

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

1. REQUISITION NO. **CFO-13-044** PAGE 1 OF **9**

2. CONTRACT NO. **CS35F01259** 3. AWARD/EFFECTIVE DATE 4. ORDER NO. **NRC-DR-33-10-324**
NRC-T011 5. SOLICITATION NUMBER **CFO-13-044** 6. SOLICITATION ISSUE DATE

7. FOR SOLICITATION INFORMATION CALL: a. NAME **WILLIAM ADAMS** b. TELEPHONE NO. (No Collect Calls) **301 492-3641** 8. OFFER DUE DATE/LOCAL TIME

9. ISSUED BY **U.S. Nuclear Regulatory Commission** CODE **3100** 10. THIS ACQUISITION IS UNRESTRICTED OR SET ASIDE % FOR SMALL BUSINESS WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM NAICS **541519**
 HUBZONE SMALL BUSINESS EDWOSB SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS 8(A) N SIZE STANDARD

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED SEE SCHEDULE 12. DISCOUNT TERMS 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING **N/A** 14. METHOD OF SOLICITATION RFQ IFB RFP

15. DELIVER TO **U.S. Nuclear Regulatory Commission** CODE **3100** 16. ADMINISTERED BY **U.S. Nuclear Regulatory Commission** CODE **3100**
Washington DC 20555 **Washington, DC 20555**

17a. CONTRACTOR/OFFEROR CODE **AEGIS.NET INC** FACILITY CODE **42 READS WAY** 17b. PAYMENT WILL BE MADE BY **Department of Interior / NBC** CODE **3100**
NEW CASTLE DE 197201649 **Denver CO 80235-2230**
 TELEPHONE NO. **DLINS 152858358** PHONE FAX

17b CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER 18b SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED SEE ADDENDUM

19 ITEM NO	20 See CONTINUATION Page SCHEDULE OF SUPPLIES/SERVICES	21 QUANTITY	22 UNIT	23 UNIT PRICE	24 AMOUNT
	This is a labor-hour task order issued under NRC's GSA FAS BPA No. NRC-DR-33-10-324. The contractor shall provide the services described in the Statement of Work. Page two (2) contains a complete breakdown of the pricing structure to perform the work associated with this task order. Obligation: \$115,000.00 Ceiling: \$115,000.00 Period of performance: 06/01/2013 through 09/30/2013 NRC POC: Eric Brusoe, eric.brusoe@nrc.gov, Contractor POC: Thomas Lourenco, tom.lourenco@aegis.net (Use Reverse and/or Attach Additional Sheets as Necessary)				

25. ACCOUNTING AND APPROPRIATION DATA **BBR: 2013-7N-51-G-156; JC: N7362; BOC: 252A; 31X0200** 26. TOTAL AWARD AMOUNT (For Govt. Use Only) **\$115,000.00**
OBLIGATED AMOUNT: \$115,000.00
DUNS: 792268265; NAICS: 541519; FAIMS: RQ132094

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA ARE ARE NOT ATTACHED.
 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA ARE 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 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN IS ACCEPTED AS TO ITEMS.

30a. SIGNATURE OF OFFEROR/CONTRACTOR *[Signature]* 31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) *[Signature]*

30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT) **AEGIS.NET** 30c. DATE SIGNED **5/31/13** 31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) **William A. Adams** 31c. DATE SIGNED **5-31-13**
Tom Lourenco Vice President **Contracting Officer**

AUTHORIZED FOR LOCAL REPRODUCTION PREVIOUS EDITION IS NOT USABLE STANDARD FORM 1449 (REV 2/2012) Prescribed by GSA - FAR (48 CFR) 53.212

TEMPLATE - ADM001 **SUNSI REVIEW COMPLETE** **AUG 26 2013** **ADM002**

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21 QUANTITY	22. UNIT	23. UNIT PRICE	24 AMOUNT
CLIN 0001	Contractor performance of statement of work requirements authorized labor categories and associated fixed hourly rate include: Ongoing Support IV&V Process Manager - \$197.96 per hour Senior Functional Analyst - \$141.40 per hour Senior Application Engineer - \$118.78 per hour Period of Performance: 06/01/2013 through 09/30/2013 Not To Exceed amount: \$115,000.00				\$115,000.00

32a. QUANTITY IN COLUMN 21 HAS BEEN

RECEIVED
 INSPECTED
 ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32i. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
		32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY		

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT	42a. RECEIVED BY (Print)		
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	41c. DATE	42b. RECEIVED AT (Location)	
		42c. DATE REC'D (YY/MM/DD)	42d. TOTAL CONTAINERS

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SECTION B - GENERAL TERMS**B.1 FSS-BPA TERMS AND CONDITIONS**

This order is subject to the terms referenced in BPA NRC-DR-33-10-324 and the General Services Administration (GSA) Federal Supply Schedule Contract # GS35F0125S.

B.2 NRC Acquisition Clauses - (NRCAR) 48 CFR Ch. 20**B.3 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)**

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within the period of performance.

B.4 TASK/DELIVERY ORDER PERIOD OF PERFORMANCE (AUG 2011)

This order shall commence on 06/01/2013 and will expire on 09/30/2013.

B.5 WHISTLEBLOWER PROTECTION FOR NRC CONTRACTOR AND SUBCONTRACTOR EMPLOYEES (AUG 2011)

(a) The U.S. Nuclear Regulatory Commission (NRC) contractor and its subcontractor are subject to the Whistleblower Employee Protection public law provisions as codified at 42 U.S.C. 5851. NRC contractor(s) and subcontractor(s) shall comply with the requirements of this Whistleblower Employee Protection law, and the implementing regulations of the NRC and the Department of Labor (DOL). See, for example, DOL Procedures on Handling Complaints at 29 C.F.R. Part 24 concerning the employer obligations, prohibited acts, DOL procedures and the requirement for prominent posting of notice of Employee Rights at Appendix A to Part 24 entitled: "Your Rights Under the Energy Reorganization Act".

(b) Under this Whistleblower Employee Protection law, as implemented by regulations, NRC contractor and subcontractor employees are protected from discharge, reprisal, threats, intimidation, coercion, blacklisting or other employment discrimination practices with respect to compensation, terms, conditions or privileges of their employment because the contractor or subcontractor employee(s) has provided notice to the employer, refused to engage in unlawful practices, assisted in proceedings or testified on activities concerning alleged violations of the Atomic Energy Act of 1954 (as amended) and the Energy Reorganization Act of 1974 (as amended).

(c) The contractor shall insert this or the substance of this clause in any subcontracts involving work performed under this contract.

B.6 AUTHORITY TO USE GOVERNMENT PROVIDED SPACE AT NRC HEADQUARTERS (AUG 2011)

Prior to occupying any government provided space at NRC HQs in Rockville Maryland, the Contractor shall obtain written authorization to occupy specifically designated government space, via the NRC Contracting Officer's Representative (COR), from the Chief, Space Design Branch, ADSPC. Failure to obtain this prior authorization can result in one, or a combination, of the following remedies as deemed appropriate by the Contracting Officer.

- (1) Rental charge for the space occupied will be deducted from the invoice amount due the Contractor
- (2) Removal from the space occupied
- (3) Contract Termination

B.7 GREEN PURCHASING (JUN 2011)

(a) In furtherance of the sustainable acquisition goals of Executive Order 13514, "Federal Leadership in Environmental, Energy, and Economic Performance" products and services provided under this contract/order shall be energy- efficient (Energy Star or Federal Energy Management Program (FEMP) designated), water-efficient, biobased, environmentally preferable (e.g., Electronic Product Environmental Assessment Tool (EPEAT) certified), non-ozone depleting, contain recycled content, or are non-toxic or less toxic alternatives, where such products and services meet agency performance requirements. <http://www.fedcenter.gov/programs/eo13514/>

(b) The contractor shall flow down this clause into all subcontracts and other agreements that relate to performance of this contract/order.

B.8 COMPLIANCE WITH SECTION 508 OF THE REHABILITATION ACT OF 1973, AS AMENDED (AUG 2011)

In 1998, Congress amended the Rehabilitation Act of 1973 (29 U.S.C. 794d) as amended by the Workforce Investment Act of 1998 (P.L. 105 - 220), August 7, 1998 to require Federal agencies to make their electronic and information technology (EIT) accessible to people with disabilities. Inaccessible technology interferes with an ability to obtain and use information quickly and easily. Section 508 was enacted to eliminate barriers in information technology, open new opportunities for people with disabilities, and encourage development of technologies that will help achieve these goals. The law applies to all Federal agencies when they develop, procure, maintain, or use electronic and information technology. Under Section 508 (29 U.S.C. 794d), agencies must give disabled employees and members of the public access to information that is comparable to access available to others.

Specifically, Section 508 of that Act requires that when Federal agencies develop, procure, maintain, or use EIT, Federal employees with disabilities have access to and use of information and data that is comparable to the access and use by Federal employees who are not individuals with disabilities, unless an undue burden would be imposed on the agency. (36 C.F.R. 1194 implements Section 508 of the Rehabilitation Act of 1973, as amended, and is viewable at: <http://www.access-board.gov/sec508/standards.htm>)

Exceptions.

All EIT that the government acquires by purchase or by lease/rental under this contract must meet the applicable accessibility standards at 36 C.F.R. Part 1194, unless one or more of the following exceptions at FAR 39.204 applies to this acquisition (applicable if checked):

- The EIT is for a national security system.
- The EIT is acquired by a contractor incidental to a contract.
- The EIT is located in spaces frequented only by service personnel for maintenance, repair or occasional monitoring of equipment.
- Compliance with the applicable 36 C.F.R. Part 1194 provisions would impose an undue burden on the agency.

Applicable Standards.

The following accessibility standards from 36 C.F.R. Part 1194 have been determined to be applicable to this contract/order. See www.section508.gov for more information:

- 1194.21 Software applications and operating systems.
- 1194.22 Web-based intranet and internet information and applications. 16 rules.
- 1194.23 Telecommunications products.
- 1194.24 Video and multimedia products.
- 1194.25 Self contained, closed products.
- 1194.26 Desktop and portable computers.
- 1194.31 Functional performance criteria.
- 1194.41 Information, documentation, and support.

Note: Under the Exceptions paragraph, the Contracting Officer should check the boxes for any exceptions that apply. If no exceptions apply, then the Contracting Officer should, under the Applicable Standards paragraph, check the boxes that indicate which of the standards apply. See FAR Subpart 39.2 and www.section508.gov for additional guidance.

ATTACHMENT 1. STATEMENT OF WORK**1. Purpose**

The purpose of this task order is to acquire testing related services to the contract, as specified herein and in accordance with the contract NRC-DR-33-10-324. The E-Gov Travel Service 2 (ETS2) project is founded in the President's E-Gov initiative and the related commitment to employ the latest technology over the next fifteen years to create a more efficient and effective Federal government travel service. ETS2 is a collaborative inter-agency initiative whose purpose is to realize operational effectiveness, cost savings and increased service to the Federal traveler through a common automated and integrated approach to managing Federal government travel functions. The NRC shall use online self-service booking to the greatest extent possible through use of the ETS2 vendor.

The NRC ETS2 task order shall result in end-to-end travel management services (as described herein and by the Master Contract) that is owned and hosted or operated by a commercial vendor and provided to the Federal government via a secured web portal environment. As a result, various functions of official Federal travel and travel management shall be provided online using processes and procedures consistent with the Federal Travel Regulations (FTR) and related policies. Travel management functions shall include, but may not be limited to, the following:

- Travel planning and cost estimating;
- Travel creation and approval workflow documentation;
- Reservation booking services;
- Filing processing and workflow approval of travel authorizations and travel vouchers/claims;
- Travel document amendment and its related workflow re-approval;
- Quality control procedures to ensure that the ETS2 accurately and completely provides end-to-end travel management services as described herein and by the Master Contract;
- Interface with the NRC financial system, Financial Accounting & Integrated Management Information System (FAIMIS);
- Establishing obligations in FAIMIS for approved travel authorizations;
- Establishing annual obligation in FAIMIS for approved local travel vouchers;
- Flexibility for the NRC system administration in managing user profiles, establishing approval routing, or moving a user profile from one sub-organization to another sub-organization due to an office re-organization; and

Reporting and data exchange between ETS2 and the NRC FAIMIS

2. Scope of Work

The Contractor shall support testing the ETS2 system and shall be provided with the ETS2 test cases. The test cases shall not be more than 200. See attached for an example of a test case. The Contractor shall update the provided test cases, if required, support testing, and report test results. When an issue is identified by NRC testers while performing each test case, the Contractor shall provide supporting screen shots to facilitate the ETS2 vendor resolution of identified issues. The Contractor shall also follow-up with the ETS2 vendor to successfully resolve all testing issues that are identified during the testing period. The testing period shall be from June 2013 through September 2013. The Contractor shall summarize test results in an Excel file format. The Contractor shall participate in the daily ETS2 meeting. The Contractor shall support other testing services during the testing period.

There will be three testing cycles during the testing period:

- (1) Testing Cycle 1: front end system functionalities testing from 5/31/2013 through 7/12/2013.
- (2) Testing Cycle 2: ETS2 system interface with the NRC financial system, FAIMIS.
- (3) Testing Cycle 2: User Acceptance testing.

The Contractor shall assist the NRC in all testing cycles including but not limited to supporting test cases, following up with the ETS2 vendor on identified test issues and resolution of these issues, tracking test issues and their resolution, summarizing and reporting test results.

The Contractor Testing Lead/Manager shall:

- Manage and update test plans. Provide guidance on test process. Providing guidance on new system changes that may impact the ETS2 transition.
- Review contractors/testers test work and test results reports, and review the contractor daily report on the resolution of identified test issues. Review contractor test work on the ETS2 new releases.
- Ensure that ETS2 vendor timely resolve test issues.
- Conduct the daily testing meeting with contractors/ testers, NRC testers, ETS2 team, and Concur support staff.
- Coordinate necessary agency-level testing resources and schedule
- Coordinate with ETS2 vendor on technical issues and possible maintenance of a test environment
- Work with ETS2 vendor to resolve any testing discrepancies
- Work with the ETS2 vendor to develop the final NRC level test report
- Coordinate with the ETS2 PM and functional leads in managing testing risks. Escalate critical issues to the PM and the NRC management, if needed.
- Support integrated testing and provide solutions for interface issues. Support user acceptance testing and provide solutions for user acceptance testing issues.
- Communicate ETS2 solutions to contractors/testers and ensure that the ETS2 SharePoint site contains up to date test suites and testing log information in supporting the success of three ETS2 testing cycles.

The Contractor shall also test the new monthly ETS2 releases during the testing period from June through September 2013. The Contractor shall create test cases based on the ETS2 new release notes, perform testing, and report the test results. When an issue is identified while performing each test case, the Contractor shall provide supporting screen shots to facilitate the ETS2 vendor resolution of identified issues. The Contractor shall follow up with the ETS2 vendor to successfully resolve all testing identified during the testing period. The Contractor shall summarize the test results in an Excel file format.

3. Period of Performance

The period of performance of this task order shall be from the date of the task order modification award through September 30, 2013.

4. Deliverables

The table below contains deliverables required for the Transition Support Services.

Section	Deliverable Title	Deliverable Item	Due Date	Delivery To
B.2	Test case updates	Update travel dates within the test cases, if required.	June 2013	The NRC Contracting Officer Representative (COR)
B.2	Test results with applicable screen shots associated with testing issues identified during the test period	Daily during the testing period	Daily during the testing period	COR
B.2	Summary of Test Results on the ETS2 Testing for each test phase.	One week after each test phase: testing phase I ending 7/12/2013; phase II ending 8/9/2013, and phase III ending 8/30/2013	One week after each test phase ending	COR
B.2	Participating ETS2 Meeting	Daily meeting during the testing period from June through September 2013	Daily meeting during the testing period	COR