

A.1 PRICE SCHEDULE

BASE PERIOD

CLIN	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	ROMA Operations and Maintenance Support for the Office of Nuclear Regulatory Research	[REDACTED]	Month	[REDACTED]	[REDACTED]

OPTION PERIOD ONE

CLIN	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1001	ROMA Operations and Maintenance Support for the Office of Nuclear Regulatory Research	[REDACTED]	Month	[REDACTED]	[REDACTED]

OPTION PERIOD TWO

CLIN	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2001	ROMA Operations and Maintenance Support for the Office of Nuclear Regulatory Research	[REDACTED]	Month	[REDACTED]	[REDACTED]

A.2 CONSIDERATION AND OBLIGATION

The firm-fixed amount of this task order is \$69,898.08.

A.3 2052.215-71 CONTRACTING OFFICER REPRESENTATIVE AUTHORITY

(a) The contracting officer's authorized representative hereinafter referred to as the contracting officer representative for this contract is:

Name: Ruth Spencer
 Mailstop: CSB6-D20M
 Telephone Number: 301-251-7921

(b) Performance of the work under this contract is subject to the technical direction of the NRC contracting officer representative. The term "technical direction" is defined to include the following:

(1) 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 Statement of Work or changes to specific travel identified in the Statement of Work), fills in details, or otherwise serves to accomplish the contractual statement of work.

(2) Provide advice and guidance to the contractor in the preparation of drawings, specifications, or technical portions of the work description.

(3) Review and, where required by the 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 contract. The contracting officer representative does not have the authority to and may not issue any technical direction which:

- (1) Constitutes an assignment of work outside the general scope of the contract.
- (2) Constitutes a change as defined in the "Changes" clause of this contract.
- (3) 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.
- (4) Changes any of the expressed terms, conditions, or specifications of the contract.
- (5) Terminates the contract, settles any claim or dispute arising under the contract, or issues any unilateral directive whatever.

(d) All technical directions must be issued in writing by the contracting officer representative or must be confirmed by the contracting officer representative 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 contracting officer representative in the manner prescribed by this clause and within the contracting officer representative's authority under the provisions of this clause.

(f) If, in the opinion of the contractor, any instruction or direction issued by the contracting officer representative 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 contracting officer representative 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 contracting officer representative shall:

- (1) Monitor the contractor's technical progress, including surveillance and assessment of performance, and recommend to the contracting officer changes in requirements.
- (2) Assist the contractor in the resolution of technical problems encountered during performance.

(3) 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.

(4) Assist the contractor in obtaining the badges for the contractor personnel.

(5) Immediately notify the Personnel Security Branch, Division of Facilities and Security (PERSEC/DFS) (via e-mail) when a contractor employee no longer requires access authorization and return the individual's badge to PERSEC/DFS within three days after their termination.

A.4 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days of expiration of the contract; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 10 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed two (2) years.

STATEMENT OF WORK FOR TASK ORDER T001 (RES)

1. BACKGROUND

This is a non-personal services task order to acquire ROMA Operations and Maintenance for the Office of RES.

RES uses ROMA to monitor and track budget execution. NRC offices are subject to external financial performance requirements and internal financial metrics that require ROMA support to be performed effectively.

2. SCOPE

The contractor shall provide all resources necessary to accomplish the tasks and deliverables described in this Statement of Work (SOW).

The contractor shall provide maintenance of the ROMA database, perform daily backup of ROMA, and provide additional technical support via e-mail or phone. The contractor shall ensure ROMA reporting and data calculations are operating as intended, including performing updates that allow ROMA to move from one fiscal year to the next while continuing to calculate accurately (e.g. update of date functions within the database).

3. APPLICABLE DOCUMENTS AND STANDARDS

None

4. SPECIFIC TASKS

The contractor shall perform the following tasks:

Task 1: Maintain the ROMA Application

The contractor shall maintain operability of the ROMA software required for the successful reception, storage, and use of data within the ROMA application.

The contractor shall provide technical support by e-mail or phone.

The contractor shall maintain the ROMA application software to ensure continual and reliable system operation. This includes checking for software updates monthly and researching error messages as needed. The term "maintain" includes, but not limited to, all of the various activities associated with repair of the ROMA software. The term "ROMA software" includes Microsoft Access, Excel, Word, and Visual Basic for Applications.

The contractor shall maintain operability of the ROMA software for storage of ROMA data in the application.

The contractor shall evaluate current ROMA display screens to ensure user-friendly interfaces and make recommendations to the NRC Contracting Officer's Representative (COR) for improvements. Once the NRC COR approves the recommendations issued by the contractor and the contract is modified appropriately, the contractor shall update the display screens.

Any changes to the ROMA application that are approved by the NRC COR shall be implemented in such a manner as not to disrupt the application's daily operability.

The contractor shall follow-up with the NRC COR on ROMA test results to ensure adequate resolution of all identified problems.

The contractor shall provide adaptive maintenance (software enhancements) for ROMA.

The contractor shall maintain the list of ROMA active users; administer registration of the new users and the removal of inactive users. In conformance with NIST standards, Special Publication (SP) 800-53, separation of duties through system access authorization must be assured between a system administrator and a system security administrator.

The contractor shall support all of the existing security documentation and testing requirements for ROMA as set forth by the Federal Information Security Management Act (FISMA) throughout the life of the task order. The contractor shall maintain the ROMA security documentation.

Task 2: Daily Back-up of ROMA

The contractor shall back-up ROMA database application daily.

Task 3: Additional Technical Support

The contractor shall provide additional technical support via e-mail or phone as necessary. Additional support entails troubleshooting ROMA errors. The contractor shall determine if issues are ROMA-based or NRC-network related, and formulates a plan for restoration of ROMA if needed.

5. REPORTING REQUIREMENTS/DELIVERABLES

The contractor shall comply with section C.19 and C.20 of the base contract

6. PERIOD OF PERFORMANCE

Base Period of one year: 11/01/2013 – 10/31/2014

1st 6-month option (if exercised in accordance with clause 52.217-9 in the base contract):
11/01/2014 – 04/30/2015

2nd 6-month option (if exercised in accordance with clause 52.217-9 in the base contract):
05/01/2015 – 10/31/2015

7. PLACE OF PERFORMANCE

At the contractor's location. IT access is available remotely.