

phoenix associates, inc.

8 June 1983

Arnold Gildenhorn
Division of Contracts
U. S. Nuclear Regulatory Commission
Washington, D. C. 20555

Re: Contract NRC-05-83-218 "Information Management
System for NRC Operations Center"

Dear Mr. Gildenhorn:

This letter represents our proposal to provide training and hands-on experience for an NRC Systems Manager to perform facility management activities and manage the Information Management System (IMS) being developed by Phoenix under the above referenced contract. The specific tasks which the NRC expects the Systems Manager to perform are listed in the attached "Subtask II.A" provided to us by your office.

We understand that it is the NRC's objective that the Systems Manager be responsible for the integrity and computer system operational aspects of IMS. To this end, we will provide necessary training* and convey knowledge to the NRC employee selected as Systems Manager in the following areas:

- requirements and design issues
- operating system environment including Data General provided hardware and software (e.g., CEO, BASIC, TRENDVIEW, INFOS)
- custom developed software
- system configuration decisions necessary to support users

Software documentation developed by Phoenix will be made available to the Systems Manager as well as pointers

*Note that the training will specifically relate to IMS Phase 1 work performed by Phoenix.

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to materials provided by Data General. Training and knowledge will be conveyed via:

- detailed technical discussions
- hands-on training sessions
- observing the Manager perform stand-alone operations

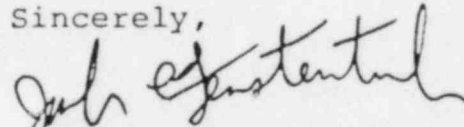
We expect that the NRC employee appointed as Systems Manager will have the necessary background knowledge and experience to adequately perform. Phoenix cannot make up for any deficiencies in the employee's background nor guarantee Systems Manager performance. [We will, however, provide references to appropriate textbooks and technical manuals.] Our services will be limited to IMS areas as described above.

Since IMS is under development and we expect that the Systems Manager will not be available for training on a full-time basis, we request that the period of performance for our existing contract be extended until 30 November 1983.

An "Optional Form 60" and "Certificate of Current Cost or Pricing Data" are attached.

We appreciate this opportunity to provide additional services to the NRC.

Sincerely,



Jack C. Fensterstock
President

JCF:jb

Enclosures

SUBTASK II.A

The contractor shall provide sufficient training and hands-on experience for an NRC employee, titled the "Systems Manager," to permit this person to a) perform facility management, and b) manage the Information Management System (IMS) applications, development, and operations. Some specific tasks the "Systems Manager" must perform are:

- Operates computer systems including minicomputer facility on a daily basis; assures it is constantly prepared for emergency response use.
- Controls access to computer systems, creates and maintains user accounts; trains new users.
- Provide technical advice and assistance to computer users and programmers.
- Installs new versions of operating system and applications software, ensures integrity of data bases and proper operation of computer systems.
- Maintains computer system files and data bases, including daily backups, purges, and restoration of files and otherwise performs duties of data base administration.
- Coordinates preventive and remedial hardware and software maintenance; coordinates resolution of hardware problems involving multiple vendors.
- Performance of hardware preventive maintenance.
- Maintenance of off-line data, software, and journal archival storage.
- Perform the duties of a User Consultant to the Intermediate Dose Assessment System (IDAS) applications programmers.

CONTRACT PRICING PROPOSAL

(RESEARCH AND DEVELOPMENT)

Office of Management and Budget
Approval No. 29-RO184

This form is for use when (1) submission of cost or pricing data (see FPR 1-4.807-3) is required and (2) substitution for the Optional Form 59 is authorized by the contracting officer.

PAGE NO

1

NO. OF PAGES

3

NAME OF OFFEROR
Phoenix Associates, Inc.

HOME OFFICE ADDRESS
**4720 Montgomery Lane, Suite 600
Bethesda, Maryland 20814**

SUPPLIES AND/OR SERVICES TO BE FURNISHED
**Training of Systems Manager for
Information Management System**

DIVISION(S) AND LOCATION(S) WHERE WORK IS TO BE PERFORMED
Systems Division - Bethesda, MD

TOTAL AMOUNT OF PROPOSAL
\$ 10,478

GOVT SOLICITATION NO
NRC-05-83-218

DETAIL DESCRIPTION OF COST ELEMENTS

1. DIRECT MATERIAL (Itemize on Exhibit A)	EST COST (\$)	TOTAL EST COST	REFER- ENCE
a. PURCHASED PARTS			
b. SUBCONTRACTED ITEMS			
c. OTHER—(1) RAW MATERIAL			
(2) YOUR STANDARD COMMERCIAL ITEMS			
(3) INTERDIVISIONAL TRANSFERS (if other than cost)			
TOTAL DIRECT MATERIAL			
2. MATERIAL OVERHEAD (Rate % of base)			
3. DIRECT LABOR (Specify)	ESTIMATED HOURS	RATE/HOUR	EST COST (\$)
Project Manager	15	38.46	577
Hardware/Software Engineer	160	20.67	3,307
Support	40	10.47	419
TOTAL DIRECT LABOR			4,303
4. LABOR OVERHEAD (Specify Department or Cost Center)	OH RATE	X BASE =	EST COST (\$)
Fringe Benefits	5.95%	4,303	256
Overhead	107.83%	4,559	4,916
TOTAL LABOR OVERHEAD			5,172
5. SPECIAL TESTING (Including field work at Government installations)		EST COST (\$)	
TOTAL SPECIAL TESTING			
6. SPECIAL EQUIPMENT (If direct charge) (Itemize on Exhibit A)			
7. TRAVEL (If direct charge) (Give details on attached Schedule)		EST COST (\$)	
a. TRANSPORTATION			
b. PER DIEM OR SUBSISTENCE			
TOTAL TRAVEL			
8. CONSULTANTS (Identify—purpose—rate)		EST COST (\$)	
TOTAL CONSULTANTS			
9. OTHER DIRECT COSTS (Itemize on Exhibit A)		50	1
10. TOTAL DIRECT COST AND OVERHEAD		9,525	
11. GENERAL AND ADMINISTRATIVE EXPENSE (Rate % of cost element No.)			
12. ROYALTIES			
13. TOTAL ESTIMATED COST			
14. FEE OR PROFIT 10%		953	
15. TOTAL ESTIMATED COST AND FEE OR PROFIT		10,478	

INSTRUCTIONS TO OFFERORS

1. The purpose of this form is to provide a standard format by which the offeror submits to the Government a summary of incurred and estimated costs (and attached supporting information) suitable for detailed review and analysis. Prior to the award of a contract resulting from this proposal the offeror shall, under the conditions stated in FPR 1-5.807-4 be required to submit a Certificate of Current Cost or Pricing Data (See FPR 1-5.807-3(h) and 1-5.807-4).

2. In addition to the specific information required by this form, the offeror is expected, in good faith, to incorporate in and submit with this form any additional data, supporting schedules, or substantiation which are reasonably required for the conduct of an appropriate review and analysis in the light of the specific facts of this procurement. For effective negotiations, it is essential that there be a clear understanding of:

- a. The existing, verifiable data.
- b. The judgmental factors applied in projecting from known data to the estimate, and
- c. The contingencies used by the offeror in his proposed price.

In short, the offeror's estimating process itself needs to be disclosed.

3. When attachment of supporting cost or pricing data to this form is impracticable, the data will be described (with schedules as appropriate), and made available to the contracting officer or his representative upon request.

4. The formats for the "Cost Elements" and the "Proposed Contract Estimate" are not intended as rigid requirements. They may be presented in different format with the prior approval of the Contracting Officer if required for more effective and efficient presentation. In all other respects this form will be completed and submitted without change.

5. By submission of this proposal the offeror grants to the Contracting Officer, or his authorized representative, the right to examine, for the purpose of verifying the cost or pricing data submitted, those books, records, documents and other supporting data which will permit adequate evaluation of such cost or pricing data, along with the computations and projections used therein. This right may be exercised in connection with any negotiations prior to contract award.

FOOTNOTES

1. Enter in this column those necessary and reasonable costs which in the judgment of the offeror will properly be incurred in the efficient performance of the contract. When any of the costs in this column have already been incurred (e.g., on a letter contract or change order), describe them on an attached supporting schedule. Identify all sales and transfers between your plants, divisions, or organizations under a common control, which are included or other than the lower of cost to the original transferee or current market price.

2. When space in addition to that available in Exhibit A is required, attach separate pages as necessary and identify in this "Reference" column the attachment in which the information supporting the specific cost element may be found. No standard format is prescribed, however, the cost or pricing data must be accurate, complete and current, and the judgment factors used in projecting from the data in the estimates must be stated in sufficient detail to enable the Contracting Officer to evaluate the proposal. For example, provide the basis used for pricing materials (such as by vendor quotations, shop estimates, or invoice prices; the reason for use of overhead rates which depart significantly from experienced rates (reduced volume, a planned major re-arrangement, etc.); or justification for an increase in labor rates (anticipated wage and salary increases, etc.). Identify and explain any contingencies which are included in the proposed price, such as anticipated costs of rejects and defective work, or anticipated technical difficulties.

3. Indicate the rates used and provide an appropriate explanation. Where agreements have been reached with Government representatives on the use of forward pricing rates, describe the nature of the agreement. Provide the method of computation and application of your overhead expense, including cost breakdowns and showing trends and budgetary data as necessary to provide a basis for evaluation of the reasonableness of proposed rates.

4. If the total cost entered here is in excess of \$250, provide on a separate page the following information on each separate item of royalty or license fee: name and address of licensor, date of license agreement, patent number, patent application serial number, or other basis on which the royalty is payable, brief description, including any part or model number of each contract item or component on which the royalty is payable, percentage or dollar rate of royalty per unit, unit price of contract item, number of units, and total dollar amount of royalties. In addition, if specifically requested by the contracting officer, a copy of the current license agreement and identification of applicable claims of specific patents shall be provided.

5. Provide a list of principal items within each category indicating known or anticipated source, quantity, unit price, competition obtained, and basis of establishing source and reasonableness of cost.

CONTINUATION OF EXHIBIT A—SUPPORTING SCHEDULE AND REPLIES TO QUESTIONS II AND V

CONTRACTOR'S CERTIFICATE OF
CURRENT COST OR PRICING DATA

This is to certify that, to the best of my knowledge and belief, cost or pricing data submitted in writing, or specifically identified in writing if actual submission of the data is impracticable (see FPR 1-3.807-3(h)(2), to the prime contractor in support of _____
Contract NRC-05-83-218

are accurate, complete and current as of 8 June 1983.

Phoenix Associates, Inc.

Firm

Jack Egerstorfer

Signature

President

Title

8 June 1983

Date