principle Engineer 0 (04/10/12-06/22/12 - Principle Engineer ((06/23/12-12/31/12 - Sr. Principle Engineer) (6/23/12-12/31/12		Lot		
TOTAL CEILING AMOUNT					\$187,574.77

Please indicate your acceptance of this task order by having an official who is authorized to bind your organization, sign in the spaces provides below.

ACCEPTED:

Paul D. Kohn
 NAME

EVP
 TITLE

5/22/12
 DATE

**U.S. Nuclear Regulatory Commission (NRC)
Office of Information Services (OIS)**

DELIVERY ORDER NRC-DR-33-08-307

**STATEMENT OF WORK
TASK ORDER TITLE "Digital Signatures"
TASK ORDER NO 16**

Under

**NRC Managed Public Key Infrastructure (MPKI) Digital Certificates for Subscribers
(Delivery Order No.: NRC-DR-33-08-307)**

A. Background

The Office of Information Services (OIS), Infrastructure & Computer Operations Division (ICOD) seeks to effect the necessary changes in order to align with the government's Identity Management requirements and activities. Identity, Credential and Access Management (ICAM), established by the Information Security and Identity Management Committee (ISIMC), states its mission as: "Fostering effective government-wide identity and access management, enabling trust in online transactions through common identity and access management policies and approaches, aligning federal agencies around common identity and access management practices, reducing the identity and access management burden for individual agencies by fostering common interoperable approaches, ensuring alignment across all identity and access management activities that cross individual agency boundaries, and collaborating with external identity management activities through inter-federation to enhance interoperability."

In order to meet the needs defined by ICAM, the NRC must define, assess and implement necessary processes and technologies to comply with the architectural requirements. The Federal ICAM segment architecture provides Federal agencies with a consistent approach for managing the vetting and credentialing of individuals requiring access to Federal information systems and facilities. The ICAM segment architecture will serve as an important tool for providing awareness to external mission partners and drive the development and implementation of interoperable solutions.

ICAM efforts within the Federal Government are a key enabler for addressing the nation's cyber security need. The ICAM segment architecture establishes the foundation for trust and interoperability in conducting electronic transactions both within the Federal Government and with external organizations. It allows government entities to provision the capabilities needed to identify, authenticate, and authorize individuals in order to provide appropriate access to resources in a standardized and interoperable manner. This will enable Federal agencies to offer a broad array of electronic services in a safe, reliable and sustainable manner to a variety of constituencies.

The NRC activities required to support this effort are to be performed under the MPKI contract, specifically the Managed Public Key Infrastructure (MPKI) Support Services

**U.S. Nuclear Regulatory Commission (NRC)
Office of Information Services (OIS)**

DELIVERY ORDER NRC-DR-33-08-307

function. This task order identifies required activities and how they will be requested and approved, and it identifies required deliverables and a deliverable schedule.

B. Scope of Work

The scope of this task order is limited to work to be performed in support of on-going activities related to MPKI, and additional task orders put forth under the basic MPKI contract. This work will include project management, configuration management, business modeling, requirements gathering, analysis and architecture design, environments, security, construction, documentation, testing, implementation and the support needed for a successful hand off to the NRC operational team.

In view of the Agency's imminent use of digital signatures, the NRC Information and Services Records Division (IRSD) Records Staff will be required to provide guidance on how and when staff should use this technology before its use is sanctioned Agency-wide. Proper guidance will require the Records and Archive Services Section (RASS) staff to conduct an Agency wide survey of digital signature requirements and use cases that will ensure the design and building of a solution that meets multiple requirements. Detailed business and agency-wide analysis would include a detailed review and analysis of policies and procedures; the conducting of a data flow analysis to determine when signatures would be applied; and enforcement of signature authority based on role. It will also need to be determined whether digital signature capability exists in IBM FileNet Panagon Record Management (P8) or whether this tool can be developed outside of P8.

C. Specific Tasks

The work to be performed shall include the following tasks:

1. Conduct survey of digital signature requirements and use cases.
 - Conduct a series of business and technical reviews with the Office of Administration (ADM)/Proactive Materials Degradation Assessment (PMDA) contracts team to understand their concerns and how digital signatures could best serve the business needs. The discovery shall include:
 1. Review and understand current policies and procedures
 2. Conduct a data flow analysis to determine when signatures would be applied
 3. Understand how signed documents are processed within the NRC infrastructure
 4. Determine the requirements for signature verification
 5. Determine how signature authority is enforced based on role

**U.S. Nuclear Regulatory Commission (NRC)
Office of Information Services (OIS)**

DELIVERY ORDER NRC-DR-33-08-307

2. Develop architecture and design analysis of the NRC Agency wide Documents Access and Management System (ADAMS) P8 records management system. The purpose is to identify the digital signature integration points.

Analysis shall include:

- Familiarization with all project documentation, requirements, high level design, policies, and procedures
 - Meet with responsible parties for follow-on questions/clarifications
 - Participate in design and architecture meetings so that digital signatures are incorporated in future project roadmaps
 - Defining system behavior/policy with digital signature prototyping and testing
3. Deliver an assessment discussing which requirements are needed to incorporate digital signatures into the ADM/PMDA contract group's processes and the P8 records management system.

As a minimum the assessment shall include:

- Identifying current capabilities available within the NRC to include trusted credentials
 - Define software and hardware that would need to be purchased or built and their projected timelines
4. Review the following National Archives and Records Administration (NARA) Guidance on Electronic Signatures and Records Management for compatibility with NRC infrastructure and applications. Develop a strategy for addressing NARA PKI and digital signature requirements within the context of the digital signature design assessment in this task order.

See <http://www.archives.gov/records-mgmt/initiatives/erm-guidance.html>

- Records Management Guidance For PKI-Unique Administrative Records
 - Records Management Guidance for Agencies Implementing Electronic Signature Technologies
 - Records Management Guidance for PKI Digital Signature Authenticated and Secured Transaction Records
 - NARA 36 CFR Part 1234 – Electronic Records Management
 - DoD 5015.02-STD Records Management Application Design Criteria Standard (NARA Bulletin 2008-07)
5. Assist in the Development of policy on digital signature policy
-

**U.S. Nuclear Regulatory Commission (NRC)
Office of Information Services (OIS)**

DELIVERY ORDER NRC-DR-33-08-307

- Work with service owners to draft a policy addressing system requirements to meet PKI usage

D. Contract Line Item Numbers (CLINs)

CLIN	Deliverable	Schedule
Task 1	Enterprise Requirements Report	<p>The Contractor shall provide a draft copy of the Enterprise Requirements Report within <u>60</u> working days after being requested by the COR.</p> <p>The COR will review the draft Enterprise Requirements Report and provide comments to the Contractor within 10 working days from receipt.</p> <p>The Contractor shall deliver the Final Enterprise Requirements Report within 5 working days from receipt of the COR comments</p>
Task 1	Detailed Business and Technical Review Report	<p>The Contractor shall provide a draft copy of the Enterprise Requirements Report within <u>90</u> working days after being requested by the COR.</p> <p>The COR will review the draft Enterprise Requirements Report and provide comments to the Contractor within 10 working days from receipt.</p> <ul style="list-style-type: none"> • The Contractor shall deliver the Final Enterprise Requirements Report within 5 working days from receipt of the COR comments

**U.S. Nuclear Regulatory Commission (NRC)
Office of Information Services (OIS)**

DELIVERY ORDER NRC-DR-33-08-307

CLIN	Deliverable	Schedule
Task 2	Detailed Architecture and Design Analysis Report	<p>The Contractor shall provide a draft copy of the Enterprise Requirements Report within <u>90</u> working days after being requested by the COR.</p> <p>The COR will review the draft Enterprise Requirements Report and provide comments to the Contractor within 10 working days from receipt.</p> <ul style="list-style-type: none">• The Contractor shall deliver the Final Enterprise Requirements Report within 5 working days from receipt of the COR comments
Task 3	Comprehensive Assessment Report	<p>The Contractor shall provide a draft copy of the Enterprise Requirements Report within <u>120</u> working days after being requested by the COR.</p> <p>The COR will review the draft Enterprise Requirements Report and provide comments to the Contractor within 10 working days from receipt.</p> <ul style="list-style-type: none">• The Contractor shall deliver the Final Enterprise Requirements Report within 5 working days from receipt of the COR comments

**U.S. Nuclear Regulatory Commission (NRC)
Office of Information Services (OIS)**

DELIVERY ORDER NRC-DR-33-08-307

CLIN	Deliverable	Schedule
Task 4	NARA Guidance Review – Strategy Document	<p>The Contractor shall provide a draft copy of the Enterprise Requirements Report within <u>90</u> working days after being requested by the COR.</p> <p>The COR will review the draft Enterprise Requirements Report and provide comments to the Contractor within 10 working days from receipt.</p> <ul style="list-style-type: none"> • The Contractor shall deliver the Final Enterprise Requirements Report within 5 working days from receipt of the COR comments
Task 5	Draft digital Signature Policy Documents	<p>The Contractor shall provide a draft copy of the Enterprise Requirements Report within <u>90</u> working days after being requested by the COR.</p> <p>The COR will review the draft Enterprise Requirements Report and provide comments to the Contractor within 10 working days from receipt.</p> <ul style="list-style-type: none"> • The Contractor shall deliver the Final Enterprise Requirements Report within 5 working days from receipt of the COR comments

Instructions for Deliverables

All documentation deliverables shall first be submitted in draft to the COR for his or her review. The COR review each draft deliverable and respond with comments or approval.

If revisions are required, the contractor shall complete the revisions and submit the revised final deliverable to the COR. For each deliverable (draft or final), the contractor shall provide one (1) hardcopy and one (1) electronic version of the deliverable to the COR, unless otherwise indicated by the COR. All written deliverables shall be phrased in language that can be understood by the non-technical layperson. Statistical and other technical terms used in the deliverable shall be defined in a glossary.

**U.S. Nuclear Regulatory Commission (NRC)
Office of Information Services (OIS)**

DELIVERY ORDER NRC-DR-33-08-307

All documentation deliverables developed under this task order must be formatted in Microsoft Word (version 2003 or later version). All deliverables and supporting documentation gathered or developed under this task order may not be stored on any device or piece of equipment that has not been approved in writing in advance by the NRC COR.

E. Period of Performance

The period of performance for this task order is from April 10, 2012 through December 31, 2012.

F. Place of Performance

The implementation of work related to this SOW shall be performed at the NRC's Headquarters office located in Rockville, MD.

Meetings and Travel

For estimating purposes, the Government anticipates 1-2 meetings weekly at NRC headquarters offices in Rockville, Maryland.

G. Detailed Billing Requirements

The Contractor shall provide a monthly detailed billing report in accordance with the provisions of Section B.3.11 of the Delivery Order Statement of Work. As explained in Section B.3.11, the detailed billing report must provide the hours billed, and any other appropriate charges, broken down by each "task" defined in this statement of work. The Report shall be submitted in electronic form to the COR.

H. Contracting Officer Representative (COR)

The Contracting Representatives for this task order are Helen Hughes, (301) 415-8708 and David Sulser (301) 415-5063.