

Dr. Claud E. Pugh, Director  
NRC Program Office  
Oak Ridge National Laboratory  
P.O. Box 2009  
Oak Ridge, TN 37831-8063

SEP 11 1997

Dear Dr. Pugh:

The enclosed modification to the Statement of Work (SOW) for Task Order 5, Subtask B.1, is submitted for proposal development. The work proposed in this modification is in addition to the work already addressed in the SOW. Please submit, within 10 working days, a proposal to complete this additional effort.

If you have any questions, please contact Brenda Usilton at (301) 415-2348 or Dennis Sollenberger at (301) 415-2819.

Sincerely,

Original Signed By  
**RICHARD L. BANGART**  
Richard L. Bangart, Director  
Office of State Programs

Enclosure:  
As stated

cc: E. Cumesty, DOE Oak Ridge  
D. Cooper, DOE Oak Ridge  
J. Simpson, ORNL  
M. Francis, ORNL

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OKW 9/10/97

OFFICE	OSP	OSP:DD	OSP:D			
NAME	DSollenberger	PHLohaus	RLBangart			
DATE	09/10/97	09/11/97	09/11/97			



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UNITED STATES  
NUCLEAR REGULATORY COMMISSION  
WASHINGTON, D.C. 20555-0001

September 11, 1997

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## **Statement of Work Modification for E7044, Task Order 5**

### **Subtask B.1**

ORNL shall continue to manage the maintenance of the OSP Home Page. ORNL shall conduct the additional work specified in the following table.

#### **WEB SITE CONTINUATION AND MAINTENANCE**

##### **1 - AS Letters:**

ORNL shall continue to prepare, QA, and upload an estimated 150 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 15 letters (10%) have very long attachments, e.g., 30-70 pages and take 80 minutes each.

##### **2 - Program Reviews:**

ORNL shall continue to prepare, QA, and upload an estimated 12 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.

##### **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 be done on a quarterly basis and shall generally coincide with the issuance of new and revised sheets. 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 17 days for the new sheets and 22-29 days for the modifications, depending on whether the whole SS&D sheet is replaced or individual replaced pages.

##### **4 - Updating Indexes of SS&D Sheets and State Program Reviews:**

ORNL shall: perform an estimated 420 changes or additions to the SS&D Index; and about 70 changes or additions to the new State Reviews Index (see Enhancements.) ORNL shall provide active links to each new file and shall also develop a "See Also" reference index for cross referencing SS&D sheets issued under alternate company name. If REDXREF (see Enhancements Section) is accepted then the SS&D Index shall be linked to it at appropriate places.

## Statement of Work Modification for E7044, Task Order 5

### Subtask B.1

**5 - Directories of Agreement, Non-Agreement State, and OSP Staff:**

ORNL shall update and revise the present directories approximately 6 times a year. However, we propose to redesign the directories. If the suggested enhancement, in the Enhancements Section, is approved, the time to update the revised directories would drop about 43%.

**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.

**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 create a link to site use statistics at a mutually agreed upon location on the web site. ORNL may provide suggestions and proposals for 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 disks:**

ORNL shall duplicate and virus-check diskettes and Fedex them to designated recipients with a cover letter and acknowledgment sheet. There are about 3-5 documents per diskette ranging from 4 to 25 pages in length. ORNL shall track acknowledgment forms to ensure 100% delivery of material and maintains a tracking system for the mailouts. Cost basis is estimated for 3 mailings per year for approximately 50 people or 120 hours per year. Cost includes a \$6.00 materials charge per designated recipient.

**9 - System support:**

ORNL shall routinely backup data on server and re-establish data at web site if necessary. ORNL shall generate and maintain statistics of web site use and will perform minor system troubleshooting.

**10 - Logging in materials and filing:**

ORNL shall log in all new materials from OSP and file all hard copy documents received, after the processing has been completed.



## Statement of Work Modification for E7044, Task Order 5

### Subtask B.1

#### **ENHANCEMENTS TO OSP WEBSITE**

##### **11 - Re-design Directory of Agreement and Non-Agreement State Programs**

**A.** ORNL shall re-design existing directories creating one merged directory organized by State. A suitable indicator shall identify the Director of each State Program or sub-program. The proposed directory shall have an alphabetic bar, formatted like the SS&D Index, at the top of the page with state codes for user-friendly access. Each Director shall have an active E-mail address for enhanced messaging capability. Users shall be able to easily send E-mail by simply clicking the recipient's highlighted E-mail address. Also, under the State's entry, links may be made to existing State web sites. This proposed re-design will result in more efficient updating of the directories.

**B.** In addition, ORNL shall investigate and develop a mechanism for providing a form, at this location, to update this information and send it automatically to OSP and ORNL. This will ensure that the directory information will be updated in a timely manner.

##### **12 - Index for State Reviews**

ORNL shall create an index for the State Review packages and provide links for each part of the review package for fast document retrieval. This task will require about 200 linkable entries. The result will be a more efficient and user-friendly environment for a popular area at the site. This proposed re-design will result in more efficient retrieval of documents.

##### **13 - Links Page**

This page on the web site is awkward and needs to be updated to newer technology. ORNL shall use a frame format with a menu in the left column, so that users can easily access sections of interest. A list of State alphabetic codes linking the OSP web site to State web sites and home pages shall be provided in the margin. The proposed revision shall have an updated look and be more efficient to use.

##### **14 - Requested Enhancements to OSP Web Site:**

- a. ORNL shall create up to 3 additional web site pages as specified by OSP.
- c. ORNL shall do research into new search technologies and propose an alternative to the existing search engine.

##### **15 - Index for AS Letters:**

An AS Letter Index on the web site would provide direct access to the AS documents. ORNL shall create a simple index by category, year, and AS letter code for fast search capabilities and shall "hot" link directly to the document. This enhancement will require the creation of over 1050 new links. New letters shall be linked to the proposed index which will make retrieval easier and faster.

## Statement of Work Modification for E7044, Task Order 5

### Subtask B.1

#### **16 - Special Document Processing:**

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 document. The document shall be placed at the web site as a PDF file. ORNL shall provide this service for up to 3 documents under this task. Special cases, involving hard copy graphics or other material that must be scanned and merged into a multi-file document shall be negotiated on a case-by-case basis. The cost for complete QA and correction of an entire SS&D sheet will be negotiated on a case by case basis.

#### **NEW ITEMS**

#### **17 - Directory of State Liaison officials:**

The OSP web site does not have a directory for State Liaison officials. ORNL shall create a directory for State Liaison officials using the same structure as the proposed "Directory of Agreement and Non-Agreement State Directors" (See Enhancements.) The directory shall include linked e-mail addresses.

#### **18 - Special Documents on Web Site:**

OSP staff, the Agreement States, and users have identified a need to access key documents related to the NRC and OSP which do not fall into the existing category of Agreement State Communications. ORNL shall create a special page at the web site which would contain selected key documents identified by OSP. The format of the page shall be similar to the proposed enhancements of the Agreement State Letters page and shall use the proposed index system and "hot" links directly to the document. Documents shall be provided by OSP in electronic format. OSP anticipates that there would be approximately 10 documents are in this category. These documents will be from 25 to 40 pages long.

## **FAX INFORMATION**

***PLEASE FORWARD IMMEDIATELY***

**U. S. NUCLEAR REGULATORY COMMISSION  
OFFICE OF STATE PROGRAMS**

**STATE PROGRAMS FAX: (301) 504-3502**

**NUMBER OF PAGES: 6 including this page**

**DATE: September 11, 1997**

**TO: D. Cooper, ORNL  
J. Simpson, ORNL  
M. Francis, ORNL**

**FROM: Richard L. Bangart, Director, OSP**

**MESSAGE: See attached letter dated 9/11/97 to  
Dr. Claud E. Pugh, RE: Statement of Work  
Modification for E7044, Task Order 5**

# < TRANSACTION REPORT >

09-11-1997(THU) 16:58

[ BROADCAST ]

(ORNL)

NO.	DATE	TIME	DESTINATION STATION	PG.	DURATION	MODE	RESULT
34033	9-11	16:47	423 576 2554 - D. Cooper	6	0' 03' 13"	NORM.E	OK
34034		16:51	423 241 5005 - J. Simpson	6	0' 03' 06"	NORM.E	OK
34035		16:54	4235749888 - M. Francis	6	0' 03' 11"	NORM.E	OK
				18	0' 09' 30"		