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June 8, 1999

Dennis M. Sollenberger
U. S. Nuclear Regulatory Commission
Office of State Programs
OWFN, MS 3 C10
Washington, D. C. 20555-0001

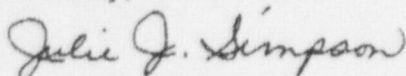
Dear Dr. Sollenberger:

JCN E7044, Task Order 5 Revised Proposal

Enclosed is the subject proposal entitled "Agreement State Information Base" submitted in response to the request dated June 4, 1999, which accompanied the modified Statement of Work. As shown in Attachment B, our cost estimate for the work described in the SOW modification totals \$210K. This is in addition to our estimate for previous work in the amount of \$725.4K, making \$935.4K the total estimate for Task Order 5. Based on the April remaining balance of \$73K, the new funding needed for the modification would be \$137K, and the revised Task Order 5 total funding level would be \$862.4K.

Questions about this proposal should be directed to Po-Yung Lu at (423) 574-7587 or to Gloria Caton at (423) 574-7759.

Yours truly,

Julie J. Simpson
Program Manager

Enclosure

c: G. M. Caton
P. Y. Lu
S. R. Martin, DOE-ORO
J. H. Myers, NRC/OSF
C. E. Pugh - RC**ornl** - *Bringing Science to Life*9907060107 990615
PDR ORG EUSDOE
PDR

Attachment A, Task Order 5 Modification

JCN E7044

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Task B.1 Schedule and Deliverables, Task Order 5 Modification

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| | | | |
|--|--|-----|-----|
| | H. Modify or update, links and information for the training schedules on the web site. | 1 | .5 |
| 8. Mailout of Diskettes | This subtask is discontinued at this time | NA | |
| 9. System Support | Routinely backup data on server and re-establish lost data at web site if necessary. Generate and maintain statistics of web site use and perform minor system troubleshooting. Assure that the system is Year 2000 compatible. | 5 | 3 |
| 10. Logging in materials and filing | Log in all new materials from OSP and file all hard copy documents received, after electronic processing has been completed. | 4.5 | 2.5 |
| 11-22. | Work Completed or Replaced | - | - |
| 23. Develop New Web Pages for OSP Web Site | Ongoing Work: Create 1 additional web site page per year and appropriate links as specified by OSP. This additional page is over and above the new pages specifically listed in other work items in this table. | 2 | 2 |
| 24. Large Document Processing | Ongoing Work: Upon request, create a single document from electronic files or other media provided by OSP. Graphics shall be scanned or converted into the proper format and inserted in the correct location in the final document. The document shall be placed at the web site as a PDF file. Provide this service for up to 3 documents of up to 100 pages per year. | 3 | 2 |
| 25. OSP Procedures Page | Ongoing Work: Upload and index new and revised OSP procedures and background materials to the OSP Procedures Page. OSP estimates that there will be up to 15 new procedures (either draft, final, or revised) and up to 4 Management Directives to post under this sub-task per year. | 2.5 | 1.5 |

Attachment A, Task Order 5 Modification
Task B.1 Schedule and Deliverables, Task Order 5 Modification

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| | | | |
|---|--|--|---|
| 7. Web Modifications and Maintenance for OSP Web Pages | <p>Update web site pages, install, and trouble-shoot new and updated links, and keep "contents" page current and operable. Continue to maintain statistics on web site utilization.</p> <p>Modifications and maintenance shall include:</p> <p>A. "Re-formatting" of the SS&D Indices and files into more manageable sizes. Also</p> <ol style="list-style-type: none"> 1. Add an icon to the SS&D index to identify inactive SS&D sheets; 2. List new registry numbers and the previous registry number for inactive sheets to identify and track inactive sheets more accurately; <p>B. Modify, or update links and information after development of an index for the A/S Letters that includes the date, A/S letter number, description of the letter, and a link to 1999 letters. OSP will provide a Lotus based spreadsheet to assist in the implementation of this modification.</p> <p>C. Development and maintenance of a "site map".</p> <p>D. Modify, or update, links on the "Links" page as necessary.</p> <p>E. "Re-formatting" the Agreement State Communications Index and files.</p> <p>F. Modify navigational bars for consistency, uniformity and "mass" updating across the site.</p> <p>G. Use Webmaster, or equivalent, software to scan site for broken or missing links on a quarterly basis.</p> | <p>3.5</p> <p>5</p> <p>1.5</p> <p>1</p> <p>1</p> <p>1.5</p> <p>1</p> <p>3</p> <p>2</p> | <p>2</p> <p>1.5</p> <p>1</p> <p>.5</p> <p>.5</p> <p>-</p> <p>1.5</p> <p>1</p> |
|---|--|--|---|

Attachment A, Task Order 5 Modification
Task B.1 Schedule and Deliverables, Task Order 5 Modification

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| | | | |
|---|---|---|-----|
| 6. Operability And Quality Assurance | QA PDF files, check the accuracy of links, and make necessary changes and corrections to assure operability. Verify contents of the SS&D Index against quarterly indexes released by NRC, identify any changes and make the necessary corrections to maintain the accuracy and currency of the SS&D Index | 6 | 3.5 |
|---|---|---|-----|

Attachment A, Task Order 5 Modification
Task B.1 Schedule and Deliverables, Task Order 5 Modification

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| Task ID | Task Description | Est. Effort (staff- days) FY 1999 | Est. Effort (staff- days) FY 2000 |
|--|---|--|--|
| 1. AS Letters | Continue to prepare, QA, and upload an estimated 100 letters per year. | 4.5 | 2 |
| 2. Program Reviews | Continue to prepare, QA, and upload an estimated 14 Program Review packages per year. | 2 | 1.5 |
| 3. SS&D Sheets | Continue to prepare, QA, and upload an estimated 120 new SS&D sheets and perform approximately 300 SS&D sheet modifications per year. | 15.5 | 9.5 |
| 4. Updating Indexes of SS&D Sheets, State Program Reviews, Agreement State Letters, and Office of State Program Procedures | Perform an estimated 200 changes or additions to the SS&D Index; about 30 changes or additions to the State Reviews Index; about 150 changes or additions to the Agreement State Letters and about 30 changes or additions to the State Programs Procedures area index. Provide active links to each new file where necessary and provide a "See Also" reference index for cross referencing SS&D sheets issued under alternate company name. | 3 | 2 |
| 5. Directories of Agreement, Non-Agreement State, OSP, RSAO, RSLD Staff, and State Liaisons | Update and revise the present directories as needed, or approximately 24 times a year to assure that the most current contact information is presented at the website. | 2 | 1 |

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PROJECT TITLE: Task Order 5, Agreement State Information Base

agreed upon by the ORNL PM and the NRC PM once the availability of funding has been determined.

7. PROPOSED PERSONNEL:

It is anticipated that G. M. Caton will continue as the Principal Investigator with overall project management handled by Po-Yung Lu. Resumes are on file at NRC.

8. SUBCONTRACTORS:

The need for subcontractor support is not anticipated for the work described in this Task Order Modification.

9. MATERIALS AND SERVICES:

No individual purchase is anticipated to be \$500 or greater.

10. ADDITIONAL INFORMATION:**Travel**

One 2-day trip of one staff member to NRC HQ for review of OSP Web Site and discussion of future plans with Technical Monitor.

Budget

The attached budget estimate (Attachment B) shows the anticipated expenditures for the modified Task Order 5, Subtask B.1.

Additional activities

No additional activities are to be considered a part of this task or cost structure. Other activities that may be useful will be negotiated separately and as needed.

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PROJECT TITLE: Task Order 5, Agreement State Information Base

document. The document shall be placed at the web site as a PDF file. ORNL shall provide this service for up to 3 documents of up to 100 pages per year under this task. The time allocated for this task for a year is 8 days. (ETMD - 5 days).

25. OSP Procedures Page:

Ongoing Work: ORNL shall upload and index new and revised OSP procedures and background materials to the OSP Procedures Page. OSP estimates that there will be up to 15 new postings (either draft, final, or revised procedures) under this sub-task per year. When directed, ORNL shall also place up to 4 Management Directives per year to this site. The time allocated for this task for a year is 6 days. (ETMD - 4 days).

NEW ENHANCEMENTS TO THE OSP HOME PAGE:**26. Complete SS&D Catalog:**

Enhancement: ORNL shall add up to 1000 missing older sheets to the SS&D catalog at the web site. Missing sheets will be provided by OSP. Under this work activity, ORNL shall verify that files are linked and links are attached to the correct file. The time allocated for this task which will be completed by December 1999 if the sheets are received promptly is 90 days.

27. Keyword Index for A/S Letters:

Enhancement: Agreement State (A/S) Letters are listed by general category, the year and by letter code. The present layout of the A/S letter page does not provide an easy way to identify a letter by subject. ORNL shall develop, using OSP provided database, a viewable and searchable index for A/S letters by title. The database covers the years 1993 to the present and corresponds to the letters currently posted at the site. The time allocated for this task which will be completed by December 1999 is 12 days.

28. What's New Page:

Enhancement: ORNL shall develop a "What's New Page" for the web site. This page shall provide a running list of new items that have been announced on the home page to the web site with a link to the document. The page shall also contain a date when the item was added to the site. It would be a chronological list of the changes and additions to the site designed to assist the infrequent user. This page will also assist OSP and ORNL in monitoring changes and additions to the site. The time allocated for this task for a year is 5 days. (ETMD - 4 days).

6. PROJECT SCHEDULE:

Attachment A lists the deliverables and time allocation to accomplish milestones for the Task Order 5 Modification. The priorities of tasks and the schedule of deliverables will be mutually

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PROJECT TITLE: Task Order 5, Agreement State Information Base**16. Special Document Processing:**

Work completed. Reworded Task description is included in New Work #24. This item is closed upon acceptance of #24.

17. Directory of State Liaison Officials:

Work completed.

18. Special Documents on Web Site:

Replaced with reworded work description #25. This item is closed upon acceptance of #25.

19. Reconciliation of SS&D Sheets:

Work completed.

20. NRC Inspection Manual Files Links and OSP Web Site Statistical Links:

Work completed.

21. NRC Training Schedule:

Work completed.

22. Design & Maintain OSP Procedures Web Page:

Work completed for all procedures sent to ORNL. Reworded work description under #25 will supersede this effort upon acceptance.

NEW WORK ITEMS UNDER FY 1999 MODIFICATION TO TASK ORDER 5**NEW WORK TO BE PERFORMED ON AN ONGOING BASIS:****23. Develop New Web Pages for OSP Web Site:**

Ongoing Work: ORNL shall create up to 1 additional web site page per year and appropriate links as specified by OSP. This additional page is over and above the new pages specifically listed in other work items in this table. The time allocated for this task for a year is 4 days. (ETMD - 4 days).

24. Large Document Processing:

Ongoing Work: OSP has occasionally requested the consolidation of very large documents that exist in multiple electronic files having separate graphics, e.g., paper or a non-standard electronic formats, that must be converted and consolidated into a PDF format. Upon request, ORNL shall create a single document from electronic files or other media provided by OSP. Graphics shall be scanned or converted into the proper format and inserted in the correct location in the final

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ORNL may provide suggestions and proposals for other modification of the web site to maintain state-of-the-art capabilities or to improve efficiency of the site. Cost of improvements, over and above routine maintenance covered under this section, shall be negotiated on a case by case basis.

8. Mailout of Diskettes:

This subtask is discontinued at this time.

9. System Support:

ORNL shall routinely backup data on server and re-establish lost data at web site if necessary. ORNL shall generate and maintain statistics of web site use and will perform minor system troubleshooting. ORNL shall assure that the system is Year 2000 compliant. The time allocated for this task for a year is 12 days. (ETMD - 8 days)

10. Logging in materials and filing:

ORNL shall log in all new materials from OSP and file all hard copy documents received, after electronic processing has been completed. The time allocated for this task for a year is 10 days. (ETMD - 7 days).

PRIOR ENHANCEMENTS TO THE OSP WEBSITE**11. Re-design Directory of Agreement and Non-Agreement State Programs:**

Work completed on 11A and 11C. Work on 11B is ongoing but should be completed shortly with any additional modifications done under web site maintenance.

12. Index for State Reviews:

Work completed.

13. Links Page:

Work in progress. *This will Transition into the maintenance of links under #7 above.*

14. Enhancements to OSP Web Site:

Work completed.

15. Index of Agreement State Letters:

Work completed.

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PROJECT TITLE: Task Order 5, Agreement State Information Base

utilization. Estimates for the updated links, contents page, and statistics for a year is 8 days. (ETMD - 5.5 days). Estimates for other specific modifications and maintenance are listed below.

Modifications and maintenance shall include:

A. "Re-formatting" of the SS&D Indices and files into more manageable sizes for improved downloading speed. Additionally, the following modifications would be made to the SS&D catalog:

1. Add an icon to the SS&D index to identify inactive SS&D sheets;
2. List new registry numbers and the previous registry number for inactive sheets to identify and track inactive sheets more accurately;

The time allocated for this task which will be completed by December 1999 is 6.5 days.

B. Modify, or update links and information after development of an index for the A/S Letters that includes the date, A/S letter number, description of the letter, and a link to 1999 letters. OSP will provide a Lotus based spreadsheet to assist in the implementation of this modification. The time allocated for this task for a year is 3.5 days. (ETMD - 2.5 days).

C. Development and maintenance of a "site map" to assist visitors in navigating the web site. The time allocated for this task for a year is 2 days. (ETMD - 1.5 days).

D. Modify, or update, links on the "Links" page as necessary to assure functionality and to present new materials. The time allocated for this task for a year is 2.5 days. (ETMD - 2 days).

E. "Re-formatting" the Agreement State Communications Index and files to improve downloading speed. The time allocated for this task which will be completed by December 1999 is 1 days.

F. Modify navigational bars for consistency, uniformity and "mass" updating across the site. The time allocated for this task which will be completed by December 1999 is 4.5 days.

G. Use Webmaster, or equivalent, software to scan site for broken or missing links on a quarterly basis. The time allocated for this task for a year is 4 days. (ETMD - 3 days).

H. Modify or update, links and information for the training schedules on the web site. The time allocated for this task for a year is 2 days. (ETMD - 1.5 days).

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PROJECT TITLE: Task Order 5, Agreement State Information Base**3. SS&D Sheets:**

ORNL shall continue to prepare, QA, and upload an estimated 120 new SS&D sheets and perform approximately 300 SS&D sheet modifications per year. Most sheets are from 3 to 12 pages long. For efficiency and cost savings, SS&D sheet preparation and loading shall coincide with the issuance of new and revised sheets. The estimated cost shall include copying, scanning, editing the first page, merging, converting file into a PDF format, and uploading the completed SS&D sheet to the OSP web site. To keep costs down, the first page of each SS&D sheet shall be checked for errors and corrected as necessary. The remainder of each sheet shall be scanned and converted to PDF file and will be only checked for readability. If requested by OSP, ORNL shall edit specific pages, or the whole document. Estimated time is 11 days for the new sheets and 26 days for the modifications. ORNL will make appropriate links and indexing for SS&D sheets whose status has changed. The time allocated for this task for a year is 37 days. (ETMD - 25 days).

4. Updating Indexes of SS&D Sheets, State Program Reviews, Agreement State Letters, and Office of State Program Procedures:

ORNL shall: perform an estimated 200 changes or additions to the SS&D Index; about 30 changes or additions to the State Reviews Index; about 150 changes or additions to the Agreement State Letters and about 30 changes or additions to the State Programs Procedures area index. ORNL shall provide active links to each new file where necessary. ORNL shall continue providing a "See Also" reference index for cross referencing SS&D sheets issued under alternate company name. The time allocated for this task for a year is 7.5 days. (ETMD - 5 days).

5. Directories of Agreement, Non-Agreement State, OSP, RSAO, RSLO Staff, and State Liaisons:

ORNL shall update and revise the present directories as needed, or approximately 24 times a year to assure that the most current contact information is presented at the website. The time allocated for this task for a year is 4 days. (ETMD - 3 days).

6. Operability And Quality Assurance:

ORNL shall QA PDF files, check the accuracy of links, and make necessary changes and corrections to assure operability. ORNL shall verify contents of the SS&D Index against quarterly indexes released by NRC, identify any changes and make the necessary corrections to maintain the accuracy and currency of the SS&D Index. The time allocated for this task for a year is 14 days. (ETMD - 9.5 days).

7. Web Modifications and Maintenance for OSP Web Pages:

ORNL shall update web site pages, install, and trouble-shoot new and updated links, and keep "contents" page current and operable. ORNL shall continue to maintain statistics on web site

MODIFICATION OF PROPOSAL FOR TASK ORDER 5**JCN E7044****Date: June 8, 1999****Page 1 of 7**

PROJECT TITLE: Task Order 5, Agreement State Information Base

1. OBJECTIVE OF THE PROPOSED WORK:

This submittal is a revised modification of the current effort to Task Order 5 of JCN E7044, as provided under Subtask B.1, and responds to the Nuclear Regulatory Commission (NRC) Statement of Work of June 4, 1999. The purpose of this modification is to develop enhancements to further the mission of the Office of State Programs (OSP) in communication with the NRC Offices, the Commission, the Agreement States, and the public

3. WORK TO BE PERFORMED AND EXPECTED RESULTS:**B.1 System Support**

All items in this proposal refer to Subtask B.1 of the original proposal for Task 5 of E7044. The work proposed in this modification is a restatement of the ongoing work to maintain the OSP Home Page as well as new work to enhance the OSP Home Page. The items below are listed in the same sequential order as in the Statement of Work dated June 4, 1999.

WEB SITE CONTINUATION AND MAINTENANCE**1. AS Letters:**

ORNL shall continue to prepare, QA, and upload an estimated 100 letters per year. Estimated time to prepare, QA, and upload one letter of 3-10 pages with attachments of another 5-15 pages is approximately 46 minutes each. Assume about 10 letters (10%) have very long attachments, e.g., 30-70 pages and take 80 minutes each. The time allocated for this task for a year is 10 days. (ETMD¹ - 6.5 days).

2. Program Reviews:

ORNL shall continue to prepare, QA, and upload an estimated 14 Program Review packages per year. A review package consists of the review document and all the associated letters, approximately 3 to 5 files. The review package can be 25-100 pages depending on the size of the program reviewed. Each package is estimated to take about 1.5 -3.5 hours to prepare and upload depending on its size. The time allocated for this task for a year is 5 days. (ETMD - 3.5 days).

¹ETMD - Estimated Time for task during May through December 1999

Attachment A, Task Order 5 Modification
Task B.1 Schedule and Deliverables, Task Order 5 Modification

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| 26. Complete SS&D Catalog | Enhancement: Add up to 1000 missing older sheets to the SS&D catalog at the web site. Missing sheets will be provided by OSP. Verify that files are linked and links are attached to the correct file. | 48 | 42 |
| 27. Keyword Index for A/S Letters | Enhancement: Develop, using OSP provided databases, a viewable and searchable index for A/S letters by title. The database covers the years 1993 to the present and corresponds to the letters currently posted at the site. | 12 | - |
| 28. What's New Page | Enhancement: Develop a "What's New Page" for the web site. This page shall provide a running list of new items that have been announced on the home page to the web site with a link to the document. The page shall also contain a date when the item was added to the site. | 3.5 | .5 |

Attachment B (Task Order 5, E7044 Modification)**Approximate Time Commitment**

| Team Function | Effort (staff-days) FY 1999 May-September | Effort (staff-days) FY 2000 Oct.-Dec. |
|--|--|--|
| Project Management | 10 | 6 |
| Technical Staff | | |
| Task 1. AS Letters | 4.5 | 2 |
| Task 2. Program Reviews | 2 | 1.5 |
| Task 3. SS&D Sheets | 15.5 | 9.5 |
| Task 4. Updating Indexes of SS&D Sheets, State Program Review, Agreement State Letters, & OSP Procedures | 3 | 2 |
| Task 5. Directories of Agreement, Non-Agreement State, OSP, RSAO, RSLO Staff and State Liaisons | 2 | 1 |
| Task 6. Operability and Quality Assurance | 6 | 3.5 |
| Task 7. Web Modifications and Maintenance | 3.5 | 2 |
| Task 7a. Re-formatting of SS&D Indices | 5 | 1.5 |
| Task 7b. Modify & Update Links of Revised A/S Letter Index | 1.5 | 1 |
| Task 7c. Develop & Maintain Site Map | 1 | 0.5 |
| Task 7d. Modify & Update Links on Links page | 1.5 | 0.5 |
| Task 7e. Re-format AS Communications Index and files | 1 | 0 |
| Task 7f. Modify Navigation Bars | 3 | 1.5 |
| Task 7g. Scan Site for Broken or Missing Links Quarterly | 2 | 1 |
| Task 7h. Modify & Update Training Schedules | 1 | 0.5 |
| Task 8. Mailout of Diskettes - discontinued | 0 | 0 |
| Task 9. System Support | 5 | 3 |
| Task 10. Logging in materials and filing | 4.5 | 2.5 |
| Tasks 11-22. Work Completed or Replaced | 0 | 0 |
| Task 23. Develop New Pages for OSP Web Site | 2 | 2 |

Attachment B (Task Order 5, E7044 Modification)(continued)

| | | |
|--|------------|-------------|
| Task 24. Large Document Processing | 3 | 2 |
| Task 25. OSP Procedures Page | 2.5 | 1.5 |
| Task 26. Complete SS&D Catalog | 48 | 42 |
| Task 27. Keyword Index for A/S Letters | 12 | 0 |
| Task 28. What's New Page | 3.5 | 0.5 |
| Total Staff-days | 143 | 87.5 |

Projected Supplemental Cost Schedule (\$)

| | FY 1999 | FY 2000 | Total |
|--|----------------|----------------|----------------|
| Labor | 86,000 | 54,500 | 140,500 |
| Materials and Services | 2,300 | 2,000 | 4,300 |
| Travel | 1,000 | 0 | 1,000 |
| Overhead | 34,500 | 21,300 | 55,800 |
| Sub-total | 123,800 | 77,800 | 201,600 |
| NRC Program Office (3% + overhead) | 5,200 | 3,200 | 8,400 |
| Modification Total Estimate | 129,000 | 81,000 | 210,000 |
| Previous Task 5 Total Estimate: | | | 725,400 |
| Total Task 5 Estimate: | | | 935,400 |