

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 18	
2. AMENDMENT/MODIFICATION NO. M0013		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY U.S. NRC - HQ Division of Contracts		7. ADMINISTERED BY (If other than Item 6) U.S. NRC - HQ Division of Contracts Dominique Malone (301)287-0953	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) PORTFOLIO MANAGEMENT CONSULTIN 17215 VESTRY CT ROCKVILLE MD 208552514		9A. AMENDMENT OF SOLICITATION NO. (X)		9B. DATED (SEE ITEM 11)	
CODE 146130286		FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO. NRC-DR-33-10-323 NRC-T003	
				10B. DATED (SEE ITEM 13) 08/25/2011	

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 ACKNOWLEDGEMENT 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)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	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 date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) FAR 43.103(a) bilateral agreement

E. IMPORTANT: Contractor ☐ is not ☒ is required to sign this document and return _____ 1 _____ copies to the issuing office.

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

GSA Contract #: GS35F0438S

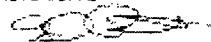
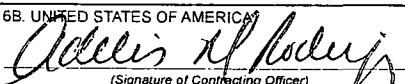
NRC-DR-33-10-323 GS35F0438S NRC-T003

The purpose of this modification is to modify the statement of work with the one attached, extend the period of performance through May 18, 2015 thereby increasing the ceiling due to the additional work by \$587,234.96 from \$2,173,520.94 to \$2,760,755.90.

See additional pages for details.

Period of Performance: 09/01/2011 to 05/18/2015

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Gerard Pastore/President		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) ADELIS M. RODRIGUEZ	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED April 30, 2014	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED 5/1/14

NSN 7540-01-152-8070
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

TEMPLATE - ADM001

SUNSI REVIEW COMPLETE

MAY 05 2014

ADM002

Accordingly, the task order is modified as follows:

- 1) Option Year 2 of the price schedule found in section A.3 is thereby modified to read as follows:

Option Year 2: 9/1/13-5/18/15

NRC/BPA Labor Category	PMC GSA contract labor category	Unit	Fixed Labor Rate
9/1/13-10/31/13			
IV&V Technical Specialist	Subject Matter Expert I	Hour	
Sr. functional Analyst	Sr. Principal Information Engineer	Hour	
Subject Matter Expert II	Subject Matter Expert II	Hour	
11/1/13-2/27/14			
IV&V Technical Specialist	Subject Matter Expert I	Hour	
Sr. functional Analyst	Sr. Principal Information Engineer	Hour	
Subject Matter Expert II	Subject Matter Expert II	Hour	
2/28/14-5/18/15			
IV&V Technical Specialist	Subject Matter Expert I	Hour	
Sr. functional Analyst	Sr. Principal Information Engineer	Hour	
Subject Matter Expert II	Subject Matter Expert II	Hour	
Subtotal Option Year 2			\$839,755.90

Total including all options

\$2,760,755.90

- 2) Section paragraph (a) of A.4 entitled: "NRCB050 Consideration and Obligation – Task Orders" is revised to read as follows:

(a) The ceiling of this order for services is **\$2,760,755.90**.

- 3) The statement of work is removed in its entirety and replaced with the one attached.

All other terms and conditions remain unchanged.

ATTACHMENT NO. 001: TASK ORDER REVISED STATEMENT OF WORK:

Computer Security Office
Independent Verification and Validation Support
Statement of Work

1. INTRODUCTION

The Computer Security Office (CSO) is responsible for planning, directing, and overseeing the implementation of a comprehensive, coordinated, integrated and cost-effective NRC Cyber Security Program, consistent with applicable laws, regulations, Commission, Executive Director for Operations and Deputy Executive Director for Information Services/Chief Information Officer direction, management initiatives and policies.

The Director, CSO functions as the NRC Chief Information Security Officer (CISO), and ensures appropriate, effective, and efficient NRC-wide integration, direction and coordination of Cyber security planning and performance within the framework of the NRC Cyber Security Program and with related Office of Information Services activities. The CSO provides Agency-level liaison with external entities on mutual Cyber security interests; formulates and oversees an Cyber security program budget; proposes and successfully advocates appropriate Agency-level Cyber security guidelines. Additionally, the CISO provides vision, leadership, and oversight in developing and promulgating an end-to-end, comprehensive Cyber security architecture, which is integrated with NRC's enterprise architecture. The CISO provides credible, cogent, and timely advice and counsel to the Chairman, Commission, and NRC senior management on programmatic, infrastructure, and administrative aspects of Cyber Security. The CISO guides security process maturity within the NRC; advocates these concepts to NRC organizations; and makes necessary adjustments to components of the Cyber security program to counter the evolving threat to information technology.

2. OBJECTIVE

CSO reviews the security posture of all NRC systems and provides findings and recommendations to the Designated Accrediting Authorities (DAAs) on all systems including those receiving an initial Authority to Operate (ATO) and those entering into or currently under an ongoing authorization. The purpose of this task order is to support the CSO in preparation of independent reviews of system security artifacts (and supporting processes which reflect the degree to which NRC systems meet federal and NRC security requirements.

3. SCOPE

The contractor shall provide all personnel, materials, hardware, software, labor, supplies, equipment, travel, and other direct costs necessary to accomplish the performance of the tasks described below.

4. PERIOD OF PERFORMANCE

The periods of performance of this task order are as follows:

Base period - 09/01/2011-8/31/2012

Option Period 1-09/01/2012-8/31/2013

Option Period 2- 09/01/2013-5/18/2015

5. CONTRACTOR STAFFING

CSO requires that the contractor designate a lead analyst as the primary point of contact for each system under review. For major systems, the contractor shall designate a lead person who is dedicated to IV&V support for the subject system.

5.1 Key Personnel

Due to the tight timeframes imposed by the DAAs and CSO customers, the limited number of staff anticipated in support of CSO on this task, and the complex nature of NRC systems and federal and NRC security requirements, all contractor staff will be considered Key Personnel and subject to all related conditions of the base contract.

5.2 System-specific Contractor Capabilities

The contractor shall provide staff with senior-level expertise, certifications and experience in the following areas. This level of support is required to avoid disruption related to disputes over the technical accuracy of IV&V contractor assessments.

The Contractor's personnel shall have experience with network security, information assurance principles, operating systems, and the following applications:

Active Directory
Apache Web Servers
Citrix
Databases (e.g., Oracle, SOL, Sybase, etc.)
End Point Protection
Exchange
Microsoft Web Servers
Oracle
Public Key Infrastructure
SharePoint Servers
Single Sign On
Web2.0
Rational

The Contractor's personnel shall also have experience with the following federal regulations, guidelines, and standards:

- Federal Information Security Management Act (FISMA) of 2002
- E-Government Act of 2002
- Clinger-Cohen Act of 1996
- Financial Management Improvement Act of 1996
- Financial Management Integrity Act of 1982
- Federal Information System Controls Audit Manual (FISCAM)
- Privacy Act of 1974
- Federal Enterprise Architecture (FEA)
- Cyber Security Related OMB memorandums and circulars
- Presidential Directives
- Department of Homeland Security Continuous Monitoring Programs
- National Security Directives
- Executive Orders
- Intelligence Reform and Terrorism Prevention Act
- Director of National Intelligence Directives

- NIST FIPS
- NIST SP 800 series
- CNSS publications
- NIST's Technical Guide for Information Security Program Assessments and System Reporting Form
- National Strategy to Secure Cyberspace

5.3 Special Personnel Requirements

The Contractor shall provide contact information (e.g., telephone numbers) for the Project Manager and designated alternate(s) in case these persons need to be contacted outside of normal duty hours. These personnel shall respond to all inquiries, both during and outside of normal duty hours, within one (1) hour.

6. PLACE OF PERFORMANCE AND AVAILABILITY

CSO requires that support staff be available on site at least 90% of the hours billed. While the contractor may not rely on the availability of NRC office space, CSO can currently accommodate up to three IV&V analysts on site. The contractor shall provide office space for any other staff and ensure that they are readily available by telephone and NRC email during hours billed. The contractor shall also ensure that all staff hours are worked between 7:00a.m. and 5:00 p.m. unless specifically approved by the CSO technical monitor.

6.1 Travel Requirements

Support under this task order may require local travel to offices of contractors providing software development, maintenance and operational support for NRC systems. Additionally, occasional travel will be required to remote facilities supporting NRC systems (e.g., the Lockheed Martin facility in Richland, WA) as well as the NRC regional offices. To ensure consistent proposals, the contractor shall include in their proposal \$5,000 in travel expenses for each performance period.

7. SUPPORT ACTIVITIES

The following list of base contract categories is included for reference

8.1.1 System Integration Planning Studies

8.1.2 Feasibility Studies

8.1.3 Technology Assessments

8.2 Lifecycle Project Review (by project phase)

8.2.1 Project Planning

8.2.1.1 Requirements Definition

8.2.1.2 Business Case Review

8.2.1.3 Project Schedule, Cost, and Spending Plan Reasonableness Assessments

8.2.1.4 Review and Support in Developing Standards and Guidelines Related to Development and Maintenance of NRC Systems

8.2.2 Project Execution

8.2.2.1 Advising Source Evaluation Panels (SEP)

8.2.2.2 Functional Gap Analysis

8.2.2.3 Requirements Validation

8.2.2.4 Design Review

8.2.3 Project Controlling

- 8.2.3.1 Review Project Performance Monitoring
- 8.2.3.2 Review of Software Developer Contractor Deliverables
- 8.2.3.3 Technical Code Audits
- 8.2.3.4 User Acceptance Testing
- 8.2.3.5 Security
- 8.2.3.6 System Security Accreditation Support
- 8.2.4 Maintenance Support Activities
 - 8.2.4.1 Defect Verification and Analysis
 - 8.2.4.2 Software Change Specification Review
 - 8.2.4.3 Configuration/Change Control Board (CCB) support

The following technical support services will be implemented under this contract, at the direction of the COR.

7.1 Independent Verification and Validation Support Services

- Providing independent reviews of Authorization packages and FISMA related deliverables (e.g., Contingency Plans, Contingency Test Reports, Plans of Action & Milestones (POA&M) Reports, etc.) of unclassified systems according to Federal and NRC regulations, guidelines, and standards (available at <http://fusion.nrc.gov/CSO/team/Cyber%20Security%20Issuances/Forms/AllItems.aspx>).
- Providing recommendations on FISMA related deliverables (e.g., Contingency Plans, Contingency Test Reports, Plan of Action & Milestone (POA&M) Reports, etc.).
- Developing evaluation criteria, metrics, templates, checklists and procedures for approval to ensure that systems are evaluated in a similar manner from one review to the next.
- Performing sampled IV&V testing (e.g., vulnerability scanning, hardening verification, etc.) based upon security best practices with NRC-approved tools and documenting the results in a formal report.
- Providing recommendations on CPIC Screening Form and Business Case Packages. The contractor shall ensure all artifacts meet federally mandated and NRC regulations, guidelines, and standards (available at <http://fusion.nrc.gov/CSO/team/Cyber%20Security%20Issuances/Forms/AllItems.aspx>). A Screening Form Package includes, but is not limited to, the following: a Vision, a CPIC Tier Questionnaire, and an IT Investment Screening Form. A Business Case Package includes but is not limited to the following: the Vision, the Executive Summary, the System Requirements Specification, the Business Case, the Project Management Plan, the System Architecture Document, and the Security Categorization Document.
- Providing recommendations on Authorization packages of classified systems according to guidance provided by the Committee on National Security Systems (CNSS).
- Reviewing system Security Impact Analyses and providing recommendations.
- Provide documentation, assessment reports, and Plan of Action and Milestone support through the use of the agency's automated FISMA tool.
- Providing recommendations on the AUTHORIZATION process and security program to ensure federal regulations, guidelines, and standards are being met.
- Analyze Cyber security best practices to determine how they can be applied at NRC. The contractor shall provide the NRC Contracting Officer Representative (COR) with a report detailing their recommendations. Once the NRC has reviewed these

recommendations and decided on a course of action, the contractor shall support the organization's efforts in incorporating selected recommendations into the NRC Cyber Security Program.

- Monitor, research, and develop documentation and reports detailing the impact new Federal Cyber Security regulations, guidelines, and standards will have on the NRC to include continuous monitoring, continuous authorization, and metrics reporting. The contractor shall provide recommendations to the NRC COR on how to best implement these new requirements.
- Analyze new technologies and methods (such as dashboards) to determine, quantify, communicate and mitigate risk in the context of the NRC Cyber Security Program. The Contractor shall develop recommendations and document those recommendations in white papers that will be delivered to the NRC COR. The Contractor will assist the NRC in designing and implementing approved recommendations into the NRC CyberSecurity Program, and the updating of the NRC cybersecurity risk dashboard. In some cases, the Contractor will start with an NRC process and will make a recommendation on use of technology to improve the process. In other cases, a specific technology will be analyzed to determine its suitability for use at the NRC.

8. CYBER SECURITY REQUIREMENTS – GENERAL

8.1 Basic Contract Cyber Security Requirements

All work under this contract shall comply with the latest version of all applicable guidance and standards. These standards include, but are not limited to, NRC Management Directive (MD) volume 12 Security, cyber security policies, including those issued via Yellow Announcements, National Institute of Standards and Technology (NIST) guidance and Federal

Information Processing Standards (FIPS), and Committee on National Security Systems (CNSS) policy, directives, instructions, and guidance. This information is available at the following links:

NRC Policies, Procedures and Standards (CSO internal website):

<http://www.internal.nrc.gov/CSO/policies.html>

NRC Policy and Procedures for Handling, Marking and Protecting Sensitive Unclassified Non-Safeguards Information (SUNSI):

<http://www.internal.nrc.gov/sunsi/pdf/SUNSI-Policy-Procedures.pdf>

All NRC Management Directives (public website):

<http://www.nrc.gov/reading-rm/doc-collections/management-directives/>

NIST Special Publications and Federal Information Processing Standards (FIPS) Publications documentation is located at: <http://csrc.nist.gov/>

CNSS documents are located at: <http://www.cnss.gov/>

The contractor shall not use non-NRC provided hardware or software to process any information related to this effort. If a requirement for using contractor hardware or software arises, it must be approved beforehand, in writing, by the Director, CSO.

The Contractor shall ensure compliance with the latest version of CNSS publications, NIST guidance, and FIPS standards available at contract issuance and continued compliance with the latest versions within one year of the release date.

When e-mail is used, the Contractors shall only use NRC provided e-mail accounts to send and receive sensitive information (information that is not releasable to the public) unless approved in writing beforehand by the Director, CSO.

All Contractor employees must sign the NRC Agency Rules of Behavior for Secure Computer Use prior to being granted access to NRC computing resources.

The Contractor shall adhere to following NRC policies:

- Management Directive 12.5, Automated Information Security Program
- NRC Sensitive Unclassified Non-Safeguards Information (SUNSI)
- Cyber Security Policy for Encryption of Data at Rest When Outside of Agency Facilities
- Policy for Copying, Scanning, Printing, and Faxing SGI & Classified Information
- Cyber Security Information Protection Policy
- Remote Access Policy
- Use of Commercial Wireless Devices, Services and Technologies Policy
- Laptop Security Policy
- Cyber Security Incident Response Policy
- Other NRC Security Policies, including but not limited to those issued via NRC Yellow Announcements.

Contractor shall adhere to NRC's prohibition of use of personal devices to process and store NRC sensitive information. It is expected that all work will be performed on-site at NRC Headquarters location. Exceptions to this will be only with written permission beforehand by the Director, CSO.

Upon written permission of the Director, CSO, all electronic processing of NRC sensitive information, including system development and operations and maintenance performed at non-NRC facilities shall be in facilities, networks, and computers that have been certified and accredited by NRC for processing information at the highest sensitivity of the information that is processed or will ultimately be processed.

In order to avoid a conflict of interest, in no situations shall the contractor construct, transition, operate, or maintain any NRC information system or information technology asset. The NRC must ensure the independence of the contractor's reviews and that their recommendations are not affected by other work they are performing for the agency.

8.2 Contract Performance and Closeout

The Contractor shall ensure that the NRC data processed during the performance of this contract shall be purged from all data storage components. Tools used to perform data purging shall be approved by the Director, CSO. The Contractor shall provide written certification to the NRC Contracting Officer that the Contractor does not retain any NRC data within 30 calendar days after contract completion. Until all data is purged, the Contractor shall ensure that any NRC data remaining in any storage component will be protected to prevent unauthorized disclosure.

When Contractor employees no longer require access to an NRC system, the Contractor shall notify the COR within 24 hours. Upon contract completion, the Contractor shall provide a status list of all NRC system users and shall note if any users still require access to NRC systems to perform work if a follow-on contract or task order has been issued by NRC.

8.3 Control of Information and Data

The Contractor shall not publish or disclose in any manner, without the Director, CSO's written consent, the details of any security controls or countermeasures either designed or developed by the Contractor under this contract or otherwise provided by the NRC.

8.4 Media Handling

All media used by the Contractor to store or process NRC information shall be controlled in accordance with the sensitivity level. The Contractor shall not perform sanitization or destruction of media approved for processing NRC information designated as SGI or Classified. The Contractor must provide the media to NRC for destruction.

9. MEASURES

9.1 Quality

The CSO technical monitor will evaluate the integrity, currency, and relevance of the information contained in the Contractor's deliverables. The results of the evaluations will be collected and reported to the Contractor in order to ensure continued improvement in product quality. The purpose of the evaluations is to help ensure alignment between NRC and Contractor quality expectations and confirm that the information provided meets or exceeds the quality performance metric. Compliance will be monitored via CSO technical monitor final deliverable submission acceptance.

Target: Quality Assurance 90%
Data Source: Deliverables and Progress Reports
Responsible Party: Contractor
Frequency: Monthly

10. DELIVERABLES

10.1 Timeliness

After official notification by the CSO technical monitor, 100% of the tasks assigned shall be delivered (Draft and Final) to the NRC within the timeframes specified below. Compliance will be monitored by the CSO technical monitor.

Task	Complete
Evaluating Authorization packages of NRC IT Systems	10 business days
Evaluating Authorization packages of E- Government /Contractor Systems	5 business days
Evaluating Authorization packages of Stand Alone Systems	2 business days
Continuous Monitoring Reviews	10 business days
Security Impact Analysis Reviews	2 business days
Deviation Request Reviews	2 business day

Note: When evaluating Authorization packages determined to be for significantly complex systems the CSO technical monitor will specify the amount of time needed to complete the evaluation.

- i. Target: 100% by Agreed Date

- | | | |
|------|--------------------|----------------------------------------|
| ii. | Data Source: | Project Schedules and Progress Reports |
| iii. | Responsible Party: | Contractor |
| iv. | Frequency: | Monthly |

10.2 Standards

The following standards shall be enforced for all deliverables developed under this task.

10.3 Deliverable File Formats

The Contractor shall provide all documentation to the NRC COR electronically via electronic mail in all the following formats, except as specifically stated herein: Microsoft Word (version 2010), Microsoft Excel (version 2010), Microsoft Project (version 2010), and Adobe PDF. All electronic mail shall be transmitted from the Contractor's NRC electronic mail account. Personal and corporate electronic mail accounts shall not be used to transmit sensitive NRC information unless NRC CSO-approved mechanisms to protect the information during transmission are implemented.

10.4 Standard for Grammar and Mechanics

All documentation submitted by the Contractor shall conform to the Chicago Manual of Style, as amended by any applicable NRC format templates and requirements.

10.5 Draft and Final Submission

All contract deliverables submitted to the NRC must conform to the standards referenced in this SOW and will be reviewed by the NRC. All documentation shall be submitted in draft form for comment to the CSO technical monitor. The NRC will generate comments and submit them to the Contractor. Once the Contractor receives NRC's comments, the Contractor shall have three (3) business days to generate the final draft version of the document. Then, the final draft will be sent to the CSO technical monitor for review and approval. Once the final draft has been accepted, the Contractor will be given one (1) business day to revise the document and resubmit as a final deliverable. This constitutes a revision cycle.

Any changes required after the first revision cycle shall be completed at no additional cost to the Government. The first revision cycle for a deliverable shall be acceptable to the Government when the Contractor submits a revised deliverable incorporating any comments and suggestions made by the NRC COR. The following provisions also apply to all deliverables:

- **Reporting Requirements:** In addition to meeting the delivery schedule in the timely submission of any draft and final reports, summaries, data and documents that are created in the performance of this contract, the Contractor shall comply with the directions of the NRC regarding the contents of the report, summaries, data and related documents to include correcting, deleting, editing, revising, modifying, formatting, and supplementing any of the information contained therein at no additional cost to the NRC. Performance under the contract shall not be deemed accepted or completed until the Contractor complies with NRC's directions. The reports, summaries, data and related documents shall be considered draft until approved by the NRC. The Contractor agrees that the direction, determinations, and decisions on approval or disapproval of reports, summaries, data and related documents created under this contract remains solely within the discretion of the NRC.
- **Publication of Results:** Prior to any dissemination, display, publication or release of articles, reports, summaries, data or related documents developed under the contract, the Contractor shall submit for review and approval by the NRC the proposed articles, reports, summaries,

data and related documents that the Contractor intends to release, disseminate or publish to other persons, the public or any other entities. The Contractor shall not release, disseminate, display or publish articles, reports, summaries, data, and related documents or the contents therein that have not been reviewed and approved by the NRC for release, display, dissemination or publication. The Contractor agrees to conspicuously place any disclaimers, markings or notices directed by the NRC on any articles, reports, summaries, data and related documents that the Contractor intends to release, display, disseminate or publish to other persons, the public or any other entities. The Contractor agrees and grants a royalty free, nonexclusive, irrevocable world-wide license to the government to use, reproduce, modify, distribute, prepare derivative works, release, display or disclose the articles, reports, summaries, data and related documents developed under the contract, for any governmental purpose and to have or authorize others to do so.

- **Identification/ Marking of Sensitive and SAFEGUARDS Information:** The decision, determination or direction by the NRC that information constitutes sensitive or SAFEGUARDS information remains exclusively a matter within the authority of the NRC to make. In performing the contract, the Contractor shall clearly mark sensitive unclassified non-SAFEGUARDS information (SUNSI), sensitive, and SAFEGUARDS information to include for example Official Use Only and SAFEGUARDS Information on any reports, documents, designs, data, materials and written information as directed by the NRC. In addition to marking the information as directed by the NRC, the Contractor shall use the applicable NRC cover sheet forms (e.g. NRC Form 461 SAFEGUARDS Information and NRC Form 190B Official Use Only) in maintaining these records and documents. The Contractor shall ensure that sensitive and SAFEGUARDS information is handled appropriately, maintained and protected from unauthorized disclosure. The Contractor shall comply with the requirements to mark, maintain and protect all information including documents, summaries, reports, data, designs, and materials in accordance with the provisions of Section 147 of the Atomic Energy Act of 1954 as amended, its implementing regulations (10 CFR 73.21), and NRC Management Directive and Handbook 12.6.
- **Remedies:** In addition to any civil, criminal and contractual remedies available under the applicable laws and regulations, failure to comply with the above provisions and or NRC directions may result in suspension, withholding or offsetting of any payments invoiced or claimed by the Contractor. If the Contractor intends to enter into any subcontracts or other agreements to perform this contract, the Contractor shall include all the above provisions in any subcontract or agreements.

10.6 Deliverable Reviews

Deliverable Reviews will be held to provide the Contractor with feedback related to improving the quality of deliverables, including feedback received from Customer Satisfaction Surveys. Such reviews will be coordinated by the CSO technical monitor as required to supplement written comments provided on deliverable submissions. The written minutes of all deliverable review meetings shall be prepared by the Contractor. Should the Government not concur with the minutes, the CSO technical monitor shall so state any areas of non-concurrence in writing to the Contractor within ten calendar days of receipt of the minutes. Failure to correct and identify defects, and integrate NRC comments into the deliverable may result in the issuance of a Contract Discrepancy Report (CDR) by the Contracting Officer. Upon issuance of a CDR, a meeting will be held.

11. REPORTING REQUIREMENTS

The Contractor must meet the following reporting requirements.

11.1 Weekly Progress Report

Weekly Progress Reports must be submitted no later than close of business Tuesday. Weekly Progress Reports shall cover all contractor activity that occurred during the previous week (Monday through Friday). Weekly Progress Reports shall be created using Microsoft Word and submitted to the NRC COR electronically using the contractor's NRC electronic mail account. Reports must contain the information specified in Attachment 1 – WEEKLY PROGRESS REPORT FORMAT.

11.2 Monthly Progress Report

Monthly Progress Reports must be submitted to the NRC COR no later than close of business on the 5th day of the month. Monthly Progress Reports shall cover all contractor activity that occurred during the previous month. Monthly Progress Reports must be submitted on the Contractor's letterhead and be accompanied by a copy of that month's invoice (formal submission of the invoice will be completed in accordance with the Billing Instructions). These reports must contain the information specified in Attachment 2 - MONTHLY PROGRESS REPORT FORMAT.

11.3 Bi-Weekly Funding Report

Bi-Weekly Funding Reports must be submitted no later than close of business Tuesday. Bi-Weekly Funding Reports shall cover all Contractor activity that occurred during the previous two (2) calendar weeks. Bi-Weekly Funding Reports shall cover the period of performance, ceiling, obligated funds, funds assigned for labor, funds assigned for travel, remaining funds in each category (labor and travel), and total remaining funds at the task order subtask level. This report shall be organized by task order and subtask. These reports must contain the information specified in Attachment 3 - Bi-weekly Funding Report Format.

11.4 Other Reporting Requirements

The Contractor shall bring problems or potential issues affecting performance to the attention of the NRC COR and Contracting Officer as soon as possible. Verbal reports shall be followed up with written reports and/or meetings.

12. MEETINGS

The following meetings will be required:

- **Post Award/Kick-Off Meeting**

The Government will schedule a kick-off meeting once the contractor's key personnel have received their security clearance authorization. The NRC COR will provide an agenda prior to the meeting. The Contractor shall participate in the meeting to establish process, procedures and priority of tasking. The Contracting Officer, the NRC COR, and the NRC COR's technical personnel will represent the Government. The Contractor shall have equivalent representation at the meeting. The contractor will be responsible for taking the minutes of this meeting. The contractor must send the minutes to the COR for approval within three (3) business days.

Following the kick-off meeting, the Contractor shall meet at least weekly with the NRC COR during the first month of the contract. Subsequent meetings will be scheduled on a regular basis, as directed by the NRC.

- **Bi-Weekly Meetings (first six (6) months)**
During the first six (6) months of the contract, the Contractor shall meet with the NRC every two (2) weeks to discuss concerns or challenges that are currently being experienced on the contract, unless directed otherwise by the COR. The NRC Primary and alternate COR and the Contractor shall jointly develop the agenda to ensure issues are addressed, deadlines are known, and direction can be provided to resolve any known issues. The Contractor will be responsible for taking the minutes of this meeting. The minutes will be documented using Microsoft Word. The Contractor must send the minutes to the Primary and alternate COR for approval within three (3) business days.
- **Monthly Meetings (monthly)**
After six (6) months, the Contractor shall meet with the NRC monthly to discuss concerns or challenges that are currently being experienced on the contract. The NRC Primary and alternate COR and the Contractor shall jointly develop the agenda to ensure issues are addressed, deadlines are known, and direction can be provided to resolve any known issues. The Contractor will be responsible for taking the minutes of this meeting. The minutes will be documented using Microsoft Word. The Contractor must send the minutes to the Primary and alternate COR for approval within three (3) business days.
- **Adhoc Meetings**
Either party can call an adhoc meeting. The calling party must provide an agenda and a summary description of what is to be discussed 48 business hours before the meeting is held. The Contractor will be responsible for taking the minutes of this meeting. The minutes will be documented using Microsoft Word. The Contractor must send the minutes to the COR for approval within three (3) business days.

13. REQUIRED LABOR CATEGORIES (Except for Information Technology Services)

CSO requires that the contractor designate a lead analyst as the primary point of contact for each system under review. For major systems, the contractor shall designate a lead person who is dedicated to IV&V support for the subject system.

13.1 Key Personnel

Due to the tight timeframes imposed by the DAAs and CSO customers, the limited number of staff anticipated in support of CSO on this task and the complex nature of NRC systems and federal and NRC security requirements, a minimum of 2 contractor staff will be considered Key Personnel and subject to all related conditions of the base contract. In addition, the contractor should have resources available to support surge capabilities.

13.2 System-specific Contractor Capabilities

The contractor shall provide staff with senior-level expertise, certifications and experience in the areas below. This level of support is required to avoid disruption related to disputes over the technical accuracy of IV&V contractor assessments. The Contractor's personnel shall have experience with the federal regulations, guidelines, and standards identified in section 5. The contractor shall provide senior information security specialists (also known as Senior Industry / Functional Area Specialists in the base contract) and senior subject matter experts (also known as SME II in the base contract) to perform the tasks identified in section 7.

The Contractor's Key personnel shall have experience with network security, information assurance principles, operating systems, and the following:

Active Directory
Apache Web Servers
Citrix
Databases (e.g., Oracle, SQL, Sybase, etc.)
End Point Protection
Microsoft Exchange
Microsoft Web Servers
Oracle
Public Key Infrastructure
SharePoint Servers and Web Parts
Single Sign On

ATTACHMENT 1- BI-WEEKLY PROGRESS REPORT FORMAT

SCHEDULE/MILESTONE STATUS

Planned Tasks	Scheduled Completion Date	Revised Completion Date	Actual Completion Date	Hours	Cost
Task 1- brief description	mm/dd/yy	mm/dd/yy	mm/dd/yy	Hours	\$

Each field should be populated according to the following:

- Planned Tasks- Brief summary of the work; include any report or travel.
- Scheduled Completion Date - Date the task is scheduled for completion or a timeframe if a date is not known.
- Revised Completion Date - Revised date the task is scheduled for completion based on a change. The reason for the change must be given in the "Problem/Resolution" section.
- Actual Completion Date - The date the task was actually completed.
- Hours - The number of hours spent on the task to date.
- Cost - The amount of money expended on the task to date.

WORK PERFORMED DURING THE PERIOD

A description of the work performed and accomplished during the reporting period. The description should provide the reader with sufficient explanation of the work to justify the amount of expenditures. Travel taken during the reporting period should be summarized in this section. Each travel summary should identify the persons traveling, duration of the travel, purpose of the travel, and any work/accomplishments not reflected elsewhere.

PROBLEM/RESOLUTION

All problems encountered during the reporting period should be clearly and sufficiently identified and stated. Then, the resolution or the proposed solution should be briefly described. If the problem still exists in a subsequent week, in whole or in part, it should be described as it currently exists; otherwise, it should be deleted from the report. Problems or circumstances that require a change in the level of effort/costs, scope, or travel requirements are to be described in the Progress Reports for documentation purposes, but are to be dealt with separately in a letter addressed to the COR and Contracting Officer.

PLANS FOR NEXT PERIOD

Provide a brief description of the work to be performed during the next reporting period. If a milestone is expected to be completed during the next report period, identify this milestone.

BI-WEEKLY FUNDING REPORT FORMAT

TO	Name	Expiration Date	Ceiling Amount	Funded	Remaining ODCs	Remaining Funding
Number	Brief Description	mm/dd/yy	\$\$\$\$	\$\$\$\$	\$\$\$\$	\$\$\$\$

- TO-Task order number
- Names - Brief task order descriptive name.

- Expiration Date - Date task order expires.
- Ceiling -Task Order's monetary ceiling
- Funded -Amount of money placed on the task order.
- Other Direct Costs (ODCs)- Amount of money currently available for ODCs. As the ODCs are used this number should be reduced.
- Remaining -Amount of money left on the task order (include ODCs).

ATTACHMENT 2- MONTHLY PROGRESS REPORT FORMAT

WORK PROGRESS STATUS

- General Information/Description
 - Contract Number
 - The NRC COR and telephone number
 - The Contractor Project Officer and telephone number
- Financial Summary
 - Total amount of funds obligated
 - The total planned cost incurred for fiscal year to date, and cumulative to date
 - The total estimated cost for the fiscal year to date and cumulative to date
 - The total actual cost for the fiscal year to date and cumulative to date
 - Percentage of funds expended against obligated funds

SCHEDULE/MILESTONE STATUS

Planned Tasks	Scheduled Completion Date	Revised Completion Date	Actual Completion Date	Hours	Cost
Task 1- brief description	mm/dd/yy	mm/dd/yy	mm/dd/yy	Hours	\$

Each field should be populated according to the following:

- Planned Tasks- Brief summary of the work; include any report or travel.
- Scheduled Completion Date - Date the task is scheduled for completion or a timeframe if a date is not known.
- Revised Completion Date- Revised date the task is scheduled for completion based on a change. The reason for the change must be given in the "Problem/Resolution" section.
- Actual Completion Date- The date the task was actually completed.
- Hours- The number of hours spent on the task to date.
- Cost- The amount of money expended on the task to date.

WORK PERFORMED DURING THE PERIOD

A description of the work performed and accomplished during the reporting period. The description should provide the reader with sufficient explanation of the work to justify the amount of expenditures. A description of all deliverable deficiencies encountered during the reporting period with associated corrective actions implemented. A trend analysis of all deficiencies to date (cumulative) shall also be included in the report. Any travel taken during the reporting period should also be summarized in this section of the report. Each travel summary should identify the persons traveling, the duration of the travel, the purpose of the travel, and any work/accomplishments not reflected elsewhere.

PROBLEM/RESOLUTION

All problems encountered during the reporting period should be clearly and sufficiently identified and stated. Then, the resolution or the proposed solution should be briefly described and personnel responsible for solving the problem should be identified.

Notwithstanding the status of the problem at the time the Progress Report is written, all problems should be recorded in the "Problem/ Resolution" section of the Progress Report for documentation/historical purposes. If the problem still exists in a subsequent month, in whole or in part, it should be described as it currently exists; otherwise, it should be deleted from the report. Problems or circumstances that require a change in the level of effort/costs, scope, or travel requirements are to be described in the Progress Reports for documentation purposes, but are to be dealt with separately in a letter addressed to the COR and Contracting Officer.

PLANS FOR NEXT PERIOD

Provide a brief description of the work to be performed I accomplished during the next reporting period.