

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

1. REQUISITION NO. HR-12-159	PAGE 1 OF 9
2. CONTRACT NO. NRC-HQ-11-C-33-0060	3. AWARD/EFFECTIVE DATE FEB 27 2012
4. ORDER NO. NRC-HQ-12-T-38-0005	5. SOLICITATION NUMBER
6. SOLICITATION ISSUE DATE	7. FOR SOLICITATION INFORMATION CALL:

a. NAME	b. TELEPHONE NO. (No Collect Calls)	8. OFFER DUE DATE/LOCAL TIME
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9. ISSUED BY U.S. Nuclear Regulatory Commission Div. of Contracts Attn: Dominique Malone Mail Stop: TWB/1 A31M Washington, DC 20555	CODE 3100	10. THIS ACQUISITION IS <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS	<input type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: _____ % FOR: <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM NAICS: 541519 <input type="checkbox"/> ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB) SIZE STANDARD: <input type="checkbox"/> (A)
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11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input checked="" type="checkbox"/> SEE SCHEDULE	12. DISCOUNT TERMS	<input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)	13b. RATING N/A
		14. METHOD OF SOLICITATION <input type="checkbox"/> RFO <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP	

15. DELIVER TO U.S. Nuclear Regulatory Commission  Washington DC 20555	CODE	16. ADMINISTERED BY U.S. Nuclear Regulatory Commission Div. of Contracts Mail Stop: TWB-01-B10M Washington, DC 20555	CODE 3100
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17a. CONTRACTOR/OFFEROR LOCKHEED MARTIN SERVICES, INC.  700 N FREDERICK AVE GAITHERSBURG MD 208793328 TELEPHONE NO.	CODE	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 PHONE: FAX:	CODE 3100
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<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER	<input type="checkbox"/> 18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM
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19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES See CONTINUATION Page	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	Task Order 5, HR Applications Systems and Environment This is a labor-hour task order.  Contractor Rep: Jeffery Funk Phone: 301-519-5808 Email: Jeffery.W.Funk@lmco.com  COR: James Janis; Total Obligated Amount: \$60,000 Total Contract Ceiling: \$182,765.98 Period of Performance: 03/05/2012 - 09/25/2012 12 (om)				

(Use Reverse and/or Attach Additional Sheets as Necessary)

25. ACCOUNTING AND APPROPRIATION DATA 2012-84-41-G-105, G8426, 31X0200 NAICS: 541519 Obligate: \$60,000 FAIMIS:120828 DUNS:176325579	26. TOTAL AWARD AMOUNT (For Gov. Use Only) Total Award Amount (Ceiling): \$182,765.98 Current Obligation: \$60,000
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<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-8 ARE ATTACHED. ADDENDA	<input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.
<input checked="" type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA	<input checked="" type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 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. _____ OFFER DATED _____ YOUR OFFER ON SOLICITATION (BLOCK 8), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN IS ACCEPTED AS TO ITEMS:
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30a. SIGNATURE OF OFFEROR/CONTRACTOR 	31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) 
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT) Jeffery W. Funk	31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) Dominique Malone Warrant Number 172
30c. DATE SIGNED 2/27/2012	31c. DATE SIGNED 2-27-2012

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

**SUNSI REVIEW COMPLETE JUN 21 2012**

**ADMO02**

**TEMPLATE - ADM001**

**PART I**

**SECTION B - SUPPLIES OR SERVICES AND PRICE/COSTS**

**B.1 Contract Type**

The contract type for this task order is Labor-Hours.

**B.2 Period of Performance**

Base Period – March 12, 2012 – September 25, 2012

Option Period I – September 26, 2012 to September 25, 2013

Option Period II – September 26, 2013 to September 25, 2014

Option Period III – September 26, 2014 to September 25, 2015

Option Period IV – September 26, 2015 to September 25, 2016

Option Period V – September 26, 2016 to September 25, 2017

Option Period VI – September 26, 2017 to September 25, 2018

Option Period VII – September 26, 2018 to September 25, 2019

Option Period VIII – September 26, 2019 to September 25, 2020

Option Period IX – September 26, 2020 to September 25, 2021

**B.3 Cost/Price**

See Section J-1.

**B.4 CONSIDERATION AND OBLIGATION-TIME-AND-MATERIALS CONTRACT  
(AUG 2011)**

(a) Currently, the ceiling price to the Government for full performance under this contract is \$182,765.98

(b) The contract includes: (1) direct labor hours at specified fixed hourly rates, inclusive of wages, fringe, overhead, general and administrative expenses, and profit, totaling 4,356; and (2) cost of materials totaling \$0.00.

(c) The amount presently obligated by the Government with respect to this contract is \$60,000.00.

(d) This is an incrementally-funded contract and FAR 52.232-22 - "Limitation of Funds" applies.

**SECTION C - PERFORMANCE WORK STATEMENT**

**C.1 Background**

The Office of Human Resources (HR) requires data entry, analysis, and verification; as well as administrative and report generation support for its financial and learning management systems. Currently, HR uses the Federal Financial System (FAIMIS) and the HR Financial Control System (FCS) to maintain financial data; Treasury's Automated Standard Application for Payments (ASAP) to enter commitments in the system wherein Universities can draw down their grants as in a line of credit transaction; and Plateau's Learning Management System (iLearn).

HR staff will receive requests for financial and training data and information from internal and external customers. The contractor shall provide maintenance, operations, training and data analysis, and data entry support for these existing applications.

**C.2 Scope of Work**

Work will begin under this task order upon the Contractor receiving a change request from the Task Order Contracting Officer Representative through the NRC's IBM Rational Tools Suite.

The required outcomes of this task order are the following:

The contractor shall provide data analysis, data entry, and transitional support for HR systems. The contractor shall be considered a technical resource to HR staff.

The contractor shall perform operational support tasks for the systems listed below in Section III Specific Tasks, Subparagraph 1 "Operational Support," following guidance provided by the Task Order Contracting Officer Representative (COR). Individual efforts required of the contractor shall be to provide operational support for agency applications in the form of data support, report generation, and production support for the identified HR systems.

**C.3 Specific Tasks**

**1. Operational Support**

**a. Systems To Be Covered under Operational Support**

<b>System Name</b>	<b>System Number</b>	<b>System Acronym</b>	<b>Software</b>	<b>Platform</b>
Federal Financial System		FAIMIS		
HR Internal Financial Control System		FCS		
Plateau Learning Management System		iLearn		

Treasury's Automated Standard Application for Payments		ASAP		
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**b. Specific tasks for Operation Support**

The contractor shall provide operational support which may include the following:

**1. Data Services and Support**

- a. Data interpretation
- b. OCR, scanning
- c. Verification
- d. Entry

**2. Federal Financial System (FAIMIS) and supporting databases—data entry and verification**

- Treasury's Automated Standard Application for Payments (ASAP) – data entry and verification
- Plateau Learning Management System (iLearn) – data entry and verification (Access DB, MS Word, Word Perfect)

**3. Report/Output Generation**

When requested by the Task Order COR, the contractor shall assist in the generation of reports. Report generation may be required from a variety of HR systems either on a scheduled or ad hoc basis of (1) standard reports or (2) quick query or new reports using newly defined criteria.

**c. Specific Tasks for Operational Support for Data Entry and Data Analysis**

The contractor shall provide operational support in the form of data analysis and data entry support and verification for the FAIMIS. In addition, the contractor shall provide data entry support for the HR FCS, and other databases that support the FAIMIS.

The contractor shall provide operational support in the form of data analysis and data entry support and verification for Treasury's Automated Standard Application for Payments (ASAP).

The contractor shall also provide operational support in the form of data analysis and data entry support and verification for the Plateau Learning Management System (iLearn), as well as other HR systems as needed.

**d. Operational Support Work Effort Reporting**

An activity report is required every two weeks that describes the counts of transactions and types for data support services provided by system for the 2-week period beginning on a Monday and ending on a Friday. The report shall be provided to the NRC Task Order COR by no later than noon on Monday following the closing Friday of the 2-week period. An activity

report defining the system being queried, the query constructed, the requestor (name, office and phone number), the level of effort expended, and the output criteria is required biweekly by system for work performed. This report shall be delivered to the NRC TOM no later than 2 workdays into the next two week period.

**C.4 Deliverables and Delivery Dates**

<b>Deliverable Name</b>	<b>Delivery Schedule</b>	<b>Responsibility</b>
Maintenance Work Plan and Estimate to the NRC Task Order COR	When work effort will exceed 20 hours. It is due within six business days of receipt of a change request.	Contractor
Work Plan and Estimate Approval Email	Upon review and approval of work plan and estimate.	NRC Task Order COR
Work Effort Approach of Ceiling Notification Email	When 80% of ceiling hours are remaining	Contractor
New Versions of Application Products to CM	When maintenance effort tested and ready for deployment	Contractor
Special Reports of Work and Status—Maintenance	As directed by the Task Order COR	Contractor
Ad Hoc Report Outputs (2.c)	2 business days from receipt of request.	Contractor
Special Reports of Work and Status—Operational Support	As directed by the Task Order COR	Contractor

### **C.5 Expertise/Skills**

The contractor shall provide personnel that possess demonstrated experience using systems identified in this task order as requiring operational support. The contractor shall provide personnel that possess competency in communication and analytical skills, as demonstrated through prior assignments in the operational support area. In addition the contractor's personnel shall demonstrate the ability to independently perform data analysis, entry and verification. The contractor's personnel shall possess work experience and competency in the following:

1. FAIMIS
2. iLearn
3. FCS
4. ASAP
5. MS Word
6. Cold Fusion
7. MS Access

### **C.6 Place of Performance**

The data analysis, data entry, and data verification support shall be performed on site at NRC Headquarters during NRC official duty hours. NRC core business hours are 8:00am-6:00pm Eastern Time (ET). Access to the NRC facilities shall be provided to the contractor by the NRC staff, as required during non-business hours.

### **C.7 Project Management Methodology**

The contractor shall comply with Management Directive (MD) 2.8, Project Management Methodology, in performing the requirements of this task order. See [http://www.internal.nrc.gov/ADM/DAS/cag/Management\\_Directives/md2.8.pdf](http://www.internal.nrc.gov/ADM/DAS/cag/Management_Directives/md2.8.pdf).

### **C.8 Documentation**

The contractor shall provide system documentation in accordance with NRC Management Directive (MD) 2.8, Project Management Methodology. The Task Order COR will provide the contractor with guidance on the required content of the documentation. Documents shall be updated according to the configuration management methodology approved by the Task Order COR. The contractor shall store all documentation in IBM Rational tool within the time frame specified by the Task Order COR. All documents developed shall become the property of NRC.

### **C.9 Expertise/Skills/Training**

The contractor shall ensure that its personnel that work on this task order are appropriately qualified in the technologies and commercial products identified in the NRC's Technical Reference Model (TRM) which is accessible at <http://portal.nrc.gov/edo/ois/bpiad/EASB/TRM/default.aspx>. Training that is needed by the contractor's personnel on the technologies and commercial products identified in the NRC's Technical Reference Model (TRM) shall be at the expense of the contractor.

### **C.10 Productive Labor Hours**

## **ADDENDUM TO PARAGRAPH (i) OF CLAUSE 52.212-4 ALTERNATE I**

The contractor may submit invoices to the Government only for "productive labor hours." "Productive labor hours" are defined as those hours expended by the contractor in performing requirements under a task order and are directly related to an NRC-issued change request that is issued to the contractor through NRC's IBM Rational tools suite. Requests for operational support from NRC task orders under this contract will be issued to the contractor via change requests in NRC's IBM Rational tools suite and will include a ceiling number of contractor productive labor hours within a given period (e.g., 10 productive labor hours between 8:00 a.m. and 7:00 p.m.) If the contractor finds the number of productive labor hours in the change request to be unrealistically low, then the contractor shall inform the Task Order COR within a reasonable time after receiving the change request and should provide a written ceiling estimate for the Task Order COR to consider. If the Task Order COR agrees with the contractor's written ceiling estimate, then the Task Order COR would make the change in IBM Rational tools suite or request that a person with access to the system make that change. The Government may not reimburse the contractor for any invoiced productive labor hours that are not directly related to a NRC issued and approved change request and/or that exceeds the number of hours included in the applicable change request.

### **SECTION D – PACKAGING AND MARKING**

### **SECTION E - INSPECTION AND ACCEPTANCE**

See base contract

### **SECTION F - DELIVERIES OR PERFORMANCE**

See base contract

### **SECTION G - CONTRACT ADMINISTRATION DATA**

#### **G.1 Task Order Contracting Officer's Representative**

(a) The Task Order COR for this task order contract is:

James Janis  
Mailstop: GW/ W5 A5  
Washington, DC 20555-0001  
Email: [James.Janis@nrc.gov](mailto:James.Janis@nrc.gov)  
Phone: 301-492-2268

(b) Performance of the work under this task order contract is subject to the technical direction of the NRC Task Order COR. The term "technical direction" is defined to include the following:

- i. Technical direction to the contractor which shifts work emphasis between areas of work or tasks, authorizes travel which was unanticipated in the Schedule (i.e., travel not contemplated in the Performance Work Statement (PWS) or changes to specific travel identified in the PWS), fills in details, or otherwise serves to accomplish the contractual PWS.
- ii. Provide advice and guidance to the contractor in the preparation of drawings, specifications, or technical portions of the work description.

- iii. Review and, where required by the task order contract, approval of technical reports, drawings, specifications, and technical information to be delivered by the contractor to the Government under the contract.
- (c) Technical direction must be within the general statement of work stated in the task order contract. The Task Order COR does not have the authority to and may not issue any technical direction which:
- i. Constitutes an assignment of work outside the general scope of the contract.
  - ii. Constitutes a change as defined in the "Changes" clause of this contract.
  - iii. In any way causes an increase or decrease in the total estimated contract cost, the fixed fee, if any, or the time required for contract performance.
  - iv. Changes any of the expressed terms, conditions, or specifications of the contract.
- a. Terminates the contract, settles any claim or dispute arising under the contract, or issues any unilateral directive whatever.
- (d) Technical directions must be issued in writing by the Task Order COR or must be confirmed by the Task Order COR in writing within ten (10) working days after verbal issuance. A copy of the written direction must be furnished to the Contracting Officer. A copy of NRC Form 445, Request for Approval of Official Foreign Travel, which has received final approval from the NRC must be furnished to the Contracting Officer.
- (e) The contractor shall proceed promptly with the performance of technical directions duly issued by the Task Order COR in the manner prescribed by this clause and within the Task Order COR's authority under the provisions of this clause.
- (f) If, in the opinion of the contractor, any instruction or direction issued by the Task Order COR is within one of the categories as defined in paragraph (c) of this section, the contractor may not proceed but shall notify the Contracting Officer in writing within five (5) working days after the receipt of any instruction or direction and shall request the Contracting Officer to modify the contract accordingly. Upon receiving the notification from the contractor, the Contracting Officer shall issue an appropriate contract modification or advise the contractor in writing that, in the Contracting Officer's opinion, the technical direction is within the scope of this article and does not constitute a change under the "Changes" clause.
- (g) Any unauthorized commitment or direction issued by the Task Order COR may result in an unnecessary delay in the contractor's performance and may even result in the contractor expending funds for unallowable costs under the contract.
- (h) A failure of the parties to agree upon the nature of the instruction or direction or upon the contract action to be taken with respect thereto is subject to 52.233-1, Disputes.
- (i) In addition to providing technical direction as defined in paragraph (b) of the section, the Task Order COR shall:
- a. Monitor the contractor's technical progress, including surveillance and assessment of performance, and recommend to the Contracting Officer changes in requirements.
  - b. Assist the contractor in the resolution of technical problems encountered during performance.



- c. Review all costs requested for reimbursement by the contractor and submit to the Contracting Officer recommendations for approval, disapproval, or suspension of payment for supplies and services required under this contract.
- d. Assist the contractor in obtaining the badges for the contractor personnel.
- e. Immediately notify the Security Branch, Division of Facilities and Security (SB/DFS) (via e-mail) when a contractor employee no longer requires access authorization and return of any NRC issued badge to SB/DFS within three days after their termination.
- f. Ensure that all contractor employees that require access to classified Restricted Data or National Security Information or matter, access to sensitive unclassified information (Safeguards, Official Use Only, and Proprietary information) access to sensitive IT systems or data, unescorted access to NRC controlled buildings/space, or unescorted access to protected and vital areas of nuclear power plants receive approval of SB/DFS prior to access in accordance with Management Directive and Handbook 12.3.
- g. For contracts for the design, development, maintenance or operation of Privacy Act Systems of Records, obtain from the contractor as part of closeout procedures, written certification that the contractor has returned to NRC, transferred to the successor contractor, or destroyed at the end of the contract in accordance with instructions provided by the NRC Systems Manager for Privacy Act Systems of Records, all records (electronic or paper) which were created, compiled, obtained or maintained under the contract.

#### **SECTION H - SPECIAL CONTRACT REQUIREMENTS**

See base contract

#### **PART II**

#### **SECTION I CONTRACT CLAUSES**

See base contract for clauses that apply to this task order.

#### **SECTION J TASK ORDER ATTACHMENTS**

- 1) Cost/Price Schedule
- 2) Performance Standards and Metrics

#### **SECTION K - REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS**

N/A