

**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT**

BPA NO. \_\_\_\_\_ CONTRACT ID CODE \_\_\_\_\_ PAGE 1 OF 4

2 AMENDMENT/MODIFICATION NO  
**M016**

3 EFFECTIVE DATE  
See block 16C

4 REQUISITION/PURCHASE REQ NO  
OIS-13-241  
dated: 5/16/2013

5 PROJECT NO. (If applicable)

6 ISSUED BY CODE 3100

U.S. Nuclear Regulatory Commission  
Div. of Contracts  
Attn: Karla Garcia, 301-492-36003  
Mail Stop: TWB-01-B10M  
Washington, DC 20555

7 ADMINISTERED BY (If other than Item 6) CODE 3100

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)

LOCKHEED MARTIN SERVICES, INC.

700 N FREDERICK AVE  
GAITHERSBURG MD 208793328

9A AMENDMENT OF SOLICITATION NO

9B DATED (SEE ITEM 11)

10A MODIFICATION OF CONTRACT/ORDER NO  
NRC-HQ-11-C-33-0060 NRC-HQ-12-T-33-0012

10B DATED (SEE ITEM 13)  
03-12-2012

CODE 805258373 FACILITY CODE \_\_\_\_\_

**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) 2013-10-51-J-143 J1278 252A 31x0200.013 FAIMIS: RQ132260  
Obligated: \$250,000.00  
NAICS: 541519

**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 data, 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: 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 <sup>1</sup> \_\_\_\_\_ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

Task Order 12, Ad-Hoc Support for Short Term Projects  
Task Order COR: Wil Madison  
The purpose of this modification is to obligate funds in the amount of \$250,000.00 in support of Project Management Methodology (PMM) Enhancement Support Task. Accordingly, the total obligated amount is increased by \$250,000.00 from \$1,325,451.66 to \$1,575,451.66. Please see page two (2) for task requirements.

Total Order Ceiling: \$1,818,170.21 (Unchanged)  
Total Obligated Amount: \$1,575,451.66 (Changed)  
Period of Performance: March 12, 2012 - September 25, 2013 (Unchanged)

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)  
Sheila Duplain  
Contract Negotiator Staff

15B. CONTRACTOR/OFFEROR  
Sheila Duplain  
(Signature of person authorized to sign)

15C. DATE SIGNED  
7/8/2013

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)  
Dominique C. Malone  
Contracting Officer

16B. UNITED STATES OF AMERICA  
BY *Dominique C. Malone*  
(Signature of Contracting Officer)

16C. DATE SIGNED  
7-8-2013

## **Office of Information Services Tasking Statement Project Management Methodology (PMM) Enhancement Support**

### **Background**

The Nuclear Regulatory Commission's (NRC) Project Management Methodology (PMM) represents a foundational component of the agency's ability to address technology requirements efficiently while minimizing risk. Within the NRC today, the PMM acts as a guide that institutionalizes desired practices and supports the organization's ability to implement and maintain its systems consistent with agency and Federal standards.

Although the current PMM delivers some value related to maintaining appropriate controls over IT projects or investments, significant opportunities exist to refine and enhance the PMM to drive additional value throughout the agency's IT efforts. The goal of this enhancement is to move beyond simply maintaining the technology and standards required to manage the systems lifecycle and instead implement practical policies, processes, and technical refinements to increase adoption while simultaneously reducing the administrative burden associated with the PMM.

To help develop and implement an enhanced PMM, the NRC requires contractor support to continue the advancement and maintenance of the existing PMM and associated policies, processes, and tools to increase the value of NRC IT/IM investments across the agency.

### **Scope of Work**

To develop and deliver a truly useful and sustainable set of project management capabilities, the NRC is expecting the contractor to accomplish four primary objectives, including:

- A. A.Revising the PMM methodology to enhance adoption and drive agile development
- B. B.Evaluating, selecting, and implementing potential improvements to existing PMM tools
- C. C.Developing and implementing an approach to increase adoption of PMM standards and tools
- D. D.Developing enhanced and integrated project portfolio reports

The expected activities and desired outputs for each of these elements are described in more detail in the following sub-sections.

#### **A. Enhance the PMM to Increase Alignment with Leading Development/Lifecycle Practices**

The contractor will work with the project sponsor and key stakeholders to revise the PMM to reflect and promote a systems-driven agile approach to facilitate the adoption and use of PMM standards and tools across NRC related to ongoing and planned IT investments. The goal is to provide rapid, practical adjustments to the existing PMM that will directly aid in its adoption, reduce administrative burden, and improve the value of IT efforts. To achieve the desired objectives of this phase, the NRC envisions the following major work products or deliverables delivered as a result of this phase:

- Initiation materials including Kick-off presentation, baseline project plan, information collection tools such as focus group presentations/agendas, and stakeholder lists
- Gap Analysis of current PMM including strengths, weaknesses, and opportunities
- Draft changes to the agency's formal PM methods as well as related roles, functions, and supporting technologies

The contractor will complete this effort not later than eight (8) weeks after the initiation of the phase. The contractor should describe the proposed activities to achieve the desired objectives and created the expected deliverables. Any assumptions associated with the contractor's proposal should be noted.

#### **3. Improve PMM Tools to Improve Use and Value of Project Management Practices**

The contractor will work with the project sponsor and key stakeholders to evaluate new or refinements to existing tools that support the PMM and potential alternatives to promote increased use of the PMM, reduce administrative burden, and enhanced enterprise reporting and analysis. At the conclusion of this phase, NRC will have access to a suite of easy-to-use

tools for tracking basic technical project management data including risk, cost, and schedule information - all of which will support the adoption of PMM standards and tools as well as more effective IT project governance and portfolio management and planning. To achieve the desired objectives of this phase, the NRC envisions the following major work products or deliverables delivered as a result of this phase:

- Supporting tool/technology requirements summary
- Current state tool/technology synopsis
- Tool evaluation
- Implemented tools and supporting technologies

#### **Estimated Duration**

The contractor will complete this effort not later than six (6) weeks after the initiation of the phase. The contractor should describe the proposed activities to achieve the desired objectives and created the expected deliverables. Any assumptions associated with the contractor's proposal should be noted.

#### **C. Develop and Execute an Approach to Drive Agency-wide PMM Adoption and Use**

The contractor will work with the project sponsor and key stakeholders to develop and execute an approach to help the NRC further implement the PMM and related toolsets in order to realize the benefits and value of its investments in PMM processes and capabilities. The goal of this phase is to build initial momentum by taking an incremental, highly iterative approach that relies on rolling in the "low hanging fruit" or easy to capture projects initially and then moving on to other projects. To achieve the desired objectives of this phase, the NRC envisions the following major work products or deliverables delivered from the above activities:

- Roll-out approach including identified targets/participating projects and organizations
- Lessons learned and adoption level evaluation
- PMM impact and performance analysis
- PMM and approach revisions as required

#### **Estimated Duration**

The contractor will complete this effort not later than twelve (12) weeks after the initiation of the phase. The contractor should describe the proposed activities to achieve the desired objectives and created the expected deliverables. Any assumptions associated with the contractor's proposal should be noted.

#### **D. Develop Enhanced Project-Level and Portfolio-Level Reporting**

The contractor will work with the project sponsor and key stakeholders to develop reports that capture critical information related to ongoing and planned IT projects. The reports are expected to include information at both a project and portfolio level related to project status, level of investment, quality, efficiency, and other dimensions. To achieve the desired objectives of this phase, the NRC envisions the following major work products or deliverables delivered from the above activities:

- Report catalog
- Conceptual and draft reports
- Production reports
- Report production procedures

#### **Estimated Duration**

The contractor will complete this effort not later than four (4) weeks after the initiation of the phase. The contractor should describe the proposed activities to achieve the desired objectives and created the expected deliverables. Any assumptions associated with the contractor's proposal should be noted.

**Task Period of Performance: July 20, 2013 – April 30, 2014**