

**ORDER FOR SUPPLIES OR SERVICES**

PAGE OF PAGES

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

|                                |   |  |
|--------------------------------|---|--|
| 1. DATE OF ORDER<br>08/02/2016 | 2. CONTRACT NO. (If any)<br>NRC-HQ-11-16-E-0001/<br>NRC-HQ-11-16-E-0001 | 6. SHIP TO:<br>a. NAME OF CONSIGNEE<br>US NUCLEAR REGULATORY COMMISSION- |
|--------------------------------|---|--|

|                                     |  |  |
|-------------------------------------|--|--|
| 3. ORDER NO.<br>NRC-HQ-11-16-T-0004 | 4. REQUISITION/REFERENCE NO.<br>NSIR-16-0100 |  |
|-------------------------------------|--|--|

|  |  |   |                |
|--|--|---|----------------|
| 5. ISSUING OFFICE (Address correspondence to)<br>US NRC - HQ<br>ACQUISITION MANAGEMENT DIVISION<br>MAIL STOP TWFN-5E03<br>WASHINGTON DC 20555-0001 |  | b. STREET ADDRESS<br>MAIL PROCESSING CENTER<br>4930 BOILING BROOK PARKWAY |                |
|  |  | c. CITY<br>ROCKVILLE  | d. STATE<br>MD |
|  |  | e. ZIP CODE<br>20852  |                |

|   |             |
|---|-------------|
| 7. TO:<br>a. NAME OF CONTRACTOR<br>IP-PLUS CONSULTING INC | f. SHIP VIA |
|---|-------------|

|                 |                  |
|-----------------|------------------|
| b. COMPANY NAME | 8. TYPE OF ORDER |
|-----------------|------------------|

|  |  |
|--|--|
| c. STREET ADDRESS<br>8775 CENTER PARK DR 357 | <input type="checkbox"/> a. PURCHASE<br><input checked="" type="checkbox"/> b. DELIVERY<br>REFERENCE YOUR:<br><br>Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated. |
|--|--|

|                     |                |                           |  |
|---------------------|----------------|---------------------------|--|
| d. CITY<br>COLUMBIA | e. STATE<br>MD | f. ZIP CODE<br>21045-2177 |  |
|---------------------|----------------|---------------------------|--|

|  |   |
|--|---|
| 9. ACCOUNTING AND APPROPRIATION DATA<br>See Schedule | 10. REQUISITIONING OFFICE<br>OFFICE OF NUCLEAR SECURITY |
|--|---|

|   |                  |
|---|------------------|
| 11. BUSINESS CLASSIFICATION (Check appropriate box(es))<br><input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone<br><input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB | 12. F.O.B. POINT |
|---|------------------|

|  |                              |                        |  |                                 |
|--|------------------------------|------------------------|--|---------------------------------|
| 13. PLACE OF<br>a. INSPECTION<br>Destination | b. ACCEPTANCE<br>Destination | 14. GOVERNMENT B/L NO. | 15. DELIVER TO F.O.B. POINT<br>ON OR BEFORE (Date)<br>08/02/2017 | 16. DISCOUNT TERMS<br>2 ffp pay |
|--|------------------------------|------------------------|--|---------------------------------|

**17. SCHEDULE (See reverse for Rejections)**

| ITEM NO.<br>(a) | SUPPLIES OR SERVICES<br>(b)   | QUANTITY ORDERED<br>(c) | UNIT<br>(d) | UNIT PRICE<br>(e) | AMOUNT<br>(f) | QUANTITY ACCEPTED<br>(g) |
|-----------------|---|-------------------------|-------------|-------------------|---------------|--------------------------|
|                 | Upgrade Open Text Fax Server to latest version<br><br>Task Order POP is a one year base period (08/03/2016 - 08/02/2017)<br>Accounting Info:<br>Continued ... |                         |             |                   |               |                          |

|  |                           |                           |             |                                 |
|--|---------------------------|---------------------------|-------------|---------------------------------|
| 18. SHIPPING POINT   | 19. GROSS SHIPPING WEIGHT | 20. INVOICE NO.           |             | 17(h)<br>TOTAL<br>(Cont. pages) |
| 21. MAIL INVOICE TO:   |                           |                           |             |                                 |
| a. NAME<br>US NUCLEAR REGULATORY COMMISSION  |                           |                           | \$0.00      | 17(i)<br>GRAND<br>TOTAL         |
| b. STREET ADDRESS (or P.O. Box)<br>TWO WHITE FLINT NORTH<br>11545 ROCKVILLE PIKE<br>MAILSTOP T9-B07<br>NRCPAYMENTSNRCGOV |                           |                           | \$26,570.21 |                                 |
| c. CITY<br>ROCKVILLE   | d. STATE<br>MD            | e. ZIP CODE<br>20852-2738 |             |                                 |

|   |            |   |
|---|------------|---|
| 22. UNITED STATES OF AMERICA BY (Signature)<br><br> | 08/02/2016 | 23. NAME (Typed)<br>DOMONIQUE MALONE<br>TITLE: CONTRACTING/ORDERING OFFICER |
|---|------------|---|

**ORDER SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION**

PAGE NO

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

DATE OF ORDER

CONTRACT NO.

ORDER NO.

08/02/2016

NRC-HQ-11-16-E-0001/NRC-HQ-11-16-E-0001

NRC-HQ-11-16-T-0004

| ITEM NO.<br>(a) | SUPPLIES/SERVICES<br>(b)  | QUANTITY<br>ORDERED<br>(c) | UNIT<br>(d) | UNIT<br>PRICE<br>(e) | AMOUNT<br>(f) | QUANTITY<br>ACCEPTED<br>(g) |
|-----------------|---|----------------------------|-------------|----------------------|---------------|-----------------------------|
|                 | 2016-X0200-FEEBASED-11-11D001-11-1-156-6006-2574<br>Period of Performance: 08/03/2016 to 08/02/2017 |                            |             |                      |               |                             |

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

**SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS**

**B.1 PRICE SCHEDULE**

The contractor shall not exceed the total hours or perform work other than the labor categories identified here without prior authority from the Contracting Officer, which would necessitate written modification to the Task Order.

Base Year 08/03/2016 – 08/02/2017

| CLIN | Description                 | Price       |
|------|-----------------------------|-------------|
| 0001 | Right Fax Server Components |             |
| 0002 | Maintenance Support         |             |
| 0003 | Project Management Support  |             |
|      | Total                       | \$26,570.21 |

**B.2 CONSIDERATION AND OBLIGATION-TASK ORDERS (AUG. 2011)**

- (a) The ceiling of this order for is \$26,570.21.
- (b) This order is subject to the minimum and maximum ordering requirements set forth in the contract.
- (c) The amount presently obligated with respect to this order is \$26,570.21. The obligated amount shall, at no time, exceed the order ceiling as specified in paragraph (a) above. When and if the amount(s) paid and payable to the Contractor hereunder shall equal the obligated amount, the Contractor shall not be obligated to continue performance of the work unless and until the Contracting Officer shall increase the amount obligated with respect to this order, in accordance with FAR Part 43 - Modifications. Any work undertaken by the Contractor in excess of the obligated amount specified above is done so at the Contractor's sole risk and may not be reimbursed by the Government.
- (d) The Contractor shall comply with the provisions of FAR 52.232-22 - Limitation of Funds, for incrementally-funded delivery orders or task orders.

**SECTION C - DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK**

**1 PROJECT TITLE**

Operations Center Information Management System (OCIMS) – Fax Server Upgrade.

**2 BACKGROUND**

The Operations Center Information Management System (OCIMS) is a General Support System (GSS) that is a collection of Information Technology and Information Management (IT/IM)

systems. One of the systems used is a Fax Server from OpenText. This unit is currently obsolete and uses an unsupported operating system.

### **3 SCOPE**

The current Open Text Fax Server in OCIMS is obsolete and no longer supported by the vendor (Open Text). The contractor shall work with the vendor in order to upgrade the Fax Server to, at a minimum, version 10.6 or to the latest version available.

### **4 APPLICABLE DOCUMENTS**

Information on the current Open Text Fax Server will be provided upon request.

### **5 PERFORMANCE REQUIREMENTS**

The Contractor shall perform the following tasks in accordance with technical direction from the COR or their authorized representative and following the guidance provided in NRC Management Directive 2.8 (MD 2.8), as applicable.

#### **5.1 Task 1: Upgrade the current Fax Server to the latest version.**

The contractor shall work in conjunction with the vendor (Open Text) in order to upgrade the current Fax Server to the latest version. The upgraded server will include:

- Connectivity to the PBX with a minimum of eight analog lines.
- Conversion of incoming faxes to PDF
- E-mailing incoming faxes via Simple Mail Transfer Protocol (SMTP)

### **6. PERFORMANCE STANDARDS**

The Contractor shall perform work under this task order in such a manner to ensure the successful upgrade of the Fax Server.

### **7. METHOD OF SURVEILLANCE**

The upgraded Fax Server shall be able to:

- Send a fax
- Receive a fax
- Convert received fax to PDF
- E-mail converted PDF file

### **8. INCENTIVES**

Failure to provide a timely and acceptable solution will be subject to the following deductions:

3% reduction to amount payable for the firm-fixed-price portion of the contract

## 9. DELIVERABLES AND DELIVERY SCHEDULE

The contractor shall provide an Implementation Plan detailing the steps required to obtain the equipment, and the tasks required to upgrade the server. The contractor shall follow the vendor requirements to install the upgraded server.

| Deliverable         | Schedule                                 |
|---------------------|--|
| Implementation Plan | Within one week of Award                 |
| Server Upgrade      | Within two weeks of receipt of equipment |

## 10. GOVERNMENT-FURNISHED PROPERTY

- Eight Analog lines connected to the PBX

### SECTION D - PACKAGING AND MARKING

D.1 Branding, Packaging and Marking for this task order shall be in accordance with Section D of the base contract NRC-HQ-11-16-E-0001.

### SECTION E - INSPECTION AND ACCEPTANCE

E.1 Inspection and acceptance of the deliverable items to be furnished hereunder shall be made by the NRC Contracting Officer's Representative (COR) at the destination.

#### Contract Deliverables:

The contractor shall comply with the delivery schedule outlined in the task order SOW. All deliverables shall be formatted and prepared using Microsoft Word for documentation and reports; Microsoft PowerPoint for briefings; and Microsoft Project for schedules.

(End Clause)

### SECTION F - DELIVERIES OR PERFORMANCE

#### F.1 PERIOD OF PERFORMANCE

The Period of Performance consists of a one year base period.  
Base Year: 08/03/2016 – 08/02/2017

#### F.2 PLACE OF PERFORMANCE

The work to be performed under this task order will be performed at:

U.S. Nuclear Regulatory Commission Three White Flint North  
11601 Landsdown Street North Bethesda, MD 20852

## SECTION G - TASK ORDER ADMINISTRATION

### G.1 2052.215-71 PROJECT OFFICER AUTHORITY. (OCT 1999)

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

Name: Omar Khan

Address: US NRC NSIR, 11115 Rockville Pike, Rockville, MD 20852

Telephone Number: 301-287-3725

Email: Omar.Khan@nrc.gov

- (b) Performance of the work under this contract is subject to the technical direction of the NRC project officer. 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, approve 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 project officer 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 project officer or must be confirmed by the project officer 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 project officer in the manner prescribed by this clause and within the project officer's authority under the provisions of this clause.
- (f) If, in the opinion of the contractor, any instruction or direction issued by the project officer is within one of the categories 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 that 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 project officer 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 to the instruction or direction is subject to 52.233-1 - Disputes.
- (i) In addition to providing technical direction as defined in paragraph (b) of the section, the project officer 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.

## G.2 INVOICES

The contractor shall submit a monthly invoice to NRC by the 15th of each month in accordance with the NRC Billing Instructions found in the base contract NRC-HQ-11-16-E-0001.

## SECTION H - SPECIAL TASK ORDER REQUIREMENTS

### H.1 TASK ORDER PROVISIONS

The provisions in Section H - SPECIAL CONTRACT REQUIREMENTS of the IDIQ Contract NRC-HQ-11-16-E-0001 are applicable to this task order.

### H.2 SECURITY

The security requirements under the IDIQ Contract NRC-HQ-11-16-E-0001 shall apply to this task order. The work under this task order is unclassified.

## SECTION I- CONTRACT CLAUSES

I.1 The clauses and provisions incorporated in full text or by reference in IDIQ Contract NRC-HQ-11-16-E-0001 are hereby incorporated into this task order.

### I.2 FAR 52.217-8 Option to Extend Services

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 at anytime before expiration of the task order.

(End of clause)