

ORDER FOR SUPPLIES OR SERVICES

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

BPA NO.

1. DATE OF ORDER APR 09 2010		2. CONTRACT NO. (if any) GS35F5151H		6. SHIP TO:	
3. ORDER NO. DR3307316T007		4. REQUISITION/REFERENCE NO. OIS-33-07-316		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div. of Contracts, CMB3 Attn: P. Merriweather 301.492.3614 Mail Stop TWB-01-B10M Washington, DC 20555				b. STREET ADDRESS William T. Dabbs, OIS/CST Mail Stop T-2-C2M 11545 Rockville Pike	
				c. CITY Rockville	d. STATE MD
				e. ZIP CODE 20852	
7. TO:				f. BSHIP VIA	
a. NAME OF CONTRACTOR ARTEL, INC.				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY REFERENCE YOUR Except for billing instructions on the reverse, this Please furnish the following on the terms and delivery order is subject to instructions conditions specified on both sides of this order contained on this side only of this form and is and on the attached sheet, if any, including issued subject to the terms and conditions delivery as indicated. of the above-numbered contract.	
c. STREET ADDRESS 1893 PRESTON WHITE DR					
d. CITY RESTON		e. STATE VA	f. ZIP CODE 201914371		
9. ACCOUNTING AND APPROPRIATION DATA B&R:07L-15-511-133 JOB:N7422 BOC:3142 APP: 31X0200.07L FFS: RQSEC10300 DUNS 190644401				10. REQUISITIONING OFFICE CSO Office of Information Services	
11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT Destination	
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALLBUSINESS					
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 4/30/2011	
a. INSPECTION		b. ACCEPTANCE		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)
001	The Contractor shall provide conference services in accordance with the attached Statement of Work. The period of performance is 4/12/2010 - 4/30/2011. The task order ceiling is \$1,169,021.60. The current obligated amount is \$150,000.00. The Contractor cannot exceed the current obligated amount, if the Contractor exceeds the obligated amount, the Contractor does so at it's own risk. NRC PO: Bill Dabbs; 301-415-0524; Bill.Dabbs@nrc.gov ARTEL PM:Dennis Hotetz,703-620-1700; DHotetz@artelinc.com Program Manager		HRS		\$22,736.00	Ex. 4
002	Project Administrator		HRS		\$13,231.20	
003	Subject Matter Expert	(b)(4)	HRS	(b)(4)	\$153,535.20	
004	Subject matter Expert Intermediate		HRS		\$896,408.00	
005	Senior Technical Writer		HRS		\$41,479.20	

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		\$1,169,021.60	17(h) TOTAL (Cont. pages)	
	21. MAIL INVOICE TO:								
	a. NAME U.S. Nuclear Regulatory Commission Division of Contracts, Mail Stop T-7-I-2							\$1,169,021.60	17(i) GRAND TOTAL
	b. STREET ADDRESS (or P.O. Box) Attn: NRC-33-07-316-T001								
c. CITY Washington		d. STATE DC	e. ZIP CODE 20555						

22. UNITED STATES OF AMERICA By (Signature) 	23. NAME (Typed) Pearlette Merriweather Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER
--	--

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 347 (REV. 4/2006)
PRESCRIBED BY GSA/FAR 48 CFR 53.213(f)

C/1

**Statement of Work for
U.S Nuclear Regulatory Commission
ADAMS P8**

April 9, 2010

1. 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 Agency-wide Documents Access and Management System (ADAMS).

The Office of Information Services (OIS) plans, directs, and oversees the NRC's information resources, including technology infrastructure and delivery of information management and technology services, to meet the mission and goals of the agency and is the business sponsor of this 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.

2. Objective

The Contractor shall provide the NRC with the necessary security engineering support to design, configure, test, and pilot the FileNet P8 Platform. The objectives of the ADAMS P8 are:

1. Provide security engineering support for the Adams P8 migration;
2. Ensure ADAMS meets applicable standards by applying project management methodologies;
3. Securely migrate applications from the Content Services operating system (OS) that rely on ADAMS and revise them to operate under the P8 OS as well as provide re-engineering, migration, integration, and implementation support.
4. Provide support for the Content Services OS (while it remains operational during the migration effort) and the P8 OS;
5. Automate processes such as E-mail capture, records management, and document profiling by using the functionalities available in P8 and establish workflows for business processes for mission-critical programs and corporate-support.

3. Security Requirements

The security classification for this system will be determined through the C&A Contractor's effort under a separate contract. The Contractor shall ensure close synchronization of the architectural design efforts with the C&A documentation and security categorization process. In all efforts, the Contractor shall follow the guidance of National Institute of Standards and Technology (NIST) Special Publication (SP) 800-60 *Guide for Mapping Types of Information and Information Systems to Security Categories*. The Contractor shall ensure that the architecture reflect security controls that meet the assurance requirements and protective measures specified in NIST SP 800-53 *Recommended Security Controls for Federal Information Systems*.

In keeping with the best practices in federal agencies and the private sector to protect highly sensitive information, the architectural design shall include appropriate functionality to ensure that only authorized users of the system have access to it. NIST SP 800-63 *Electronic Authentication Guideline* shall be used to guide the architectural design related to implementation of authentication controls.

The system shall provide the capability to support role driven permissions for determining access to objects (e.g., menu options, screens, specific functions, data groupings by region, etc.) in the system. The system shall provide the capability to perform audit tracking on modifications to the security permissions for users and roles.

The system shall provide the ability to encrypt data in transit according to the prevailing Federal Information Processing Standards Publication (FIPS PUB) related to this area (FIPS PUB 140-2 or later) to prevent eavesdropping. The system shall have the ability to encrypt non-public data for transmission over various media, locally and remotely. Encryption shall be assignable based on the contents of the record. The system shall provide the System Administrator the ability to designate what algorithm should be used to encrypt data for transmission. Any encryption required in this system shall use the FIPS approved MODE of products and algorithms validated to FIPS PUB 140-2 or latest prevailing iteration of the FIPS 140-x guidance. Algorithms must be FIPS PUB 140 validated as demonstrated on the product's FIPS 140 certificate.

4. Type of Task Order

This is a time and materials task order.

5. Scope of Work

The NRC requires that all Contractors who are either developing or maintaining NRC information systems 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:

- Develop the architectural design required to address and comply with all documented NRC requirements and specifications.
- 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.
- Ensure its staff have a basic understand of the Rational Product Suite to effective version control software, log defects and enhancements, and execute test scripts.
- Provide all system documentation that is within the scope of this contract.

The contractor shall use the Rational Suite Enterprise to develop the deliverables. Key Rational Suite products used by the NRC are:

- RequisitePro - requirements management
- ClearCase - configuration management
- ClearQuest – change management
- TestManager – test management
- Rational Software Architect - creation and management of Unified Modeling Language (UML)

Unless otherwise specified, all 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 deliverable shall be developed by the Contractor and approved by the NRC Project Officer. Any changes to these 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 1 - Project Management

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

Task 2 - Validate Requirements

The Contractor shall conduct activities to validate the ADAMS P8 requirements. In this effort, the Contractor shall hold workshops, conduct interviews, and otherwise obtain requirement specification concurrence from representatives of all stakeholder groups. Following requirements validation, the Contractor shall submit to the NRC proposed revisions to requirements documentation, in particular the baseline use cases. The Contractor shall also deliver to the NRC a report summarizing the findings of the validation effort. The Contractor shall submit proposed revisions to requirements in the form of marked-up Use Case documents. Following revision, the Contractor shall place the revised Use Cases in a shared storage location pending NRC review.

Task 3 – High level Design

The Contractor shall develop and present high level design for the ADAMS P8 system (at least two alternative solutions should be presented). The contractor will recommend the most effective design based on the following criteria:

1. Security
 - Security partitioning to support common user access to ADAMS P8 and protect sensitive data which resides in the system.
2. Integration
 - Effective integration and configuration of the 17 components of the current ADAMS.
3. Scalability
 - Scalability that supports changes in sizing, data volumes, and transaction load
4. Interoperability
 - Standard interfaces that support interoperability
5. Accessibility
 - Web-enabled user access which supports geographically dispersed users who may be accessing ADAMS P8 from remote locations

Task 4 - Develop Detailed Architectural Design and Pilot

The Contractor shall develop and document the detailed architectural design for the ADAMS P8 primarily using the System Architecture Document (SAD) template. The Contractor shall supplement the SAD with UML models and supporting reports. The Contractor shall provide briefings to NRC staff and shall provide revised documents addressing all NRC concerns.

The SAD and related design documents are to be delivered in multiple iterations, including an original draft, followed by revised versions as needed to address comments from OIS/BPIAD, OIS/IRSD, and CSO reviews. For all written deliverables, models, diagrams, and graphics, the Contractor shall deliver a draft for NRC review and shall deliver further versions until all concerns are addressed to the satisfaction of the NRC Project Officer. All deliverables of this nature shall be delivered to the NRC in both hard copy and electronic form.

The Contractor shall develop and configure pilot functionality within the ADAMS P8 environment to validate the architectural design. The contractor shall support the NRC during this implementation up through and including the Transition Phase of NRC's Information System Development Life Cycle (ISDLC).

6. Confidentiality and Non-disclosure

It is agreed that:

1. The preliminary and final deliverables and all associated working papers, application source code, and other material deemed relevant by NRC which have been generated by the Contractor in the performance of this task order are the exclusive property of the U.S. Government and shall be submitted to the NRC Project Officer at the conclusion of the task order and all copies removed from the Contractor's facility or possession.
2. The Contracting Officer shall be the sole authorized official to release verbally or in writing, any data, the draft deliverables, the final deliverables, or any other written or printed materials pertaining to this order. The Contractor shall release no information. Any request for information relating to this task order presented to the Contractor shall be submitted to the Contracting Officer for response.
3. Press releases, marketing material, or any other printed or electronic documentation related to this project shall not be publicized without the written approval of the Contracting Officer.

Note: The products and information associated with, or generated from, this project are considered sensitive information and property of the Nuclear Regulatory Commission and shall NOT be distributed, copied, transmitted, or by any other method, disclosed to the public or any individual without the express written permission of the NRC.

7. Period of Performance

This task order shall have a base period of performance from date of award to April 30, 2011.

8. Travel

Travel for this task order will not exceed \$40,000.00.

9. Reporting

The following outlines the reporting requirements associated with this effort:

Weekly Reporting and Meetings

A status meeting will be held each Wednesday to discuss any management or technical issues that would impact the task's schedule or cost.

The Contractor shall provide a Weekly Activity Report to the NRC that summarizes the progress made on the task during the last reporting period (Monday to Monday) and include any exceptions or changes from existing plans. The Weekly Activity Report will be delivered by close of business each Tuesday. Along with the Weekly Activity Report, the Contractor will deliver a proposed agenda for the Wednesday status meeting.

Project Schedule

The Contractor shall meet the timeframes specified in the attached Microsoft Project Schedule.

The Contractor shall submit a detailed Project Schedule for work to be performed under this task order. This schedule will show tasking and sub-tasking, milestones, labor categories and/or staff assigned and the projected number of hours estimated to complete each task/subtask by staff member. The Contractor shall maintain the project schedule in Microsoft Project® format. In addition, the Contractor shall ensure that the Work Breakdown Structure (WBS), as

represented in Microsoft Project is decomposed to a sufficiently detailed level such that no task (work package) requires more than 80 or fewer than eight staff hours. The plan and schedule will be maintained at the above level of detail and updated at least on a monthly basis for the duration of the task. The Project Schedule will also include dollars by labor category/assigned personnel which will support the Contractor's estimate for each task executed under this contract. The Contractor shall maintain all Microsoft Project schedules in a shared space such that the NRC may access at any time. The contractor shall ensure that all Microsoft Project files are updated within two business days of any change.

Monthly Reports

The Contractor shall provide a Monthly Status Report to the NRC Project Officer and the Contracting Officer by the 15th of each month. Each monthly report will include updates to the Project Management Plan and schedule (Work Breakdown Schedule), listing reasons for changes; proposed adjustments and justification; and cost and schedule.