

# ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF 9 PAGES

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

BPA NO.

1. DATE OF ORDER <b>9-13-12</b>		2. CONTRACT NO. (If any) NRC-DR-33-10-342		6. SHIP TO	
3. ORDER NO. NRC-T005		MODIFICATION NO.		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div. of Contracts Attn: Jordan Pulaski - 301-492-3647 Mail Stop: TWB-01-B10M Washington, DC 20555		4. REQUISITION/REFERENCE NO. RES-12-247 Dtd: 06/12/2012		b. STREET ADDRESS 11555 Rockville Pike	
7. TO:		c. CITY Rockville		d. STATE MD	e. ZIP CODE 20852
a. NAME OF CONTRACTOR CGI FEDERAL INC.		DUNS: 145969783		f. SHIP VIA	
b. COMPANY NAME		c. STREET ADDRESS 12601 FAIR LAKES CIR		8. TYPE OF ORDER	
d. CITY FAIRFAX		e. STATE VA	f. ZIP CODE 220334902	<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
9. ACCOUNTING AND APPROPRIATION DATA FFS:122761; 2012-60-11-6-206; V6348; 252A; 31X0200 Obligated Amount: \$167,033.62 NAICS:541219; DUNS:145969783		10. REQUISITIONING OFFICE OIS Office of Information Services		REFERENCE YOUR _____ Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
11. BUSINESS CLASSIFICATION (Check appropriate box(es))		12. F.O.B. POINT Destination		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.	
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <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"/> h. EDWOSB		13. PLACE OF		14. GOVERNMENT B/L NO.	
a. INSPECTION SEE BLOCK 6		b. ACCEPTANCE SEE BLOCK 6		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 03/29/2014	
				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)
	The Contractor shall provide services in accordance with the attached PWS titled "ADAMS IBM P8 NUREG-0933 Content Conversion Production Facilitation Pilot Development  NRC Contracting Officer Representative: Behrouz Golchane 301-415-6196; Behrouz.Golchane@nrc.gov  Total Order Ceiling: \$167,033.62 Total Obligated Amount: \$167,033.62  Period of Performance: 9/15/2012 - 1/15/2013					

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
SEE BILLING INSTRUCTIONS ON REVERSE	a. NAME Department of Interior / NBC NRCPAYMENTS NBCDENVER@nbc.gov		PHONE:		17(i). GRAND TOTAL	
	b. STREET ADDRESS (or P.O. Box) Attn: Fiscal Services Branch - D2770 7301 W. Mansfield Avenue		FAX:			
	c. CITY Denver	d. STATE CO	e. ZIP CODE 80235-2230			

22. UNITED STATES OF AMERICA BY (Signature) 	23. NAME (Typed) Jordan Pulaski Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER
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OPTIONAL FORM 347 (REV. 2/2012)  
PRESCRIBED BY GSA/FAR 48 CFR 53.213(f)

**TEMPLATE - ADM001**

**SUNSI REVIEW COMPLETE**

SEP 21 2012

**ADM002**

## A.1 PRICE SCHEDULE

This is a labor hour task order. Authorized labor categories and associated fixed hourly rates include:

<b>ADAMS Labor Category</b>	<b>Rate</b>	<b>Hours</b>	<b>Price</b>
<b>Project Manager I</b>			
<b>Enterprise Architect</b>			
<b>Tool Specialist</b>			
<b>Developer III</b>			
<b>Analyst III</b>			
<b>Tester I</b>			
<b>TOTAL</b>			<b>\$167,033.62</b>

## A.2 2052.215-70 KEY PERSONNEL (JAN 1993)

(a) The following individuals are considered to be essential to the successful performance of the work hereunder:

Brian Peterson

Project Manager I

The contractor agrees that personnel may not be removed from the contract work or replaced without compliance with paragraphs (b) and (c) of this section.

(b) If one or more of the key personnel, for whatever reason, becomes, or is expected to become, unavailable for work under this contract for a continuous period exceeding 30 work days, or is expected to devote substantially less effort to the work than indicated in the proposal or initially anticipated, the contractor shall immediately notify the contracting officer and shall, subject to the concurrence of the contracting officer, promptly replace the personnel with personnel of at least substantially equal ability and qualifications.

(c) Each request for approval of substitutions must be in writing and contain a detailed explanation of the circumstances necessitating the proposed substitutions. The request must also contain a complete resume for the proposed substitute and other information requested or needed by the contracting officer to evaluate the proposed substitution. The contracting officer and the project officer shall evaluate the contractor's request and the contracting officer shall promptly notify the contractor of his or her decision in writing.

(d) If the contracting officer determines that suitable and timely replacement of key personnel who have been reassigned, terminated, or have otherwise become unavailable for the contract work is not reasonably forthcoming, or that the resultant reduction of productive effort would be so substantial as to impair the successful completion of the contract or the service order, the contract may be terminated by the contracting officer for default or for the convenience of the Government, as appropriate. If the contracting officer finds the contractor at fault for the condition, the contract price or fixed fee may be equitably adjusted downward to compensate the Government for any resultant delay, loss, or damage.

**U. S. Nuclear Regulatory Commission  
Office of Information Services  
Task Order Statement of Work for Task Order #5 under NRC-DR-33-10-342  
ADAMS IBM P8 NUREG-0933 Content Conversion Production Facilitation Pilot Development**

## **BACKGROUND**

The U. S. Nuclear Regulatory Commission (NRC) ensures that the nation safely uses radioactive materials for beneficial civilian purposes while ensuring that people and the environment are protected. The NRC regulates commercial nuclear power plants and other uses of nuclear materials, such as nuclear medicine, through licensing, inspection, and enforcement of its regulations. Information associated with these endeavors are stored in and accessed from many different repositories; the primary repository is a document management system known as the Agencywide Documents Access and Management System (ADAMS).

Title 10 CFR 52 states that applications for standard design certifications must include proposed technical resolutions of those Unresolved Safety Issues and medium- and high-priority generic safety issues which are identified in the version of NUREG-0933 current on the date up to 6 months before the docket date of the application and which are technically relevant to the design. Furthermore, via the Energy Reorganization Act of 1974, the agency is required to report to Congress on the status of the Generic Issues Program. To meet the requirements of the Energy Reorganization Act, RES currently tracks the status of all Generic Issues (GI) in the Generic Issue Management Control System (GIMCS) and documents the status of all issues in NUREG-0933. Therefore, NUREG-0933 is a document mandated by the Commission and necessitated by federal regulations. As such, its revision and maintenance is critical to the agency's mission.

RES generally updates NUREG-0933 annually, producing 34 supplements since 1983. RES engages in an outmoded review and concurrence process prior to submitting the document to ADM for publication and distribution. ADM uses a similarly outmoded process to publish the document then distributes it as a hard copy to the applicable addressees. In 2009, RES coordinated with OIS (then OCFO) to create a web version of NUREG-0933 that would reside on the public agency web site. The vision, at that time, was that a web version of NUREG-0933 would efficiently provide the content of NUREG-0933 to internal and external stakeholders and support one of the agency's core values of service to the public. The current web version is a collection of separate hypertext markup language (HTML) files stored on the public web site.

Although this collection of files displays the content of NUREG-0933, it does not lend itself to user-friendly features such as inter-document navigation, subject-matter filtering, or localized text searching. These features would benefit internal and external stakeholders by transforming the current version into a web tool that would facilitate the rapid search and retrieval of information needed to aid in regulatory tasks or NRC-mandated licensee activities. With respect to its revision, updating the current web version is a laborious process that requires OIS staff to convert a Microsoft Word version of the document into HTML that is then formatted for the external site. Even with current conversion technology, the OIS staff expends considerable resources and time on this conversion effort.

The OIS Information and Records Services Division (OIS/IRSD) plans, develops, and delivers programs and services related to the storage, retrieval, protection, and preservation of NRC information in paper and electronic media. It also assists internal and external stakeholders to obtain NRC information through the Public Document Room, ADAMS Support Center, the Technical Library, the File Center, the NRC internal and external Web Sites, and the FOIA and Privacy Act programs. IRSD manages a centralized system for the electronic search and retrieval of internal and external agency documents. It also develops and administers the agency information collection budget, and directs the agency's records management services.

The Enterprise Content Management (ECM) Program was established within the OIS, IRSD to address agency content management needs that include, but are not limited to, content storage, eForms, search/query/discovery,

retrieval, versioning/change management, records management, compliance, capture/ingest, workflow, digital signature, collaboration, security (content security and Federal Information Security Management Act (FISMA) compliance), administration, preference management, taxonomy, metadata, data quality/integrity, Personally Identifiable Information (PII) management, rendering, publishing, and enterprise reporting.

## **OBJECTIVE**

The current processes for updating, publishing, and distributing NUREG-0933 are separated among different NRC systems and offices. To date, the final product does not facilitate information retrieval and the web version is difficult to navigate. There are several stakeholders such as RES, ADM, OIS, other NRC staff, the general public, nuclear power plant licensees, nuclear material certificate holders, holders of other regulatory approvals, and Congress that either produce or use this product. Those who produce NUREG-0933 are faced with a significant coordination and resource effort to make even minor revisions to NUREG-0933. Those who use NUREG-0933 for regulatory or other informational purposes have access to a web version, but the web version does not facilitate ease of use or robust search and retrieval capabilities.

A successful solution would be a system that streamlines the update, publication, and distribution processes. The system would facilitate the process for the annual revisions of the official ADAMS document and produce a public web site version that is easy to navigate and search. As part of this effort, the contractor will develop a pilot of the tool in production to support this objective.

## **SCOPE OF WORK**

The NRC requires that all Contractors who are engaged in development or maintenance of NRC information systems including systems requirement gathering that is the object of this Statement of Work comply with the prevailing version of the NRC Project Management Methodology (PMM). Work under this task order requires full PMM compliance.

Also, the contractor shall:

- a) Utilize the Rational product suite as required by the NRC Project Officer and in compliance with the prevailing NRC PMM. The contractor will be given access to NRC's rational system during this effort.
- b) Provide to all Contractor staff training required to ensure effective use the Rational Product Suite that the Contractor is to use, as directed by the NRC Project Officer.
- c) Provide all system documentation that is within the scope of this contract.
- d) The contractor shall use the Rational Suite Enterprise to develop the deliverables. Key Rational Suite products used by the NRC are: ClearCase - configuration management, ClearQuest – change management

Unless otherwise specified, all reporting and status deliverables developed under this task order must be formatted in Microsoft Word, PowerPoint, Excel (version 2003 or later version as approved by the Project Officer), or PDF. The templates used for each reporting and status deliverable shall be developed by the Contractor and approved by the NRC Project Officer. Any changes to these reporting and status templates must be approved by the NRC Project Officer. 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 by the NRC Project Officer.

## **TASK REQUIREMENTS**

### **Task 1: Project Management**

#### **a. Requirements:**

The Contractor shall provide a full range of IT project management, business process analysis, and consulting services that assist in ensuring that the ADAMS IBM P8 system meets NRC standards and is performing to its defined configuration, cost, schedule, and performance specifications/capabilities.

*b. Standard:*

This may include performing independent technical assessments as well as supporting the development, implementation, and continuous improvement of policies, procedures, guidelines, security documentation, and directives related to or impacted by the IBM P8 system. These services encompass all areas of IT program and project management oversight including, but not limited to, issues management, enterprise architecture, information security, training, communications, organizational change, performance management, quality management, and risk management.

*c. Deliverable:*

Project Management Plan

**Task 2: NUREG-0933 Requirements Definition**

*a. Requirements:*

Based on information provided by the NRC and gathered by the contractor, the contractor shall author a Draft System Requirements Specification document and distribute to the NRC Project Manager for review and comment.

The contractor shall then incorporate feedback provided by the NRC Project Manager into a Final System Requirements Specification document which will be used as the basis for development of a production pilot for revising, producing, and distributing NUREG-0933 and provide a framework for continued enhancement of NUREG-0933 and its release.

*b. Standard:*

The deliverable shall be prepared in accordance with the standards specified by the NRC Project Management Methodology for System Requirements Specifications and provided to the NRC COR in accordance with the agreed upon schedule.

System Requirements Specification (SRS) is an artifact containing the collection of all requirements for a system and should contain all functional and non-functional requirements.

*c. Deliverables:*

Systems Requirements Specification

**Task 3: NUREG-0933 Production Facilitation Pilot Development**

*a. Requirements:*

This task includes improvements to the production and release of NUREG-0933. This task will incorporate functionality, deployed into production, to produce a more user-friendly web version of NUREG-0933 that end-users can search, filter, and download. The task will produce a production pilot

for revising, producing, and distributing NUREG-0933 and provide a framework for continued enhancement of NUREG-0933 and its release.

Activities for this subtask are detailed below:

- Define requirements/document types
- Design XML template
- Integrate XML schema
- Design and migrate metadata
- Plan for content migration from HTML to XML
- Install P8 integration
- Install Quark XML Author for Microsoft Word
- Deploy DITA open toolkit for publication
- Configuration
- Testing (system and user)
- Deployment (P8 integration/Quark XML Author for Microsoft Word)
- Migrate XHTML content to schema
- User training

**b. Standard:**

The deliverable shall be prepared in accordance with the standards specified in this SOW and provided to the NRC COR in accordance with the agreed upon schedule. Consistent with PMM MD 2.8, the contractor will apply an agile methodology. This will include eliciting, organizing, and documenting required functionality and constraints; tracking tradeoffs and decisions; and capturing and communicating requirements. The contractor will work with the customer to define sprints that establish the timing and sequence of functionality that complies with the disciplines defined by the PMM and leveraging the Rational suite. The contractor will organize functionality into iterative sprints that prioritize high-valued features based on customer input. At the start of each sprint, the team will work with<sup>1</sup> the customer to elaborate on features that should be part of the sprint. Developed sprints are continuously integrated, implemented, tested, and assimilated to ensure a fully functional system is completed. Customers are involved throughout each sprint lifecycle and will provide final acceptance of features delivered through user acceptance at defined release milestones.

The contractor implementation of the DITA functionality of this deliverable will consist of the following:

- DITA will be the XML standard to be used for implementing the NUREG document structure
- The DITA Open Toolkit, a 3rd party open source software component, will be installed on a server within the ADAMS boundary, accessible by FileNet P8
- A new Object Store will be created within the FileNet P8 environment for DITA Work-In-Progress content.

Due to the highly manual effort required, the 10% of PDF-only documents are not in scope for migration efforts.

**c. Deliverables:**

NUREG-0933 Production and Publication Pilot – Sprint 1  
NUREG-0933 Production and Publication Pilot – Sprint 2  
NUREG-0933 Production and Publication Pilot – Deployed

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<sup>1</sup> A sprint is a time-boxed period of software development focused on a given list of goals (but with variable scope)

## Task 4: Monthly Letter Status Report

### a. Requirements:

A Monthly Letter Status Report (MLSR) is to be submitted to the NRC COR by the 20th of the month following the month to be reported with copies provided to the following:

Resource Name: RESDRAMLSR.Resource@nrc.gov

The MLSR will identify the title of the project, the job code, the contractor, the Principal Investigator, the period of performance, the reporting period, summarize each month's technical progress, list monthly spending, total spending to date, and the remaining funds and will contain information as directed in NRC Management Directive 11.1. Any administrative or technical difficulties which may affect the schedule or costs of the project shall be immediately brought to the attention of the NRC COR.

### b. Standard:

The MLSR shall be submitted to the NRC COR (copy to RESDRAMLSR.Resource@nrc.gov) by the 20th of the month following the month to be reported.

### c. Deliverable:

Monthly Letter Status Report.

## DELIVERABLES/SCHEDULES AND/OR MILESTONES

### DELIVERABLES SUMMARY

Except as otherwise noted in the description of individual tasks:

- Each deliverable will be reviewed by the NRC COR, and possibly by NRC staff and independent technical experts.
- The NRC COR will return comments or indicate acceptance within the timeframe indicated in the tabulation of schedule criteria.
- The contractor shall respond to each comment in writing and obtain NRC COR acceptance of all resolutions within the timeframe indicated in the tabulation of schedule criteria.
- The contractor shall revise each document as necessary to resolve all comments within the timeframe indicated in the tabulation of schedule criteria.

### B. DELIVERABLE SCHEDULE/MILESTONES

The table lists time allotted for preparation of an initial deliverables, for NRC review, and for submittal of the final product. In all cases, the time indicated for production of the final deliverables includes time for discussion with the NRC staff to ensure that the "final" product will be acceptable. Delay in the completion of any deliverable will not result in automatic delay in the "begin/end" date of subsequent deliverables. The schedule may be altered with the acceptance of the NRC Project Manager. The NRC Project Manager will document such changes separately from this SOW, and will not necessarily revise the SOW to reflect them.

Task #	Deliverable	Due Date (No Later Than)	Additional Comments
1	Project Schedule	Award plus 3 business days	Comments will be provided within 1 week after receiving draft
2	Systems Requirements Specification (SRS)	Completion of Project Schedule plus 15 business days	Comments will be provided within 2 weeks after receiving draft
3	NUREG-0933 Production and Publication Pilot – Sprint 1	TBD based on SRS	
3	NUREG-0933 Production and Publication Pilot – Sprint 2	TBD based on SRS	
3	NUREG-0933 Production and Publication Pilot - Deployed	TBD based on SRS but no later than 12/15/2012	
4	MLSR	Tuesday's beginning the second Tuesday of the month after task order award	N/A

## TECHNICAL AND OTHER SPECIAL QUALIFICATIONS REQUIRED

The contractor shall provide personnel with the following qualifications to support the TASKS contained in Section III of this Statement of Work (SOW):

1. Extensive experience in software development, testing, and applications, including, for example, experience in:
  - a. Software requirement specification
  - b. Software design specification
  - c. Software code development
  - d. Software configuration management
  - e. Software integration
  - f. Software testing, verification, and validation

It is the responsibility of the contractor to assign technical staff, subcontractors, or specialists who have the required educational background, experience, or combination thereof to meet the technical regulatory objectives of the work specified in this SOW. The NRC will rely on representations made by the contractor concerning the qualifications of personnel assigned to this task order including assurance that all information contained in the technical and cost proposals, including resumes, is accurate and truthful.

The key personnel will be responsible for overall task performance and interfacing with the NRC Project Manager. Key personnel include those personnel proposed by the contractor whose replacement, as viewed by the NRC, would adversely affect the deliverables of this project.



## **MEETINGS AND TRAVEL**

NRC Project Manager will conduct biweekly telephone conference calls for project reviews. These may be substituted, at the Project Manager's discretion, with project review meetings at contractor's facility. Adequate notice prior to such visits will be given to contractor for planning purposes.

## **PERIOD OF PERFORMANCE**

The period of performance for this project is from date of task order award until 1/15/2013.

## **NRC-FURNISHED MATERIAL**

Identify specific reports, journals, documents, equipment, or other items that NRC will provide to the servicing agency. Identify the date this material will be provided, if known. If there is not material to be furnished, state "none."

## **APPROPRIATE USE OF GOVERNMENT FURNISHED INFORMATION TECHNOLOGY(IT) EQUIPMENT AND/ OR IT SERVICES/ ACCESS (APRIL 2003)**

As part of contract performance the NRC may provide the contractor with information technology (IT) equipment and IT services or IT access as identified in the statement of work or subsequently as identified in the project. Government furnished IT equipment, or IT services, or IT access may include but is not limited to computers, copiers, facsimile machines, printers, pagers, software, phones, Internet access and use, and email access and use. The contractor (including the contractor's employees, consultants and subcontractors) shall use the NRC furnished IT equipment, and/or IT provided services, and/or IT access solely to perform the necessary efforts required under the contract. The contractor (including the contractor's employees, consultants and subcontractors) are prohibited from engaging or using the NRC IT equipment and government provided IT services or IT access for any personal use, misuse, abuses or any other unauthorized usage.

The contractor is responsible for monitoring its employees, consultants and subcontractors to ensure that NRC furnished IT equipment and/or IT services, and/or IT access are not being used for personal use, misused or abused. The NRC reserves the right to withdraw or suspend the use of its government furnished IT equipment, IT services and/or IT access arising from contractor personal usage, or misuse or abuse; and/or to disallow any payments associated with contractor (including the contractor's employees, consultants and subcontractors) personal usage, misuses or abuses of IT equipment, IT services and/or IT access; and/or to terminate the project arising from violation of this provision.

## **NRC CONTRACTING OFFICER REPRESENTATIVE AUTHORITY**

The contracting officer's authorized representative for this task order is:

Name: Mr. Behrouz Golchane

Address: U.S. Nuclear Regulatory Commission  
11545 Rockville Pike  
MS TWFN4 D32  
Rockville, MD 20852

Phone: 301-415-6196