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TECHNICAL PROPOSAL

ON

KEYPUNCH & VERIFICATION SERVICES

FOR

U.S. NUCLEAR REGULATORY COMMISSION

WASHINGTON, D.C.

RFP NO. RS-MPA-82-318

JUNE 22, 1982

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Information Systems & Networks Corporation

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APPENDIX A: STATEMENT OF WORK

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## SECTION 1

### EXECUTIVE SUMMARY

Information Systems and Networks Corporation, a Small Business Administration's 8(a) certified company, is pleased to submit this proposal to perform Key punch and Verification Services for the U.S. Nuclear Regulatory Commission, for a variety of tasks. This document is provided to demonstrate (1) our understanding of the technical requirements of this effort, (2) our planned technical approach, and (3) our staffing plan and the management and administrative approach. Most importantly, ISN plans to provide high corporate visibility for this contract with NRC in order to provide the project with the highest quality and timeliness of contract deliverables.

ISN's approach is geared to ensure successful accomplishment of the project, because of

- (i) our technical experience in keypunch support services;
- (ii) the skills and experience of the proposed project team who have been associated with this work for an average of seven years;
- and (iii) our management approach.

These factors are further elucidated below.

ISN understands that the contractor is required to perform keypunching along with 100% verification of EAM cards for a varying number of cards daily, from NRC source documents. The source documents are in a standard format and the keypunch/verification service calls for a 24-hour turnaround. ISN will send its courier to pick up the source documents daily between 11:30 AM to 12:15 PM, and deliver the cards back to NRC by

the same time the following day, except legal government holidays. Other variations of the NRC requirements have been discussed in Section 2.0 Understanding of the Requirement. The Technical Approach has been shown in Section 3.0, along with a breakdown of the Tasks. Details on quantities of work involved, delivery schedules, assumptions made, anticipated problem areas and solutions, for the above Tasks, including the overall Technical Approach, are discussed in Section 3.2 of the Proposal.

The Company further employs a thoroughly structured and systematic approach to all projects. We utilize a team approach that combines the talents of several specialists to achieve a desired result. Each member is assigned specific roles for which he is best suited with the individual work being carefully and critically reviewed by the Project Manager. The Project Manager is assigned for the duration of the project and thereby provides the continuity and required communication between the ISN team, the NRC technical representative, and the ISN corporate officers. A performance oriented management supports the project's goals by offering high professional standards while maintaining an acute awareness of the needs of our clients and the cost effectiveness of all products and services.

For the accomplishment of these data entry tasks, ISN is proposing a strong team consisting of a highly qualified and experienced Project Manager with proven competence in the management of data entry services, highly experienced key punch operators and a courier. The team organization and management approach of this project have been discussed in Section 4.0 Staffing Plan of this Proposal.

ISN is committed to excellence in the performance and completion of this study with the intention of delivering a timely and quality production. We back this contract with our full management commitment because being a small firm we are geared for growth only through our customer satisfaction and reference.

## SECTION 2

### UNDERSTANDING OF THE REQUIREMENT

The U.S. Nuclear Regulatory Commission requires keypunch services with 100% verification from various source media. The overall requirement can be broken down into three areas as follows:

- I. Alphanumeric keypunch with 100% verification of EAM cards from NRC supplied source documents. The ISN-supplied cards will be 80 column standard Hollerith cards, ordered in the same order as the source documents. The average number of cards has been  per month.

The daily pick up will be between 11:30 AM to 12:15 PM by an ISN-employed U.S. citizen, at the Phillips Building, 7920 Norfolk Avenue, Bethesda, MD and the completed job will be returned by the same time the following day. Legal government holidays will cause the deliver/pick up to be moved to the consecutive business day.

- II. Key to tape data entry on 1/2" 800 or 1600 bpi tape using ASCII or EBCDIC (as required). Labelling and blocking will be as specified. The source documents may be

- (a) Handwritten data input forms (DIF) of 20 character fixed records or variable length records (average 247.21 characters);

- (b) Computer generated authority table lists in alpha.

ISN will pick up these source documents, as required by NRC, from the NRC Public Document Room, 1717 H Street, NW, Washington, DC. The turnaround time for delivery of the processed order will be mutually agreed upon between NRC and ISN prior to pick up.

- III. Key punch/Verify classified information (up to Secret) at NRC's Silver Spring office, as required. ISN will provide an NRC-experienced data entry person with the required clearance, on a day's notice.



## SECTION 3

### TECHNICAL APPROACH

#### 3.1 OVERALL METHODOLOGY

The description of all the activity involved in this contract, as per the Statement of Work (Appendix A) has been broken into three distinct areas which have been individually addressed below, in terms of technical content, workload definition and activities involved.

##### 3.1.1 TASK A: KEY TO CARDS

This task addresses the requirement for transferring handwritten records to 80-column standard Hollerith cards on a daily basis.

The task involves punching of an average of [ ] standard 80-column Hollerith cards per week. These cards need to be interpreted and verified. Key punching services together with the standard 80-column cards and the equipment to punch, verify and interpret the data will be supplied by ISN. The equipment needed to perform this task would be [ ] with the necessary options.

The critical factors in this task are (1) 24-hour turnaround and (2) [ ]



#### 3.1.1.1 Source Data

The source data to be entered on the cards will be in the form of legibly handwritten data input forms and the data from the forms will be directly punched on to the cards assuming one to one correspondence between the input forms and the card layouts. /

Once the source data forms are delivered to ISN. /

]. This arrangement is necessary for the efficient and timely performance of this task.

The input data forms, card layout and the other related papers will be picked up every working day between 11:30 AM to 12:15 PM at the NRC Division of ADP Support, 7920 Norfolk Avenue, Bethesda, MD, Room P-634. Normally the keying of this data should be completed within the 24-hour period and be delivered along with source input data at the same office of NRC, the following day, during the pick up of the next batch of data. ISN has consistently provided this turnaround time in our current contract with NRC.

#### 3.1.1.2 Card Output

Exhibit 3-1 shows the average number of cards punched and verified each month during the past two years on this project. These numbers were obtained by ISN from the officials at NRC.

## Exhibit 3-1

MONTH	AVERAGE NUMBER OF CARDS PER MONTH				
	1979	1980	1981	1982	1983
JANUARY	31,301	30,458			
FEBRUARY	22,810	28,896			
MARCH	24,143	23,535			
APRIL	21,970	32,108			
MAY	21,920	26,058			
JUNE	18,291	23,581			
JULY	27,142	23,877			
AUGUST	30,216	40,592			
SEPTEMBER	26,117	23,638			
OCTOBER	26,298	24,905			
NOVEMBER	23,053	29,147			
DECEMBER	29,741	29,744			
MONTHLY AVERAGE	25,250	28,020			

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ESTIMATE

In expecting a somewhat similar pattern for this contract year, ISN proposes to output [ ] keydepressions per day, which will have been punched and verified. If the amount of work per day significantly exceeds this quantity, then the delivery schedule for the following days may have to be renegotiated.

### 3.1.2 TASK B: KEY TO TAPE

The second task in the Statement of Work involves keying of data to 800 or 1600 bpi tape. It primarily differs from Task A in that:

- (1) it involves keying source data to tape instead of Hollerith cards, and
- (2) it does not occur on a daily basis. Instead, the entire workload is anticipated to be generated collectively about ten times during the year.

Although the total amount of work [ ] the method of handling these two tasks will be significantly different due to the difference in the nature of the delivery schedule for these two tasks.

ISN understands that large quantities of data will be delivered at a point in time during the year with a minimum advance notice of two weeks. Completion of this task will be mutually agreed upon by ISN and NRC's COAR. The data will be picked up and delivered by ISN at the NRC Public Document Room, 1717 H Street, NW, Washington, DC.

The details of this task are described below.

### 3.1.2.1 Source Data

There are the following three distinct types of source documents involved in this task.

- (1) 50,000 - 20 character records.
- (2) 64,500 avg. - 247.21 character records (average of variable length)
- (3) 80,000 - assumed at 70 character alpha records.

Because of the variable nature of a large number of these record forms, ISN expects that some care will be taken in assuring the legibility of source data forms. It is also expected that the one to one correspondence between the source data and the form in which the data is to be keyed will be adhered to. Deviations between the forms of source data and data to be keyed might place considerable strain on the extremely limited time available for this task.

### 3.1.2.2 Key Depressions

The following table shows the total amount of work involved in this task:

Sub-Task	Number of Records	Avg. Record Length (Characters)	Total Number of Characters To Be Keyed	Total Number of Characters To Be Verified
1	50,000	20	1,000,000	1,000,000
2	64,500	247.21	15,945,045	15,945,045
3	80,000	70	5,600,000	5,600,000
TOTAL			22,545,045	22,545,045

3.1.2.3 Method of Accomplishing this Task

ISN will supply all the equipment and services necessary to perform this task. It will ensure the accuracy of the data and maintain the necessary and agreed upon turnaround time for [ ]

ISN will pick up the source input data and related documents from the NRC Public Document Room at 1717 H Strret, NW, Washington, DC when ordered, and also deliver the data tapes, and all source documents at the same place within the scheduled delivery time.

3.1.3 TASK C: KEYING OF CLASSIFIED DATA

The amount of work involved in this task is relatively small compared to Task A and Task B. As required by the task, ISN will provide experienced and cleared (up to Secret) keypunch operators to go to NRC's office at 7915 Eastern Avenue, Silver Spring, MD on a non-regular basis, as required by NRC, between Monday and Friday. The anticipated load is a total of 80 man-hours over the contract year. The data will be punched on

80-column standard Hollerith cards. The work will be performed on site at NRC's Silver Spring office on an as-needed basis. The necessary equipment and the cards required to perform this task will be provided by NRC.

### 3.2 DIFFICULTIES/PROBLEM AREAS ANTICIPATED

No major difficulties or problems are anticipated, if the assumptions discussed in Section 3.3 are complied with.

However, if there are any slippages in the schedule of delivery due to the circumstances beyond the control of ISN, these should be accommodated by the NRC officials and the deliverable schedule will be suitably extended with mutual consent.

Potential problems that could be brought to attention are as follows:

- (1) In Task A, the 24-hour daily work completion schedule is based on the assumption of [

(2) ]

### 3.3 ASSUMPTIONS/REQUIREMENTS

In order to perform this project with the maximum of efficiency and cost effectiveness and to meet the delivery schedules as discussed in Section 3.4 Deliverables, the following items have been assumed by ISN.

## SECTION 4

### ISN PERSONNEL AND STAFFING PLAN

This section addresses ISN's proposed staff for this contract and our overall staffing plan. This includes designation of our staff to the required position, the project organization, a discussion of the proposed team's suitability to and responsibilities for their assigned positions, and the total and individual number of manhours allocated. For each staff member's resume, see Appendix B.

#### 4.1 STAFFING PLAN

The proposed effort is similar to the past successful project undertaken by ISN for NRC and, thus, can be approached in a similar manner. Key elements to the success of this project are a well qualified staff, tested technical approach, and a strong, enforced management plan.

The main ingredient of any staffing plan and effective management is available corporate resources. Our staffing plan is based on the commitment of our personnel resources and the ability to make available other highly qualified individuals. The project management organization will be structured to ensure both effective control and direction of project performance and efficient liaison with the NRC technical personnel. The project management team will be solely dedicated to the successful implementation and operation of this project.

The staffing plan, including assignment of the Project Manager, has been structured to obtain maximal productivity and high corporate visibility for this contract with NRC.

The project team is comprised of the following personnel whose skill categories are also indicated below:



Assigned ISN Personnel

Skill Category



The concept of quality personnel is an integral part of the ISN corporate philosophy. Our work force is already composed of individuals dedicated to the fulfillment of the goals of their projects. Recruiting and training programs and an excellent benefits package provide and attract a constant supply of qualified professionals. Regular evaluations and promotions based on performance enable the employee to be aware of his or her work situation and the opportunity for development and advancement. Carefully planned and scheduled projects executed by dedicated staff permit flexible approaches to accomplishing highly technical jobs on time and within budget.

4.2 PROJECT ORGANIZATION

The organization that ISN proposes to utilize in the execution of task assignments from NRC is designed to ensure total availability of the required resources. The organization proposed for this project is shown in Exhibit 4-1. The personnel proposed herewith are available for this project, although ISN can provide for NRC an additional selection of qualified personnel throughout the duration of the contract, in order to assure the highest quality of output and performance.

4.3 PROJECT MANAGER AND STAFF QUALIFICATIONS

The team proposed here comes with a high level of professional experience for the individual tasks assigned to them.

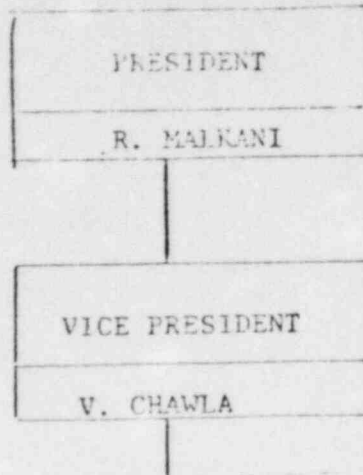


EXHIBIT 4-1 PROJECT ORGANIZATION

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will be totally responsible for the close monitoring and supervision of the project, oversee the overall and specific performance on this contract and have total responsibility for project completion, quality, customer liaison, corporate reporting, budget controls, monthly reviews and technical management. The interfaces of the Program Manager have been displayed in Exhibit 4-2. In his day-to-day interface of the project he will be responsible for the technical performance of each member of the project team, oversee their communications, maintain liaison with the NRC Technical Representative and closely supervise the products for timeliness and quality.

The proposed technical team is comprised of a high calibre of persons in areas of expertise directly pertaining to the project's requirements. The personnel proposed have the appropriate backgrounds, strong analytical skills, depth of technical accomplishments, and competence in the discipline of data entry, keypunch, key to disk and key to tape on various hardware systems. The individual resumes of each person proposed have been given in Appendix B.

#### 4.4 RESOURCE ALLOCATION

The technical staff will be available on a full time basis for performance on this contract and on an overtime basis as required by delivery constraints. The Project Manager will be available on an as needed basis for management, supervision, customer liaison and contract/cost administration.

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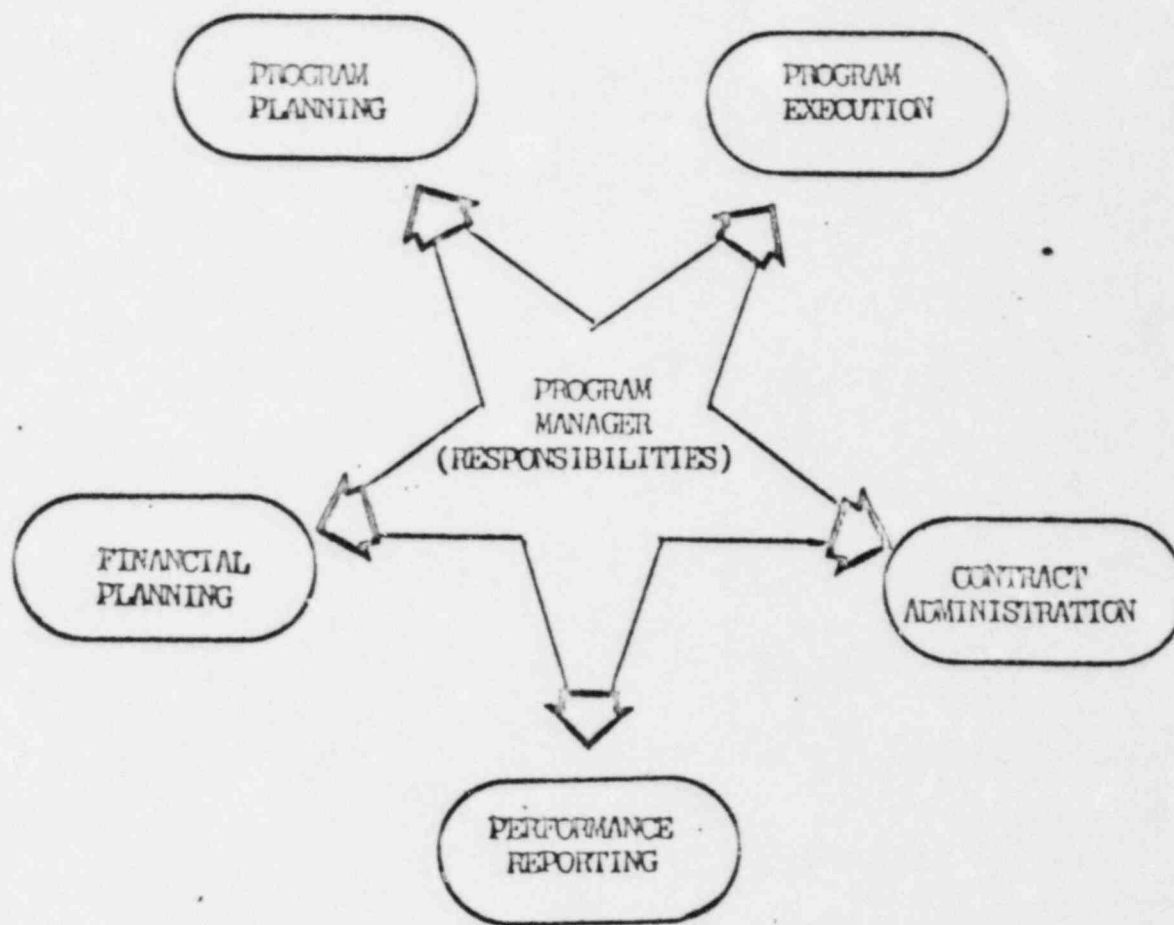


Exhibit 4-2: PROGRAM MANAGEMENT INTERFACES

#### 4.5 DELIVERABLES

In the case of Task A, a 24-hour deliverable schedule will be maintained except in the case of significant fluctuations in the amount of work. In such a case the schedule may be negotiated.

In Task B, with the expected load of work a deliverable schedule of [ ] If the total workload is significantly different, the delivery date can accordingly be adjusted by NRC and ISN.

In Task C, since the work will be performed on customer site, each call for work will be handled independently, and completed with maximum efficiency.

## SECTION 5

### ISN MANAGEMENT AND ADMINISTRATIVE PLAN

#### 5.1 MANAGEMENT STANDARDS

This Section provides a description of ISN's management standards, procedures and controls for government contract performance.

Our first key element in effective management is available corporate resources. Our staffing plan is based on the commitment of the technical and managerial personnel. ISN's most valued resource is the combined education, professional experience, capability and diversity of its employees. The professional staff averages [

The second key element is our corporate organization.

ISN's management is based on an organization which has clear lines of authority and communication. As shown in Exhibit 5-1, ISN is organized under its President into functional line divisions and supporting staff organizations. Each Division is managed by a Division Director having complete responsibility for providing all resources and administrative support required for the successful accomplishment of all projects, for example:

- o Finance and Accounting;
- o Contract Administration;
- o Personnel Management;
- o Internal/External Audits;
- and o Security



# CORPORATE ORGANIZATION

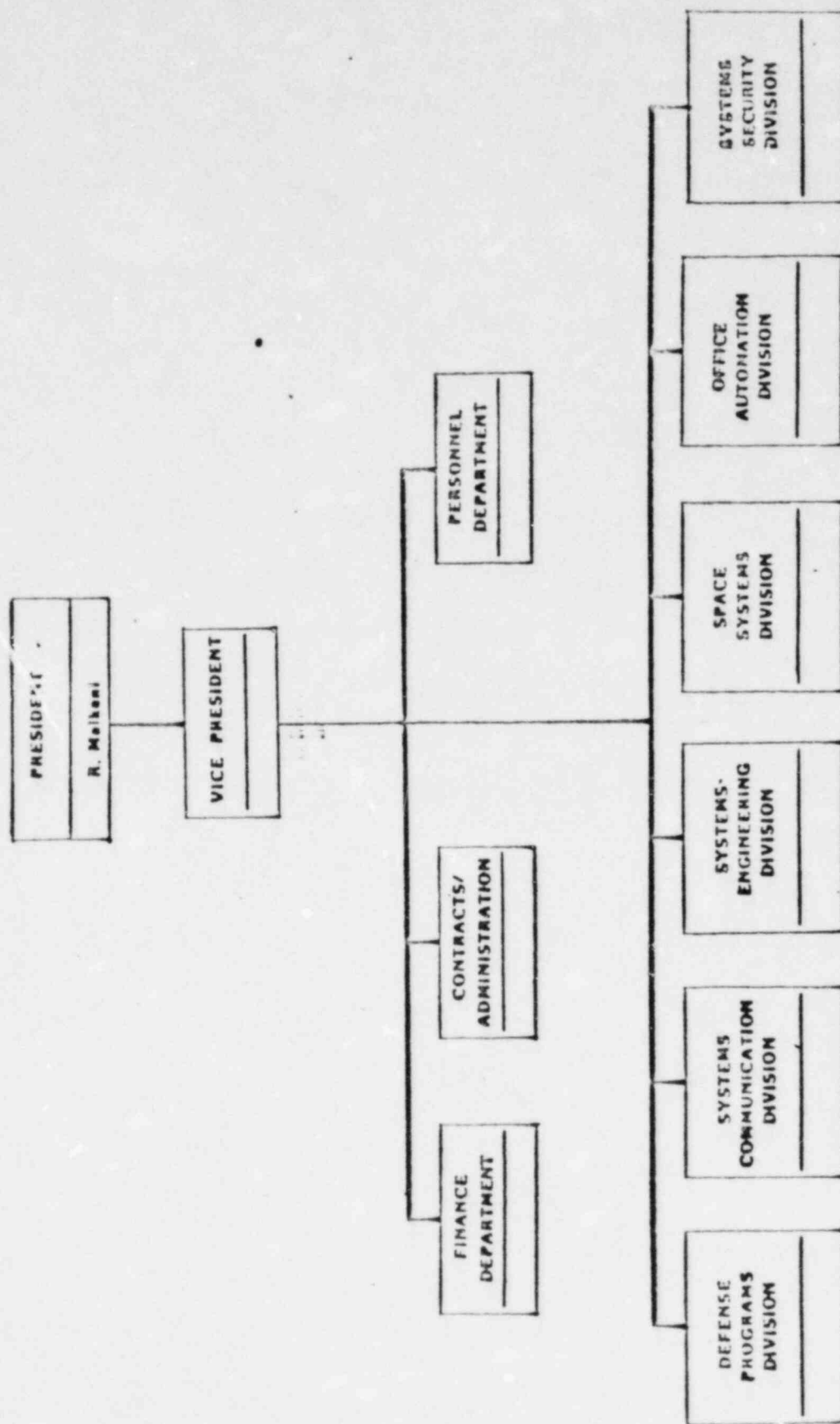



Exhibit 5-1: CORPORATE ORGANIZATION CHART

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Since ISN is a small corporation not impeded by long hierarchical claims, the Project Manager is at an appropriate level within the Company to control resources and/or take corrective action. Since ISN's offices are located in Chevy Chase, MD, close proximity to NRC will ensure close communications between the Project Manager, the NRC Technical Representative and ISN Corporate officers.

An effective management plan is the third key element in ISN's approach. Management procedures which are further discussed in this document, ensure that work is proceeding as planned, objectives are being met and that completed documentation is prepared and delivered on time. ISN adheres to the customer's established reporting formats and documentation guidelines. Internal management controls include:



In addition we plan to maximally utilize our technical and administrative assets by providing support, advisory and quality control personnel who are familiar with the contract's technical requirements and have pertinent background experience.

#### 5.1.1 PROGRAM REVIEW AND MONITORING PROCEDURES

Work in progress is monitored and assessed continually by the Project Manager via formal periodic reporting and informal reviews regarding task accomplishments and potential problem areas. In addition to these the Manager tracks the status of the task in terms of milestones,

resource consumption estimates and man-loading, in order to prepare for monthly program reviews with the customer. A diagnostic representation of this review process is shown in Exhibit 5-2.

It is just as much ISN's concern as it is NRC's that the deliverables produced be consistent with the specific requirements and objectives of the contract. In compliance with such a desire, ISN has set up the machinery to conduct internal reviews in order to evaluate contract progress, achievements and problems such that one can take the necessary and timely steps which may improve performance and/or enhance the quality of our products.

Some of the action items that arise from such reviews may be submitted to the Quality Control team.

Internally, the following procedures are used to monitor project activities:



In addition to these internal Program reviews, monitoring and their reports, ISN will submit to NRC those deliverable reports and documentation that are the technical deliverables for each task.

#### 5.1.2 PROGRAM STATUS AND FINANCIAL REPORTS

#### 5.1.3 TECHNICAL ADVISORY GROUP

The Division Director for this contract already has a wide degree of expertise in the technical requirements of this contract, and will be further supported by the [

#### 5.1.4 QUALITY CONTROL

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ISN will assure that all NRC's requirements are met in full. In particular, ISN proposes to work in close conjunction with NRC's Technical Officer and his staff to ensure that all requirements imposed on ISN are met in the fullest. We are convinced that good project control requires the application of an adherence to standard methodologies. We will adapt and apply this concept to the NEC ADP support contract whenever appropriate. We will measure our performance, as our customer, against these standards.

## 5.2 ISN ADMINISTRATIVE CONTROLS

ISN is aware that excellent management and personnel resources will not ensure project success unless a company has effective management controls. These must include adequate functional support, proper program overview and effective communication. ISN's corporate offices will support the project team with industrial relations, accounting and contracts administration. Industrial relations include personnel recruiting, wage and salary administration, supportive training, career development and professional recognition. Accounting includes contract accounting, financial reporting, payroll and purchasing. Contracts administration will ensure ISN contract and subcontract compliance.

ISN has in place:

ISN will thus provide a number of accounting reports to NRC contract management to permit continuous awareness and close control of contract funds and manpower. These reports are prepared [

#### 5.2.1 COST CONTROL

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#### 5.2.2 CONTRACT TECHNICAL DELIVERABLES

The types and timings of the deliverables for this contract have been discussed in Section 4.0. ISN maintains

The contract deliverables follow a standard transmittal format as follows:

- c a cover letter to the Contracts Office with either the title sheet of the deliverable or the lentire deliverable, to document its delivery;

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- o an Information Release Form to the Technical Officer; and
- o the actual deliverable document.

### 5.2.3 BILLING REPORTS

All vouchers submitted to NRC will follow Standard Form 1034 and are supported by Form SF-1035 Supp to display the Statement of Cost. In addition ISN has generated two forms (i) for Direct Labor and ODC's for Public Voucher 1035, and (ii) for Fee Invoice. /

### 5.2.4 AUDIT CONTROLS

ISN is audited periodically by DCAA, the Government's auditing agency. Our rates are maintained well within conformance standards set by this agency.

!!!  
In addition, ISN has retained [ ] an independent and highly reputed national CPA firm, for a periodic internal audit of all our Government accounts.

## SECTION 6

### CORPORATE CAPABILITIES

After carefully examining the expressed objectives and requirements of NRS's Key punch/Verification Services requirement, and in terms of the qualifications and experience of our personnel in performing similar work for other departments and agencies of the Federal Government, we strongly feel that ISN is exceptionally qualified to provide the desired support to NRC. In this section we have discussed our Company's resources and capabilities, related experience and our total commitment to this project.

#### 6.1 COMPANY BACKGROUND

Information Systems and Networks was founded in October, 1980, to provide Government and industry with services in the fields of software design, development and implementation; systems design, engineering and development; and other state-of-the-art, high technology ADP services. Since its incorporation, the Company has been firmly establishing itself as a respected and capable firm in the small business community. The company plans to maintain its growing reputation for successful accomplishments to reflect the high standard of performance excellence which it has set for itself. This standard of excellence has underwritten the Company's growth history, displayed in Exhibit 6-1.

#### 6.2 CORPORATE ORGANIZATION/EXPERIENCE

ISN's corporate organizational structure and its management philosophy has been discussed in Section 5 earlier. Basically, the company is comprised of six divisions, which in turn have several Program Offices, each of which manages one or more Projects.

### 6.3 PROFESSIONAL RESOURCES

The Company has developed its professional areas of expertise in order to offer a wide range of systems design/development, management and engineering services and to assure that each complements the other in such a way that the combined elements would significantly enhance the Company's overall problem-solving capability.

Our finest resource and strength is the combined education, professional experience, capability and diversity of our employees. This mix of professional staff, which averages [ ] of the personnel holding an advanced degree, reflects a very high calibre of technical personnel (Exhibit 6-2). With this extensive and highly skilled staff of experienced professionals, ISN offers a wide range of systems development and consulting talents geared to effectively support the most sophisticated system and analysis requirements of the departments and agencies of the Federal Government.

In addition, staff organizations have been created to ensure that all administrative support required for the successful accomplishment of project assignments is made available. Administrative support is provided for the line divisions in the areas of finance and accounting, personnel, contract administration, cost reporting and security administration.

### 6.4 CORPORATE FACILITIES

ISN's headquarters are located in Chevy Chase, Maryland, where the facilities house senior management, administrative support functions, conference areas, library resources, graphics, reproduction and other support functions. The office facilities which are well equipped with the latest designs in modular furnishings, remain secure 24 hours a day.

#### 6.4.1 GRAPHICS SUPPORT AND TECHNICAL WRITING

The main office houses several graphics support equipment in order to prepare engineering drawings, visual presentation material, tabular charts and other displays. The Company additionally employs Technical Editors to provide services including copy editing, rewriting and proofreading of text, tabular material and graphics to specified style and format standards required by Government contracts. The writing staff creates original documentation for clients from Feasibility Studies to Users Manuals and Training Material. Text and tabular material are prepared within the composition group by a staff of technical secretaries who specialize in typing technical documents. This material is prepared on IBM Selectric typewriters and Word Processors. The best in administrative support such as Kodak Ektaprint Photo-reproduction, 3M visual aid machines, printing and binding is provided in-house.

#### 6.4.2 WORD PROCESSING FACILITY

The system is primarily available for our customers' documentation support requirements, and also automates our Accounts, Contract and Personnel Administration.

Additional word processing support is provided as required by our computer facility described in the next section.

#### 6.4.3 COMPUTING FACILITY

ISN's data processing and computing facility located at the Chevy Chase headquarters provides an effective working unit in support of the Company's Systems Engineering efforts.

ISN also owns and operates/

The computer resources can be made available for a certain extent of usage to support our client contracts.

#### 6.4.4 SECURITY CLEARANCE

The headquarters office facility in Chevy Chase, Maryland, has a clearance of TOP SECRET awarded by Defense Investigative Service, Alexandria. /

#### 6.5 FREEDOM OF CONFLICT OF INTERESTS

ISN is an independent professional services organization, and does no manufacture or market equipment or software of any type. We have no company or organization ties that might conceivably prejudice our results.

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Consequently, we are able to approach all assignments (including those involving equipment selection, evaluation or design) with complete objectivity and impartiality.

#### 6.6 CORPORATE COMMITMENT

The corporate philosophy of ISN emphasizes the customer's satisfaction to be of prime importance, because the Company's growth is dependent on our clients' references and support. The staff of ISN, though individually responsible, are closely integrated with collective responsibility to the President of ISN. Most importantly,

- o ISN has an excellent management and contract administration process in place, thus assuring smooth functioning of the contract, the timely and quality production of deliverables and cost controls.
- o This project will be of high visibility and under control of the Division Director in order to ensure successful operation and completion. As a result it will have total commitment of all corporate resources and high visibility within the company.
- o The proposed Project Manager, [ ] and the Technical Team have proven track records in ADP Services contracts for data entry support.

APPENDIX A

STATEMENT OF WORK



NAME OF OFFICE OR CONTRACTOR

LINE NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	<u>Article I - Statement of Work</u>				
1.	The contractor shall provide keypunching and 100% verification of EAM cards for the U.S. Nuclear Regulatory Commission (NRC). The contractor shall keypunch (alpha-numerically) a varying number of EAM cards daily, Monday through Friday, except legal Government holidays, from NRC supplied source documents*. The contractor shall keypunch the cards on a printing card punch and shall key verify the cards on a card verifier, or similar equipment. Data must be recorded and verified in the Hollerity Mode on Standard 80 column cards (Standard 5081 80 column cards are to be supplied by the contractor). Each batch of completed cards shall be banded and labelled by the contractor, with the system name as provided on the source documents. The contractor shall return the source documents grouped together in the same manner that they were grouped together in the same manner that they were grouped together originally (by system name).	400,000/ yr.	CDS	\$ _____	\$ _____
2.	In accordance with 1. above, the contractor shall pick up source documents and pertinent information at the NRC Division of ADP Support, 7920 Norfolk Avenue, Bethesda, Maryland, Room P-634*, by 11:00 a.m. daily, Monday through Friday, except legal Government holidays. The contractor shall promptly process the order and deliver the completed work together with the source documents and any pertinent information to the point of origin on a 24-hour turnaround basis. Deliveries falling on days other than regular Commission workdays shall be made by 11:00 a.m. the first regular Commission workday subsequent thereto, unless otherwise mutually agreed upon by the parties.				
	*Delivery persons must be U.S. citizens and sign in at the Phillips Bldg. reception desk for each pickup/delivery.				
		250/yr.	RT	\$ _____	\$ _____
3.	When ordered, the contractor shall also provide key to tape data entry services with 100% verification, from NRC supplies source documents as specified below. The data shall be entered on standard 1/2" 800 or 1600 bpi computer tape (as required) using ASCII or EBCDIC codes (as required). The tapes shall be internally labelled or unlabelled (as required) with blocked or unblocked records (as required). The data shall be keyed as specified by the contracting officer's authorized representative (COAR) when orders are placed.				
a.	KEYING FROM HANDWRITTEN DATA INPUT FORMS (DIF)				
i.	20 character records	50,000/ yr.	RCD	\$ _____	\$ _____
ii.	247.21 (average) character records	64,500/ yr.	RCD	\$ _____	\$ _____
b.	KEYING OF COMPUTER GENERATED AUTHORITY TABLE LISTS				
1.	Alpha characters	80,000/ yr.	RCD	\$ _____	\$ _____
"USE OR DISCLOSURE OF PROPOSAL DATA IS SUBJECT TO THE RESTRICTION ON THE FIRST PAGE OF THIS PROPOSAL"					

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4.	When ordered in accordance with 3. above, the contractor shall pick up source documents and pertinent information at the NRC Public Document Room, 1717 H St., N.W., Washington, D.C. The contractor shall promptly process the order and deliver the completed work together with source documents and any pertinent information to the point of origin, in a time to be agreed upon with the COAR.	10/yr.	RT	\$ _____	\$ _____
5.	The contractor may also be required to perform keypunching and verifying services of classified information (classification level Secret RD or below) on site at NRC's Silver Spring office under on-call circumstances. The services shall include alpha-numeric keypunching and 100% key verifying from NRC supplied source documents to EAM cards. When ordered, the contractor shall provide a qualified, trained operator* thoroughly familiar with NRC keypunch instructions and equipment, within one working day's notice. All work will be performed on-site at NRC's 7915 Eastern Avenue, Silver Spring, Md. office. NRC equipment (UNIVAC 1710 card punch and pre-marked EAM cards) will be made available. Services may be required Monday through Friday, except legal Government holidays, on a non-regular hour basis. The type of service required will be specified by the COAR when orders are placed.	keypunching and verifying services of classified information (classification level Secret RD or below) on site at NRC's Silver Spring office under on-call circumstances. The services shall include alpha-numeric keypunching and 100% key verifying from NRC supplied source documents to EAM cards. When ordered, the contractor shall provide a qualified, trained operator* thoroughly familiar with NRC keypunch instructions and equipment, within one working day's notice. All work will be performed on-site at NRC's 7915 Eastern Avenue, Silver Spring, Md. office. NRC equipment (UNIVAC 1710 card punch and pre-marked EAM cards) will be made available. Services may be required Monday through Friday, except legal Government holidays, on a non-regular hour basis. The type of service required will be specified by the COAR when orders are placed.			
*	Contractor must have two (2) such operators "Q" cleared by NRC to perform this work.	80/yr.	HR	\$ _____	\$ _____
6.	Travel between contractor's plant and 7915 Eastern Avenue, Silver Spring, Md. as required to perform work specified in item 5 hereof.	10/yr.	RT	\$ _____	\$ _____

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# CONTINUATION SHEET

GENERAL SERVICES ADMINISTRATION  
FPMR (41 CFR) 101-11.6  
NAME OF OFFICE OR CONTRACTOR

NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	<u>Option</u>				
1.	The contractor shall provide keypunching and 100% verification of EAM cards for the U.S. Nuclear Regulatory Commission (NRC). The contractor shall keypunch (alpha-numerically) a varying number of EAM cards daily, Monday through Friday, except legal Government holidays, from NRC supplied source documents*. The contractor shall keypunch the cards on a printing card punch and shall key verify the cards on a card verifier, or similar equipment. Data must be recorded and verified in the Hollerity Mode on Standard 80 column cards (Standard 5081 80 column cards are to be supplied by the contractor). Each batch of completed cards shall be banded and labelled by the contractor, with the system name as provided on the source documents. The contractor shall return the source documents grouped together in the same manner that they were grouped together in the same manner that they were grouped together originally (by system name).	400,000/ yr.	CDS	\$ _____	\$ _____
2.	In accordance with 1. above, the contractor shall pick up source documents and pertinent information at the NRC Division of ADP Support, 7920 Norfolk Avenue, Bethesda, Maryland, Room P-634*, by 11:00 a.m. daily, Monday through Friday, except legal Government holidays. The contractor shall promptly process the order and deliver the completed work together with the source documents and any pertinent information to the point of origin on a 24-hour turnaround basis. Deliveries falling on days other than regular Commission workdays shall be made by 11:00 a.m. the first regular Commission workday subsequent thereto, unless otherwise mutually agreed upon by the parties.				
	<u>*Delivery persons must be U.S. citizens and sign in at the Phillips Bldg. reception desk for each pickup/delivery.</u>				
		250/yr.	RT	\$ _____	\$ _____
3.	When ordered, the contractor shall also provide key to tape data entry services with 100% verification, from NRC supplies source documents as specified below. The data shall be entered on standard 1/2" 800 or 1600 bpi computer tape (as required) using ASCII or EBCDIC codes (as required). The tapes shall be internally labelled or unlabelled (as required) with blocked or unblocked records (as required). The data shall be keyed as specified by the contracting officer's authorized representative (COAR) when orders are placed.				
a.	KEYING FROM HANDWRITTEN DATA INPUT FORMS (DIF)				
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ii.	247.21 (average) character records	64,500/ yr.	RCD	\$ _____	\$ _____
b.	KEYING OF COMPUTER GENERATED AUTHORITY TABLE LISTS				
1.	Alpha characters	80,000/ yr.	RCD	\$ _____	\$ _____

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LINE NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
4.	When ordered in accordance with 3. above, the contractor shall pick up source documents and pertinent information at the NRC Public Document Room, 1717 H St., N.W., Washington, D.C. The contractor shall promptly process the order and deliver the completed work together with source documents and any pertinent information to the point of origin, in a time to be agreed upon with the COAR.	10/yr.	RT	\$ _____	\$ _____
5.	The contractor may also be required to perform keypunching and verifying services of classified information (classification level Secret or below) on site at NRC's Silver Spring office under on-call circumstances. The services shall include alpha-numeric keypunching and 100% key verifying from NRC supplied source documents to EAM cards. When ordered, the contractor shall provide a qualified, trained operator* thoroughly familiar with NRC keypunch instructions and equipment, within one working day's notice. All work will be performed on-site at NRC's 7915 Eastern Avenue, Silver Spring, Md. office. NRC equipment (UNIVAC 1710 card punch and pre-marked EAM cards) will be made available. Services may be required Monday through Friday, except legal Government holidays, on a non-regular hour basis. The type of service required will be specified by the COAR when orders are placed.				
	* Contractor must have two (2) such operators				
	work.				
6.	Travel between contractor's plant and 7915 Eastern Avenue, Silver Spring, Md. as required to perform work specified in item 5 hereof.	80/yr.	HR	\$ _____	\$ _____
		10/yr.	RT	\$ _____	\$ _____

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APPENDIX B

STAFF RESUMES