



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

AUG 10 1990

Merex, Inc.  
Attn: Richard Tworek  
6110 Executive Blvd., Suite 608  
Rockville, MD 20852

Dear Mr. Tworek:

Subject: Letter Contract No. NRC-03-90-033 Entitled "Technical and Publication Assistance for Technical Specifications Improvement Program"

Pending negotiation of formal Contract No. NRC-03-90-033, and contingent upon your acceptance of the terms and conditions of this Letter Contract, your organization is authorized and directed, effective August 11, 1990, to initiate work in accordance with the enclosed statement of work which is made a part of this Letter Contract.

It is estimated that the amount currently allotted will cover performance through August 19, 1990.

Likewise, the following FAR Clauses are hereby incorporated and made a part of this Letter Contract:

EXECUTION AND COMMENCEMENT OF WORK (FAR 52.216-23) (APR 1984)

The Contractor shall indicate acceptance of this letter contract by signing three copies of the contract and returning them to the Contracting Officer not later than August 13, 1990. Upon acceptance by both parties, the Contractor shall proceed with performance of the work, including purchase of necessary materials.

(End of Clause)

LIMITATION OF GOVERNMENT LIABILITY (FAR 52.216-24) (APR 1984)

(a) In performing this contract, the Contractor is not authorized to make expenditures or incur obligations exceeding \$36,000.00.

(b) The maximum amount for which the Government shall be liable if this contract is terminated is \$36,000.00.

(End of Clause)

CONTRACT DEFINITIZATION (FAR 52.216-25) (APR 1984)

(a) A fixed price/cost-plus-fixed-fee definitive contract is contemplated. The Contractor agrees to begin promptly negotiating with the Contracting Officer the terms of a definitive contract that will include

9009260185 900813  
PDR CONTR  
NRC-03-90-033 PDC

(1) all clauses required by the Federal Acquisition Regulation (FAR) on the date of execution of the letter contract, (2) all clauses required by law on the date of execution of the definitive contract, and (3) any other mutually agreeable clauses, terms, and conditions. The Contractor agrees to submit a cost proposal and cost or pricing data supporting its proposal.

(b) The schedule for definitizing this contract is:

- (1) The contractor's price proposal shall be submitted by August 17, 1990.
- (2) Negotiations will start on or about August 27, 1990.
- (3) The target date for definitization of this contract is September 17, 1990.

(c) If agreement on a definitive contract to supersede this letter contract is not reached by the target date in paragraph (b) above, or within any extension of it granted by the Contracting Officer, the Contracting Officer may, with the approval of the head of the contracting activity, determine a reasonable price or fee in accordance with Subpart 15.8 and Part 31 of the FAR, subject to Contractor appeal as provided in the Disputes clause. In any event, the Contractor shall proceed with completion of the contract, subject only to the Limitation of Government Liability clause.

(1) After the Contracting Officer's determination of price or fee, the contract shall be governed by--

(i) All clauses required by the FAR on the date of execution of this letter contract for either fixed-price or cost-reimbursement contracts, as determined by the Contracting Officer under this paragraph (c);

(ii) All clauses required by law as of the date of the Contracting Officer's determination; and

(iii) Any other clauses, terms, and conditions mutually agreed upon.

(2) To the extent consistent with subparagraph (c)(1) above, all clauses, terms, and conditions included in this letter contract shall continue in effect, except those that by their nature apply only to a letter contract.

(End of Clause)

FAR Clause 52.216-26, Payments of Allowable Costs Before Definitization, is hereby incorporated into this contract by reference.

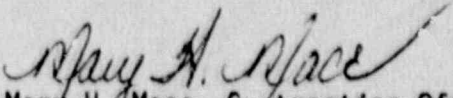
Merex, Inc.

3

August 10, 1990

If you have any questions regarding this letter contract, please call Mary Little on 492-4289.

Sincerely,

  
Mary H. Mace, Contracting Officer  
Contract Negotiation Branch No.2  
Division of Contracts and Property  
Management, ADM

Enclosure: As stated

ACCEPTED:

Merex, Inc.

By:  \_\_\_\_\_

Title: MANAGING DIRECTOR

Date: 13/24/90

...ing with the own ...  
Base. Each of the five ...  
sections and about 30 pages of ...

## STATEMENT OF WORK

**TITLE:** Technical and Editorial Assistance in Support of  
Technical Specifications Improvement Program

**FIN:** L-1661

**NRC PROJECT OFFICER:** Lawrence C. Ruth (492-1211)

**NRC LEAD ENGINEER:** Mark Reinhart (492-3139)

### PERIOD OF PERFORMANCE

August 10, 1990 through March 1, 1991.

### BACKGROUND

The Technical Specifications Improvement Program was initiated by the Nuclear Regulatory Commission's (NRC) February 1987 Interim Policy Statement on Technical Specifications. In support of this Program, four Nuclear Steam Supply System (NSSS) Owners Groups representing five reactor designs (Westinghouse, Combustion Engineering, General Electric (GE) BWR-4, GE BWR-6, and Babcock & Wilcox) are working with the NRC's Office of Nuclear Reactor Regulation (NRR) to develop new Standard Technical Specifications (STS) for each of the reactor design types. The objective of this effort is to obtain new STS that improve operational safety. This will be accomplished by focusing on the most safety significant requirements, reducing challenges to safety systems, making the STS more operator oriented, reducing the size and complexity of the STS, improving the STS Bases, applying human factors principles to writing the new STS, and allowing more efficient use of NRC and industry resources through reduction of the number of licensing actions. The five set of STS resulting from these efforts will be implemented on a plant specific basis at five lead commercial nuclear power plants (seven reactor units) representing the five reactor design types. Ultimately, the majority of commercial nuclear power plants within the five reactor design types will convert their existing Technical Specifications to the new STS.

NRR's Technical Specifications Branch (OTSB) is currently working with the Owners Groups to develop the new STS and their Bases. Each of the five sets of STS and Bases contains 15 sections and about 2,000 pages of highly formatted technical text and tables. The final draft of each set of new STS is currently about 75 percent complete and the initial draft of the Bases is about ten percent complete. To maintain its schedule, the NRC requires contractor assistance to support technical editing and word processing for all five sets of the new STS and their Bases.

Performance of this project will require attendance at technical meetings at NRC Headquarters, Rockville, Maryland; daily interface and coordination with the NRC Lead Engineer, and the editing and processing of about 500 pages of highly formatted text and tables (using WordPerfect 5.1) each week throughout the contract period of performance. (The word processing effort will involve mostly revisions to existing drafts of STS and their Bases.) Successful performance of this project will also require an understanding of the use of Technical Specifications in commercial nuclear power reactor operations and proficiency in control of computerized files and documents.

The primary products resulting from this project will be interim draft pages of each of the five sets of the new Standard Technical Specifications and their Bases, a complete first draft of each of the five sets of STS and Bases, a final draft of each of the five sets of STS and Bases, a Revision 0 of each of the five sets of STS and Bases, and preliminary and initial drafts of specific lead plant Technical Specifications. Each version of the STS and Bases produced under this contract shall be delivered in camera ready hard copies and WordPerfect 5.1 computer diskette versions.

(Note: References to the STS include the Bases.)

#### OBJECTIVE

The principal objective of this project is to obtain an organization for technical editing and word processing assistance for NRR's Technical Specifications Branch for the preparation of (1) drafts and Revision 0 of the new Standard Technical Specifications, including their Bases, for the Westinghouse, Combustion Engineering, GE EWR-4, GE BWR-6, and Babcock & Wilcox nuclear power reactor designs and (2) preliminary and initial drafts of plant specific Technical Specifications for the lead plants converting to the new NRC approved STS.

#### WORK REQUIREMENTS AND SCHEDULE

The contractor shall provide the facilities, equipment, computer software, materials, supplies, services, support staff, and qualified professional personnel, including project manager, necessary to complete this project. For planning purposes, this project consists of seven tasks. Work required under Tasks 1, 6, and 7 is ongoing in nature and shall, therefore, be performed throughout the contract period of performance. Work on Tasks 2, 3, 4, and 5 shall be performed in series.

Task 1: Documentation of STS Revisions Made During NRC-Owners Group and NRC-Licensee Meetings

The contractor shall provide technical editors (one per meeting) to attend meetings between the NRC and the Owners Groups or lead plant licensees. During each meeting, the assigned contract technical editor shall make pen and ink changes to the Standard Technical Specifications and Bases discussed during the meeting to reflect all revisions authorized by the NRC Lead Engineer or his representative during the meeting.

Estimated completion date: March 1, 1990.

#### Task 2: Production of First Draft Standard Technical Specifications

Working principally from pen and ink changes to interim drafts of the STS and Bases, which will be furnished by the NRC Lead Engineer or prepared by contract technical editors as a result of the Task 1 meetings, the contractor shall prepare revised STS pages. (It is expected that no more than twenty percent of the word processing effort will involve work from hand written originals.) The contractor shall incorporate the revisions using WordPerfect 5.1 in accordance with the STS style and format developed by the NRC and the Owners Groups. The contractor shall prepare both hard copies and WordPerfect 5.1 diskette versions (original and backup copies) of each file processed under this task. Following word processing, all revisions shall be checked for accuracy and completeness by the contract technical editor.

The work products to be delivered under this task include (1) about 500 interim first draft STS pages each week and (2) the first draft of each of the five sets of the new STS and Bases (camera-ready hard copies and original and backup WordPerfect 5.1 diskette versions). Each set of the STS and Bases consists of about 2,000 pages.

Estimated completion date: September 15, 1990.

#### Task 3: Production of Final Draft Standard Technical Specifications

Working principally from pen and ink changes to the first draft STS and Bases prepared under Task 2, which will be furnished by the NRC Lead Engineer or prepared by contract technical editors as a result of the Task 1 meetings, the contractor shall prepare revised STS pages. (It is expected that no more than five percent of the word processing effort will involve work from hand written originals.) The contractor shall incorporate the revisions using WordPerfect 5.1 in accordance with the STS style and format developed by the NRC and the Owners Groups. The contractor shall prepare both hard copies and WordPerfect 5.1 diskette versions (original and backup copies) of each file processed under this task. Following word processing, all revisions shall be checked for accuracy and completeness by the contract technical editor.

The work products to be delivered under this task include (1) about 500 interim final draft STS pages each week and (2) the final draft of each of the five sets of the new STS and Bases (camera-ready hard copies and original and backup WordPerfect 5.1 diskette versions). Each set of the STS and Bases consists of about 2,000 pages.

Estimated completion date: November 1, 1990.

#### Task 4: Production of Revision 0 of the Standard Technical Specifications

Working principally from pen and ink changes to the final draft STS and Bases prepared under Task 3, which will be furnished by the NRC Lead Engineer or prepared by contract technical editors as a result of the Task 1 meetings, the contractor shall prepare revised STS pages. (It is expected that no more than five percent of the word processing effort will involve work from hand written originals.) The contractor shall incorporate the revisions using WordPerfect 5.1 in accordance with the STS style and format developed by the NRC and the Owners Groups. Following word processing, all revisions shall be checked for accuracy and completeness by the contract technical editor. The contractor shall prepare both hard copies and WordPerfect 5.1 diskette versions (original and backup copies) of each file processed under this task.

The work products to be delivered under this task include (1) about 500 interim Revision 0 STS pages each week and (2) Revision 0 of each of the five sets of the new STS (camera-ready hard copies and original and backup WordPerfect 5.1 diskette versions). (Note: Revision 0 of the STS and Bases is also known as the NRC staff approved version of the STS and Bases.)

Estimated completion date: February 15, 1991.

#### Task 5: Lead Plant Conversions to Standard Technical Specifications

Working principally from pen and ink changes to the final draft STS and Bases, which will be furnished by the NRC Lead Engineer, the contractor shall prepare preliminary draft copies of plant specific Technical Specifications. The contractor shall incorporate the revisions using WordPerfect 5.1 in accordance with the style and format followed under Tasks 2, 3, and 4. These Technical Specifications will be given to the lead plant licensees by the NRC for their review and mark-up. The contractor shall prepare both hard copies and WordPerfect 5.1 diskette versions (original and backup copies) of each file processed under this task. Based on feedback from the lead plant licensees, the NRC Lead Engineer will make pen and ink changes to the preliminary plant specific Technical Specifications. These changes may also be made by a contract technical editor during a Task 1 meeting with the licensee. The

contractor shall incorporate these changes and produce initial draft plant specific Technical Specifications. Following word processing, all revisions shall be checked for accuracy and completeness by the contract technical editor.

The work products to be delivered under this task include (1) about 500 plant specific Technical Specification pages each week and (2) complete sets of plant specific preliminary and initial draft Technical Specifications (camera-ready hard copies and original and backup WordPerfect 5.1 diskette versions).

Estimated completion date: March 1, 1991.

**Task 6: Maintenance of a Document Control System**

The contractor shall maintain the dBase IV personal computer based document control system. For planning purposes, it is anticipated that each version of the five sets of the new STS and each plant specific conversion to the new STS will consist of about 300 computer files on 30 high density diskettes. The five sets of STS and seven lead plant conversion Technical Specifications will consist of about 3,600 files on 360 3 1/2-inch high density diskettes. Allowing for backup copies of all text files processed under this contract including interim drafts, the first and final drafts, Revision 0, and the preliminary and initial plant specific Technical Specifications, it is expected that the number of files and diskettes will be multiplied by a factor of three to five.

Estimated completion date: March 1, 1991.

**Task 7: "Key Word" and "Key Phrase" Data Base**

The contractor shall conceptualize a personal computer based "key word" and "key phrase" searchable integrated data base system for all Standard Technical Specifications and plant specific Technical Specifications.

Estimated completion date: March 1, 1991.

**LEVEL OF EFFORT**

The estimated level of effort is as follows:

Project Manager:	200 hours.
Technical Editors:	1,900 hours.
Word Processors:	5,900 hours.



## REPORTING REQUIREMENTS AND DELIVERABLES

### Technical Reports

All technical reports shall be delivered to the NRC Lead Engineer at NRC's White Flint offices.

During the course of Task 2, the contractor shall deliver interim drafts of revised STS pages. At the completion of Task 2, the contractor shall deliver a first draft version of each of the five sets of Standard Technical Specifications. The contractor shall deliver both camera-ready hard copies and WordPerfect 5.1 diskette versions (using 3 1/2-inch high density diskettes) of the documents.

During the course of Task 3, the contractor shall deliver interim drafts of revised final draft STS pages. At the completion of Task 3, the contractor shall deliver a final draft version of each of the five sets of Standard Technical Specifications 1. The contractor shall deliver both camera-ready hard copies and WordPerfect 5.1 diskette (using 3 1/2-inch high density diskettes) versions of the documents.

During the course of Task 4, the contractor shall deliver interim drafts of Revision 0 STS pages. At the completion of Task 4, the contractor shall deliver Revision 0 of each of the five sets of Standard Technical Specifications. The contractor shall deliver both camera-ready hard copies and WordPerfect 5.1 diskette (using 3 1/2-inch high density diskettes) versions of the documents.

During the course of Task 5, the contractor shall deliver interim drafts of preliminary and initial plant specific Technical Specification pages. At the completion of Task 5, the contractor shall deliver complete sets of initial plant specific Technical Specifications. The contractor shall deliver both camera-ready hard copies and WordPerfect 5.1 diskette (using 3 1/2-inch high density diskettes) versions of the documents.

The status of the STS files, i.e., a printout of the PC based document control system data base (Task 6) shall be included in each monthly report.

At the completion of Task 7, the contractor shall deliver a paper with detailed recommendations for the development and use of a "Key Word" and "Key Phrase" system.

### Monthly Business Letter Report

A monthly progress report shall be delivered by the 15th of each month to the NRC Project Officer (original and one copy), with a copy to each of the following:

Chief, Technical Specifications Branch  
Office of Nuclear Reactor Regulation

NRC Lead Engineer, Technical Specifications Branch  
Office of Nuclear Reactor Regulation  
Chief, Technical Assistance Management Section  
Office of Nuclear Reactor Regulation

Chief, Administrative Contracts Branch  
Division of Contracts and Property Management  
Office of Administration

Contract Administrator, Administrative Contracts Branch  
Division of Contracts and Property Management  
Office of Administration

The status of the STS files, i.e., a printout of the PC based document control system data base (Task 6) shall be included in each monthly report. The format and content of the monthly reports are subject to the NRC Project Officer's review and approval. (The Contract Administrator will provide the addresses for the places of delivery.)

#### Deliverables

At the completion of the contract, the contractor shall deliver all documents and computer diskettes produced in performance of the contract, which were not previously delivered, to the NRC Lead Engineer.

#### MEETINGS AND TRAVEL

For planning purposes, the following meetings are anticipated:

Up to 25, one-person, six hour meetings at NRC Headquarters, Rockville, Maryland, in accordance with Task 1.

Daily, one-person, one hour meetings with the NRC Lead Engineer and Project Manager for project interface and coordination, to receive STS pages for revision, and to deliver revised pages.

The contractor shall coordinate all meeting arrangements in advance with the NRC Lead Engineer.

#### APPLICABLE SPECIAL PROVISIONS

##### License Fee Recovery

The work to be performed under this project is not license fee recoverable.

##### Location

Daily coordination and interface with the NRC Lead Engineer as well as daily delivery of work products will be required to successfully perform this project. Therefore, the contractor personnel assigned to this project and all equipment required to

perform the contract work requirements shall be located in the Rockville, Maryland area.

#### Equipment

To ensure work product compatibility with NRC and Owners Groups requirements, the contractor shall have access to at least the following equipment for use under this contract:

IBM compatible personal computers that produce document files using MS or IBM DOS on 3 1/2-inch high density diskettes.

Hewlett Packard LaserJet Series II or III printers with the DA letter Gothic font series.

WordPerfect 5.1 software

dBase IV software

#### Key Personnel

It is the responsibility of the contractor to assign technical staff, employees, subcontractors, or consultants who have the required educational background, experience, or combination thereof to meet both the technical and regulatory objectives of the work specified in this statement of work. The NRC will rely on representations made by the contractor concerning the qualifications of the personnel assigned to this project, including assurance that all information contained in the technical and cost proposals, including resumes, is accurate and truthful.

In addition, the contractor shall provide personnel with at least the following minimum qualifications and experience:

The Project Manager or technical editors assigned to this project require a working knowledge of the use of Technical Specifications in commercial nuclear power reactor operations. This will facilitate understanding of discussions and interpretations of agreements reached during technical meetings, development of marked up STS during those meetings, and timely and correct typed products with minimal NRC staff involvement.

The word processors assigned to this project require proficiency in WordPerfect 5.1 with emphasis on tables, conversions from columns to tables, use of comparative text (redline and strikeout), and familiarity with other special formatting features such as line drawing.

Proficiency in large data base management using dBase IV.

Proficiency in document control of large numbers of computerized files and experience with the requirements of 10 CFR Part 50,

Appendix B, Criteria II, VI, and XVII, as applied to documents stored on electronic media.

**NRC FURNISHED MATERIALS**

The NRC Lead Engineer will provide all NRC or Owners Group documents (hard and electronic versions) required by the contractor to complete this project.

(End of Statement of Work)