



UNITED STATES
NUCLEAR REGULATORY COMMISSION

WASHINGTON, D.C. 20555-0001

JUN 05 1998

Operations Research Technology, Inc.
ATTN: Mr. James N. Nock
Vice President
4712 Rosedale Avenue
Bethesda, MD 20814

SUBJECT: TASK ORDER NO. 3, ENTITLED "INSPECTION REPORT DATA
ENTRY INTO HFIS SYSTEM" UNDER CONTRACT NO.
NRC-03-97-022

Dear Mr. Nock:

In accordance with Section G.4(c) of the subject contract, entitled "Task Order Award," this letter definitizes the subject task order. This effort shall be performed in accordance with the enclosed Statement of Work.

Task Order No. 3 shall be in effect from June 5, 1998 through March 15, 1999 with a cost ceiling of \$21,598.13. The amount of \$20,185.17 represents the total estimated reimbursable costs, the amount of \$1,412.96 represents the fixed fee.

The accounting data for Task Order No. 3 is as follows:

B&R No.:	820-15-11-10-1G
Job Code No.:	J-2460
Appropriation No.:	31X0200.820
BOC No.:	252A
FFS Number:	NRR970223
Obligated Amount:	\$21,598.13

The following individual is considered to be essential to the successful performance of the work hereunder: Christine Juettner.

The Contractor agrees that such personnel shall not be removed from the effort under the task order without compliance with Contract Clause H.1, Key Personnel.

Your contacts during the course of this task order are:

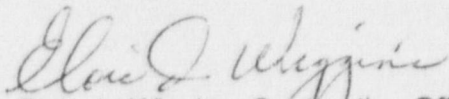
Technical Matters:	Ms. Mary Ann Biamonte Project Officer (301) 415-1073
Contract Matters:	Ms. Anita Hughes Contract Specialist (301) 415-6526

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NRC-03-97-022 PDR

The issuance of this task order does not amend any terms or conditions of the subject contract.

Please indicate your acceptance of this task order by having an official, authorized to bind you organization, execute three (3) copies of this document in the space provided and return two (2) copies to the U.S. Nuclear Regulatory Commission, ATTN: Ms. Anita Hughes, Division of Contracts and Property Management, T-712, ADM/DCPM/CMB2, Washington, D.C. 20555. You should retain the third copy for your records.

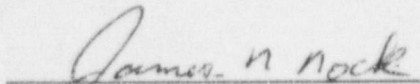
Sincerely,



Elois J. Wiggins, Contracting Officer
Contract Management Branch No. 2
Division of Contracts and Property
Management
Office of Administration

Enclosure:
As stated

ACCEPTED:


Name JAMES N NOCK

Vice President
Title

6-15-98
Date

Statement of Work For
Task Order No: 3
Under Contract No: RS-NRR-97-022
ORTech

Title: Inspection Report Data Entry into HFIS
Technical Monitor: Mary Ann Biamonte, NRR (301) 415-1073
TAC Number: M 79721
Priority Number: 2

Background

Over the past several years, the NRC Human Factors Assessment Branch has implemented the Human Factor Information System. The coded data in HFIS is derived from two main sources: inspection reports and LERs. The system is undergoing a total redesign and will be operational in its new format in early 1998. The data base currently contains human performance inspection report data from 1994 to the present.

Objective

The objective of this task order is to obtain assistance from OrTech for the entry of data resulting from their review and coding of human performance issues in 24 months of inspection reports dating from March 1997. The implementation of the newly redesigned HFIS will require the data entry to be completed at NRC Headquarters in Rockville, MD.

Technical and other Special Qualifications Required

Data entry personnel with some experience in data entry and data checking.

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

Work Requirements and Schedule

The contractor shall provide the qualified personnel to complete the following tasks:

<u>Tasks</u>	<u>Completion Schedule</u>
1. Enter information from approximately 24 months of inspection reports (approximately 120 per month) from reports generated from March 1997. Data entry activities shall not exceed 15 minutes for each inspection report.	Approximately 120 inspection reports will be provided for a 24 month period beginning March 1997. Data input for the backlog of coded reports from March 1997 through June 1998 reports must be completed no later than August 15, 1998. After August 15, 1998 data entry must be completed for each batch no later than the 15th of the following month. (Example: The September 1998 batch of inspection reports will be coded in October and will be data entered no later than November 15th.

Period of Performance

The period of performance is begins on June 5, 1998 and expire on June 5, 1999.

Deliverables

Human performance related information from Inspection Reports entered into the HFIS database located at NRC Headquarters on the schedule defined in the schedule above.

Meetings and Travel

Monthly visits to NRC Headquarters to pick up reports to be coded and to conduct data entry into the system at NRC Headquarters in Rockville , MD.

NRC Furnished Materials

The contractor will be provided paper copies of Inspection Reports and access to the HHFB Human Factors Information System database.

Other Applicable Information

The work specified in this statement of work is not licensee fee recoverable.