



UNITED STATES  
NUCLEAR REGULATORY COMMISSION  
WASHINGTON, D. C. 20555

MAY 29 1990

Data Computer Corporation of America  
ATTN: Thomas E. Hutchens  
Executive Vice President  
P.O. Box 2665  
Columbia, Maryland 21045

Dear Mr. Hutchens:

Subject: Modification No. 2 to Task Order No. 01 Under  
Contract No. NRC-39-89-133

This modification is issued to reflect (1) the increase of the level of effort of this task order as described in the attached Statement of Work and (2) the confirmation of the verbal authorization of March 2, 1990 granted by the NRC Contracting Officer which, (a) extends the task order period of performance through April 30, 1991; (b) establishes the total estimated ceiling amount for this extension at \$47,424.29; and (c) provides funds of \$47,424.29.

Therefore, the task order total estimated ceiling and obligated amounts are increased by \$47,424.29 from \$47,803.68 to \$95,227.97.

Accordingly, the following changes are hereby made:

1. The third paragraph of the definitization letter for this task order is revised to read as follows:

"Task Order No. 01 shall be in effect from January 30, 1989 through April 30, 1991 with a total cost ceiling of \$95,227.97. The amount of \$88,584.16 represents the total estimated reimbursable costs and the amount of \$6,643.81 represents the fixed fee. The total cost ceiling amount of \$95,227.97 includes the \$47,424.29 verbally authorized to you on March 2, 1990.

2. As a result of this extension through April 30, 1991, the level of effort for this task order is hereby increased by 2,000 hours from 2,000 hours to 4,000 hours for regular hours.

Accounting Data for this Modification No. 2 to Task Order No. 01 are as follows:

B&R No.: 010-20-63-250  
FIN No.: D1920-0  
APPN No.: 31X0200.010  
Obligated Amount: \$47,424.29

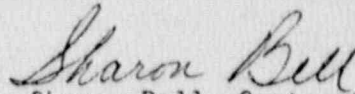
All other terms and conditions of this task order remain unchanged.

9006200555 900612  
PDR CONTR  
NRC-38-89-133 PNU

Please indicate your acceptance of this Modification No. 2 to Task Order No. 01 by having an official, authorized to bind your organization, execute three copies of this document in the space provided and return two copies to the Contract Administrator. You should retain the third copy for your records.

If you have any questions regarding the subject modification, please contact Edna Knox-Davin, Contract Administrator, on (301) 492-4731.


Sincerely,



Sharon Bell, Contracting Officer  
Contract Administration Branch  
Division of Contracts  
and Property Management  
Office of Administration

Enclosure:  
As stated

ACCEPTED:

  
NAME

V.P.  
TITLE

5/30/90  
DATE



UNITED STATES  
NUCLEAR REGULATORY COMMISSION  
WASHINGTON, D. C. 20540

NRC-39-89-133  
DATA COMPUTER CORPORATION OF AMERICA

Task Order Number
000

To Be Completed By  
Task Manager

TASK ORDER REQUEST FOR PROPOSAL

Task Order Title: Review and Supervision

System Number/Name: \_\_\_\_\_ / Data Entry

User Contact/Phone/Organization: Alan Dolleck / x24928 / DAs

Requested Period of Performance: From 02/20/90 Through 04/30/91

TAC #: \_\_\_\_\_

STATEMENT OF WORK

See Attachment I

Task Manager Signature

Alan Dolleck  
Alan Dolleck

Date 01/17/90



ATTACHMENT 1

Data Entry Task Order 009

BACKGROUND

The purpose of this task order is to require DCCA's data entry supervisor to review and become familiar with the data entry and production control tasks that will become her responsibility to supervise, and to supervise the DCCA personnel who perform those tasks.

STATEMENT OF WORK

- Task 1: The Contractor's data entry supervisor shall review and become familiar with all aspects of the data entry and production control tasks to be performed under this contract. The contractor shall review documentation and written procedures, conduct discussions with ARM/SDB task managers (if necessary) and NRC users, and confer with DCCA staff who currently perform the work.
- Task 2: The supervisor shall coordinate, schedule, and assign priorities under all active Task Orders. The supervisor shall provide data entry and computer technical personnel training for specific NRC task requirements, as well as provide cross training for personnel, so as to make sure critical areas are staffed during times when some contractor personnel are not available for work. Such training shall be planned so as to not cause major disruption of on-going work. The supervisor shall monitor work progress and assure the accuracy and timeliness of work. The supervisor shall keep track of contract personnel attendance and shall contact the responsible ADP coordinator (or user) when an absence occurs, and shall determine which projects need substitutions to ensure critical areas are covered, based on the workload and importance of projects. The supervisor shall ensure that all procedures followed by data entry and production control staff are documented in accordance with NRC documentation standards. All work is to be performed at the NRC site. The estimated level of effort is 2,000 hours.