

July 3, 2003

TO OFFERORS:

Subject: REQUEST FOR QUOTE NO. RS-33-03-341, ENTITLED "DOCUMENT PROCESSING CENTER (DPC) SUPPORT SERVICES FOR THE NRC"

The NRC is soliciting offers for the subject delivery order in accordance with FAR Part 8 and the special ordering procedures established for IT professional services under SIN 132-51 of the Federal Supply Schedule 70. The full scope of work anticipated is as set forth in the enclosed statement of work (Enclosure 1). Enclosure 1 also contains special requirements unique to the delivery order. The period of performance of this effort is 2-year base period and three 1-year option periods for a total of five years.

In order to respond to this request, your organization will be required to conduct an oral presentation and provide written supporting documentation. Written supporting documentation submitted in response to this solicitation must be typed, printed, or reproduced on letter-size paper and each copy must be legible. The Offeror must submit the material discussed below, which will constitute its offer as defined by FAR 2.101, by the date and time specified for receipt of sealed quotes. The Offer shall respond fully and completely to all sections of the request for quotation and must conform to the format requested in the paragraph entitled, "INSTRUCTIONS FOR ORAL PRESENTATIONS AND WRITTEN SUPPORTING DOCUMENTATION." Your offer shall also contain a statement indicating the period of time the offer is in effect (not less than 60 days) and must communicate your unconditional assent to any special requirements unique to the delivery order. Offers will only be accepted on an all or none basis for this order.

The offer shall consist of written documentation in support of the oral presentation and a price quote. Your price quote and written supporting documentation must be submitted in two separate and distinct parts, in one original and five copies. Your offer shall be submitted no later than 4:00 p.m., on August 1, 2003, to the U.S. Nuclear Regulatory Commission, ATTN: Carolyn Cooper, Mail Stop T-7-I-2, Division of Contracts, Washington, DC 20555. Offers delivered by hand, including delivery by any express mail services or special delivery services which use a courier or other person to deliver the responses in person to the NRC, should be addressed in accordance with the foregoing and delivered to 11545 Rockville Pike, Washington, DC 20852.

INSTRUCTIONS FOR ORAL PRESENTATIONS AND WRITTEN SUPPORTING DOCUMENTATION

a. The Offeror must make an oral presentation to the NRC. Immediately thereafter, the Offeror must participate in a question and answer (Q&A) session conducted by Government representatives. The sole purpose of the oral presentation and the Q&A session is to permit the Government to test and evaluate the Offeror's knowledge and competence with regard to the Government's requirements, program objectives, the relevant technology, and program challenges and risks.

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b. Neither the presentation nor the Q&A session will constitute discussions within the meaning of FAR 15, and neither will the presentation obligate the Government to entertain revisions to the offer or to solicit final proposal revisions (FPRs). The Government intends to award without discussions. Nevertheless, if the Government determines that discussions and FPRs will be necessary, the Government will not discuss the oral presentation or the Q&A session and will not entertain revisions to the oral presentation or to the answers given by the offeror's management team during the Q&A session.

c. Oral Presentations will be held at a conference room in NRC Headquarters located on Rockville Pike, in Rockville, Maryland. This conference room will have a viewing screen for overheads. The NRC anticipates that the Oral Presentations will be conducted from August 4, 2003 through August 8, 2003. The morning presentation will be scheduled to begin at 9:00 am and end at 12:00 p.m. and the afternoon presentation will be scheduled to begin at 1:00 pm and end at 4:00 pm. The Contracting Officer will notify all Offerors of their scheduled presentation date and time. Once notified, Offerors shall complete their presentations as scheduled. Requests to reschedule will not be entertained. The NRC reserves the right to reschedule oral presentations under extraordinary circumstances at the sole discretion of the NRC Contracting Officer. The Offeror is notified, however, that the late proposal rule (FAR 52.215-10, Late Submissions, Modifications, and Withdrawals of Proposals) will not be applied to the Oral Presentation.

d. Offerors are hereby notified that all information provided in its presentation and supporting documentation, including all resumes, must be accurate, truthful, and complete to the best of the Offeror's knowledge and belief. The Commission will rely upon all representations made by the Offeror both in the evaluation process and for the performance of the work by the Offeror selected for award. The Commission may require the offeror to substantiate the credentials, education, and employment history of its employees, subcontractor personnel, and consultants, through submission of copies of transcripts, diplomas, licenses, etc.

e. The Offeror is prohibited from taping or recording their own presentations. Should the NRC tape or record the Offeror's presentation, the NRC will NOT provide the Offeror with a copy of the tape or recording.

f. The Offeror shall present technical solutions to fulfill the NRC's requirement via an Oral Presentation which is to be accompanied by Written Supporting Documentation. The Written Supporting Documentation shall document the main points of the Oral Presentation. Both the Oral Presentation and the Written Supporting Documentation shall present full and complete information to permit the Government to make a thorough evaluation and a sound determination that the proposed approach will have a reasonable likelihood of meeting the requirements and objectives of this procurement in accordance with the NRC's Statement of Work.

g. The Oral Presentation shall not discuss price or cost and fee. However, resource information, such as data concerning labor hours and categories, subcontracts, computer time, etc., must be included in the presentation material so that the Offeror's understanding of the scope of work may be evaluated.

h. Documentation, excluding the teaming plan shall not exceed 50 single-spaced, one-sided, 8.5"x11 " pages in total length. Any information in excess of this limit will not be considered for the purpose of the evaluation

i. The Offeror must address the topics listed in the following paragraph entitled, "TOPICS FOR ORAL PRESENTATIONS AND WRITTEN SUPPORTING DOCUMENTATION". The Offeror's proposed Project team leaders (example, Project Manager and Quality Assurance Specialist) are requested to present the discussion on Personnel/Team Capability, Project Management Plan and Quality Assurance Plan. The Offeror's proposed Key Personnel are requested to present a discussion of their experience, capabilities, and approach to fulfill the NRC's requirements. Total presentation time shall be no longer than 90 minutes. Total Q&A session time shall be no longer than 60 minutes. There will be a 30 minute break period immediately after the oral presentation for a total presentation time of 3 hours.

Your presentation should not be elaborate or structured for a large audience. Handouts shall be limited to copies of Visuals (overheads, slides) being used in the presentation. Any other materials will not be accepted or considered for the purpose of evaluation.

TOPICS FOR ORAL PRESENTATIONS AND WRITTEN SUPPORTING DOCUMENTATION

Your oral presentation shall address, at a minimum, the following topics:

1. PERSONNEL/TEAM CAPABILITY

The objective of this part of the oral presentation shall be to clearly discuss the extent to which the proposed team has the capability to perform the effort as described in the Statement of Work for this solicitation. You should address the overall labor mix, qualifications of proposed personnel (related knowledge, skills and experience) in the various tasks of the SOW, availability of proposed personnel, and proposed project management. Identify those personnel designated as key to this project.

The offeror shall discuss the proposed personnel's understanding, knowledge and experience in the use of the software/hardware employed in the NRC Document Processing Center (DPC) (see Attachment 5) and the software application used for storing and retrieving documents converted into electronic format. Briefly describe specific projects and/or assignments that supports this knowledge and experience.

The offeror shall discuss the plan for providing additional staff of comparable skills, background, and experience to this project should one or more of the originally identified key personnel not be able to perform on this effort.

PERSONNEL/TEAM CAPABILITY WRITTEN SUPPORTING DOCUMENTATION:

Staffing Plan. You shall identify the proposed organizational resources to be dedicated to the effort, including staff allocation required to complete all tasks. The plan shall address the qualifications of personnel (knowledge, skills and experience in the various tasks described in the SOW) and their availability to work on this effort. The plan shall also indicate all proposed subcontractor personnel or teaming arrangements in relation to the effort/task that they are proposed to perform. The plan shall also discuss the plan for providing additional staff of comparable skills, background, and experience to this project should one or more of the originally identified key personnel not be able to perform on this effort.

You are also required to identify any current/former NRC employees who have been or will be involved, directly or indirectly, in developing the proposal, or in negotiating on behalf of your firm, or in managing, administering or performing any orders, consultant agreement or subcontract resulting from this proposal (list name, title, and date individual left NRC and provide a brief description of the individual's role under this proposal). If there are no current/former NRC employees involved, a negative statement is required.

2. MANAGEMENT APPROACH

The objective of this part of the oral presentation shall be to clearly discuss the proposed project management plan and transition plan as they relate to performance of the effort described in the Statement of Work. Innovations in teaming and subcontracting to accomplish the effort and support small business goals should also be discussed under this section.

The project management plan shall include sound procedures to plan and manage work and control costs. The Offeror shall discuss a) a suggested schedule for the transition from the current contractor without disruption of services; b) the level of priority that would be assigned to this project by the Offeror's corporate management to ensure that all necessary deadlines will be met shall be addressed; c) the authority of the Project Manager over interdepartmental work transfers, the process by which the Project Manager obtains approvals beyond his/her authority, and how priority conflicts for resources not under his/her control are resolved.

MANAGEMENT APPROACH SUPPORTING DOCUMENTATION:

Transition Plan. You shall describe your approach to effectively transition performance and management of the effort from the expiring contract(or) without interruption of services.

Program Management Plan. You shall describe, at a minimum, your organization's planned approach to performance of the effort described in the SOW. The plan shall also describe management and administrative controls your organization will employ to meet the cost ceiling. The Project Management Plan must also discuss how the offeror plans to handle the surges in requirements as outlined under Tasks 11 and 15 of the SOW.

Subcontracting/Teaming Plan. You shall describe your organization's planned subcontracting or teaming efforts to accomplish the work outlined in the SOW. For any subcontract discussed under the Written Supporting Documentation and Oral Presentation, provide supporting documentation on the selection process, i.e. competitive vs. noncompetitive.

3. PAST PERFORMANCE

The objective of this part of the oral presentation shall be to clearly discuss your firm's past performance in performing the same or similar work as contained in the statement of work for NRC's Document Processing Center (DPC), and to discuss contracts/delivery orders/purchase orders awarded to your firm for work similar and size and scope to this procurement.

PAST PERFORMANCE WRITTEN SUPPORTING DOCUMENTATION:

The Offeror shall list at least three (3) current/previous contracts or subcontracts of the same or similar nature as the proposed effort held within the past three years. It is incumbent upon the Offeror to provide information which is accurate and current as the NRC will contact each reference to verify the information provided. Offerors will be provided the opportunity to provide written rebuttal for any negative information received. This rebuttal information will be taken into consideration in evaluating proposals.

The offeror shall provide the information requested using the format specified below. Each contract reference shall be limited to one page in length:

- a. Contract or Purchase Order Number:
- b. Name and Address of Government Agency:
- c. Point of Contact:
- d. Contracting Officer:
- e. Current Telephone Number and Facsimile Number:
- f. Technical Representative:
- 9. Estimated Value of Purchase Order/Contract Awarded:
- h. Period of Performance of the Contract or Purchase Order (including extensions):
- i. Outline how the contracted effort is similar or identical in nature to the NRC's requirement, with a brief technical description sufficient to permit ready assessment of the described project's relevancy to the NRC's requirement. It is not sufficient to just note that it is similar in magnitude and scope. Briefly outline your ability to meet schedules.

4. QUALITY CONTROL

The objective of this part of the oral presentation shall be to clearly discuss the quality control (QC) plan for this effort. Describe the quality control procedures employed within your company. The Plan shall specifically discuss your ability to effectively implement your corporate QC approach for ensuring that work meets stated requirement and complies with any prevailing client standards.

QUALITY CONTROL WRITTEN SUPPORTING DOCUMENTATION:

Quality Control Plan. You shall provide your organization's proposed plan for assuring the quality of all services and deliverables required in the SOW. The plan should provide proposed customer service satisfaction metrics.

Proposal Evaluation

The Government will award a delivery order against GSA's Federal Supply Schedule to the responsible contractor whose proposal will offer the best value to the Government, price and other factors considered. Price/cost is considered a substantial factor, however, it is less important than the technical factors (Personnel/Team Capability, Project Management and Quality Control.) Price analysis will be conducted to confirm that the proposed price/cost are fair and reasonable.

The following factors will be used to evaluate offers:

1. PERSONNEL/TEAM CAPABILITY (30 POINTS)

Extent to which the offeror demonstrates that the proposed team/personnel possess the capabilities (knowledge/skills/experience in the software/hardware employed in the NRC Document Processing Center (DPC) and the software application used for storing and retrieving documents converted into electronic format) which are required to perform the work described in the enclosed Statement of Work. Extent to which the offeror ensures the availability of qualified personnel and project teams to successfully perform the effort.

2. MANAGEMENT APPROACH (30 POINTS)

Extent to which the offeror demonstrates a thorough understanding of the required tasks and deliverables described in the Statement of Work. Extent to which the offeror demonstrates a coherent and innovative plan to accomplish the order requirements (particularly the Optional Document Surge Requirements outlined in Tasks 11 and 15), resolve problems, accomplish transition without disruption of services, ensure quality deliverables, and meet schedules.

3. PAST PERFORMANCE (25 POINTS)

Extent to which the offeror demonstrates that it has successful past performance in performing contracts/delivery orders/purchase orders similar in size, scope and complexity to this procurement.

4. QUALITY ASSURANCE PLAN (15 POINTS)

Extent to which the offeror demonstrates it possesses current and adequate plans and policies for quality control (QC) and the extent to which the offeror assures quality performance.

INSTRUCTIONS FOR COST PROPOSAL

Your quote must be prepared in accordance with the attached Schedule of Items and Prices (Enclosure 2). For each task, provide a breakdown by labor category, estimated labor hours for each labor category, fixed hourly rates; and a total (ceiling) amount for each task. As this order is expected to exceed the maximum ordering threshold, a price reduction is hereby requested in accordance with GSA's special ordering procedures. (You must indicate the discount from the prices contained in your GSA Federal Supply Schedule contract if offered.) You must also provide a separate consolidated summary of the total ceiling price of the order inclusive of all task ceilings and travel.

Offerors shall submit four (4) copies of the Schedule 70 Price List for each Special Item Number (SIN) they intend to utilize in responding to the SOW and one (1) copy of its current GSA schedule contract.

Actual travel costs will be reimbursed in accordance with Federal Travel Regulations. In addition, the offeror shall provide information which must include pertinent details sufficient to show the elements of cost upon which the proposed travel costs are predicated. In addition to local travel required to attend meetings at the NRC Headquarters Office, the following trips are estimated:

BASE PERIOD -Two (2), 3-day trip to NRC's Regional Offices located in King of Prussia, Pennsylvania; Atlanta, Georgia; Lisle, Illinois; and Arlington, Texas for one person;

OPTION YEAR 1 -One (1), 3-day trip to NRC's Regional Offices located in King of Prussia, Pennsylvania; Atlanta, Georgia; Lisle, Illinois; and Arlington, Texas for one person;

OPTION YEAR 2 -One (1), 3-day trip to NRC's Regional Offices located in King of Prussia, Pennsylvania; Atlanta, Georgia; Lisle, Illinois; and Arlington, Texas for one person.

OPTION YEAR 3 -One (1), 3-day trip to NRC's Regional Offices located in King of Prussia, Pennsylvania; Atlanta, Georgia; Lisle, Illinois; and Arlington, Texas for one person.

For the purpose of uniformity in quotes, offerors shall assume travel expenses in the amount of \$8,000.00 for the 2-year base period of performance and \$4,000.00 for each of the option years.

QUESTIONS AND DOCUMENTATION REVIEW

Documentation

A site visit will be available on July 14, 2003, at NRC's Headquarters Offices for the purpose of allowing offerors the opportunity to review NRC system documentation for all tasks in the attached SOW. Offerors interested in making an appointment should contact Carolyn Cooper, on (301) 415-6737. NRC is located at 11545 Rockville Pike, in Rockville, Maryland.

Questions

It shall be the obligation of the offeror to exercise due diligence to discover and to bring to the attention of the NRC Contracting Officer at the earliest possible time, any ambiguities, discrepancies, inconsistencies, or conflicts between the Statement of Work and other documents attached hereto or incorporated by reference herein. All questions/comments shall be provided in writing by e-mail or fax and received by 5:00 p.m. EST on July 16, 2003. The closing date will not be extended for the purpose of responding to questions/comments received after that date. The NRC will attempt to answer all questions regarding this order before the solicitation closing date.

Should you have any questions regarding this request, contact Carolyn A. Cooper, on (301) 415-6737 or by e-mail at cac3@nrc.gov.

Sincerely,

Joyce A. Fields, Contracting Officer
Contract Management Center No. 1
Division of Contracts
Office of Administration

Enclosures: As stated

TO OFFERORS

**SUBJECT: AMENDMENT NO. 1 TO REQUEST FOR QUOTE NO. RS-33-03-341,
ENTITLED "DOCUMENT PROCESSING CENTER (DPC) SUPPORT
SERVICES FOR THE NRC"**

The subject Request For Quotation (RFQ) is hereby amended to incorporate the following corrections:

1) The first paragraph of the RFQ letter, first sentence, is deleted and substituted with the following in lieu thereof:

"The NRC is soliciting offers for the subject delivery order in accordance with FAR Part 8 and the ordering procedures established for professional services under GSA's Federal Supply Schedules (FSS). This procurement is set-aside for small businesses."

2) The second paragraph under Instructions for Cost Proposal, is deleted and substituted with the following in lieu thereof:

"Offerors shall submit four (4) copies of the FSS Schedule Price List for each Special Item Number (SIN) they intend to utilize in responding to the SOW and one (1) copy of its current GSA schedule contract."

3) The Schedule of Items and Prices, Task 4.1 and Task 4.2 are deleted and substituted with the following in lieu thereof for years 1 through 5 of contract performance:

"4.0 Document Scanning/Imaging/Text Processing 11,680 Hours \$_____ \$_____."

4) Offerors are advised that past performance questionnaires must be forwarded to at least three of the clients referenced under Past Performance. The questionnaires will aid in the Government's evaluation of the offeror's past performance. Past Performance Questionnaires are to be completed by offerors' clients and faxed directly to the Contracting Officer on (301)415-8157, no later than 5:00 p.m. on August 4, 2003. The survey to be completed can be found in Attachment No. 1 to this amendment.

The following responses to questions are hereby incorporated into the RFQ:

1) QUESTION: Is this an unrestricted/full and open solicitation?

RESPONSE: No. This procurement is set-aside for small business who are currently under the GSA Federal Supply Schedules.

2) QUESTION: What is the NAICS code and size standard for this solicitation?

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RESPONSE: A NAICS code and size standard is not necessary for schedule buys. GSA has already determined whether a contractor under the FSS is a small-business concern for the type of products offered on that particular schedule.

3) QUESTION: Who is the incumbent contractor?

RESPONSE: The incumbent contractor is Information Manufacturing Corporation.

- 4) QUESTION: Is the incumbent contractor eligible to submit a bid in response to this Solicitation?

RESPONSE: Yes.

- 5) QUESTION: Can we solicit resumes from the current contractor staff?

RESPONSE: It is at each offeror's discretion to do so.

- 6) QUESTION: As part of the transition plan, can we assume that we can hire the incumbent staff members?

RESPONSE: It is at each offeror's discretion to do so.

- 7) QUESTION: How many contractor staff currently support this effort?

RESPONSE: 39

- 8) QUESTION: Does "NRC employee" refer to NRC Government personnel only or NRC Contractor personnel as well?

RESPONSE: NRC employee refers to NRC Government personnel only.

- 9) QUESTION: Is the incumbent contractor currently performing any of the optional tasks?

RESPONSE: No.

- 10) QUESTION: Is funding currently available for the optional tasks?

RESPONSE: We intend to fund optional tasks at the time they are exercised.

- 11) QUESTION: What versions of the software are currently used for:

- Kofax Ascent Capture
- Prime Recognition
- Raster Imaging
- FileNet
- Documentum Records Manager

RESPONSE: Kofax Ascent Capture - **Version 5.51**
Prime Recognition - **Version 3.90**
- **Unlimited Processing Option**
- **Color/grayscale OCR Option**
- **PDF output**
- **Image Enhancement**
- **Lexical Plus**
- **Prime Verify (post-OCR verification)**
Raster Imaging - **Version 13**
FileNet - **FileNet Panagon 5.1.1 for our server and FileNet Desktop 3.1 for our client**
Documentum Records Manager? - **ForeMost Enterprise 2.6.3.**

12) QUESTION: Instructions for documentation cites a 50-page limit, excluding the Teaming Plan. Does this apply to the Staffing Plan, Transition Plan, Program Management Plan, Past Performance Plan, and Pricing Proposal combined? If so, does this include all attachments and appendices?

RESPONSE: The 50-page limitation was intended to include all of these documents with the exception of the Schedule of Items and Prices and the Teaming Plan. However, the page limitation is hereby increased to 75 pages.

13) QUESTION: For Schedule 2, would the NRC like a grand total at the bottom of each page? And if so, should it include the option task prices?

RESPONSE: For each task, provide a breakdown by labor category, estimated labor hours for each labor category, fixed hourly rates, and a total amount for each task. Do not include the optional tasks in the total amount for each task. You must also provide a separate consolidated summary of the total ceiling price of the order which provides all task ceiling amounts for each year of the contract, and separate the totals for the optional tasks.

14) QUESTION: Instructions for the Cost Proposal states, "Your quote must be prepared in accordance with the attached schedule". The next sentence requests that we "provide a breakdown by labor category, estimated labor hours". Are we to propose against the hours on the schedule or should we include our own estimate of hours?

RESPONSE: The solicitation states that the NRC's estimates are advisory only and are not to be considered the sole basis for development of the proposed staffing plan.

15) QUESTION: Please provide a list of bidders, so that teaming may be discussed.

RESPONSE: See Attachment No. 2 to this amendment.

16) QUESTION: Is there a transition period, and if so, what is it?

RESPONSE: Yes. It is anticipated that the transition period is at least one week, however, more than two weeks.

17) QUESTION: Please provide a list of terms and conditions for any resulting contract.

RESPONSE: Since this is a delivery order issued against a GSA FSS, the terms and conditions are pursuant to the schedule contract, unless otherwise specified.

18) QUESTION: The RFQ outlines the evaluation factors. The factors add up to 100 points, without price being listed as a factor. Will price be a factor in the evaluation?

RESPONSE: It is stated on Page 5 of the RFQ letter under the section entitled, Proposal Evaluation, that "The Government will award a delivery order against GSA's

Federal Supply Schedule to the responsible contractor whose proposal will offer the best value to the Government, price and other factors considered. Price/cost is considered a substantial factor, however, it is less important than the technical factor (Personnel/Team Capability, Project Management, Past Performance and Quality Control.)

19) QUESTION: Page 7, Paragraph 1 states, "the offeror shall provide information which must include pertinent details sufficient to show the elements of cost upon which the proposed travel costs are predicated." This section also states, "that for the purpose of uniformity in quotes, offerors shall assume travel expenses in the amount of \$8,000 for the 2-year base period, and \$4,000 for each of the option years." Which way does the government want travel to be estimated, using the costs provided in the RFQ, or by estimating and providing the detail pursuant to paragraph 1?

ANSWER: Travel costs are to be estimated using the costs provided in the RFQ. However, if there will be any additional travel costs anticipated, i.e., local travel to NRC Headquarters, these costs need to be identified as well.

20) QUESTION: Enclosure 2, Schedule of Items and Prices, has a column of Unit Price per Task. One (1) unit equals one (1) labor hour. If the contractor proposes multiple labor categories per Task, how should the unit price column be completed? Should there be a separate unit price for each labor category per Task?

RESPONSE: The contractor shall propose a unit price and total price for each labor category proposed under each task.

21) QUESTION: Will optional tasks and special projects (Tasks 11- 17) be managed individually, and will core operations tasks be managed in aggregate?

RESPONSE: Yes, optional tasks and special projects (Tasks 11-17) must be managed individually, including tracking and invoicing of costs for each task. The core routine operations tasks will be managed in aggregate.

22) QUESTION: What systems and services are meant by the statement "provide document processing support services for updating other NRC systems"?

RESPONSE: As indicated under Section C.4.11, Task 11 (Optional) - Digital Data Management System (DDMS) Document Processing Support Services and Section C.4.15, Task 15 (Optional) - Electronic Hearing Docket (EHD) Document Processing Support Services, documents will be processed into ADAMS for subsequent upload to the NRC's DDMS and EHD.

23) QUESTION: Page 3 states that "the contractor shall provide CD-ROM authoring and copying services", while C.4.6.3 states that these activities will be the responsibility of the NRC. Please clarify.

RESPONSE: The NRC provides CD-ROM copying services for normal RIDS documents (external documents submitted in CD-ROM format). During the course of this contract, it is anticipated that there could be additional ad hoc CD-ROM authoring/duplicating requirements which would be performed by the contractor (or a 3rd party vendor). These ad hoc requirements would be authorized by the NRC project Officer on a case-by-case basis.

24) QUESTION: Does NRC have an estimate on the volume and timing of the CD-ROM authoring and copying services referenced?

RESPONSE: See response to Question 23.

25) QUESTION: Under Section C.4.2.1, Externally Generated Documents, Paragraph 2 states a requirement for the contractor to review electronically submitted documents to ensure the documents are submitted in accordance with EIE procedures and guidelines. Please specify which guidelines, the extent of the review that will be required, and the tools that will be made available to do so.

26) RESPONSE: The NRC estimates that one contractor staff will be required to support this process beginning in October 2003. The NRC will provide the contractor with the E-Rule Guidance Document, which provides the standards that must be met to rule a submission acceptable. The contractor will review the submission in enough detail to determine whether or not a submission is acceptable. The tools that will be employed to perform this function are currently under evaluation by NRC.

27) QUESTION: Under Section C.4.3.1 Document Preparation, does the Document Processing Center (DPC) have the primary responsibility for reviewing "each document to ensure that all referenced enclosures or attachments are included prior to scanning"? If the primary responsibility falls with the contractor versus the NRC Document Control Desk (DCD), to what extent will contractor staff be responsible for reviewing the document? Will review be limited to agreed upon areas (e.g. Subject Line, Enclosure Reference, etc.) or will a complete reading of the document be required?

RESPONSE: The NRC Document Control Desk (DCD) staff has the primary responsibility for reviewing each document to ensure that all referenced enclosures or attachments are included prior to forwarding documents to the DPC for processing. However, as a second quality control measure, the DPC contractor should review each document to ensure that all referenced enclosures or attachments are included prior to scanning. This review should be limited to the Subject Line and Enclosure References contained in the transmittal letter and does not require the complete reading of the document.

28) QUESTION: Will the contractor or the DCD be responsible for identifying "documents containing proprietary information in accordance with procedures set forth in NRC Management Directive 12.6 'NRC Unclassified Sensitive Information Security Program'?"

RESPONSE: The DCD staff has the first line task of reviewing each document for sensitive information and flagging documents for special handling in accordance with NRC Security Directives. The DPC is required to provide an additional level of QC checking and serve as "back-up" to the DCD in preventing the inadvertent release of sensitive information.

29) QUESTION: Under Section C.4.4.1 Scanning/Imaging/Text Processing, does the "4,000 pages daily" specified include Optional Tasks and Special Projects or are these items to be added to the 4,000-page requirement?

RESPONSE: Processing requirements for Optional Tasks and Special Projects are defined in each Task and are not part of the 4,000 pages daily.

30) QUESTION: Will the contractor be required to distribute scanned documents outside of ADAMS? If so, what means will be permissible (email, CD, DVD, etc.)? Who will make the determination of which media are appropriate? Will guidelines be provided?

RESPONSE: The contractor may receive simple scanning requests to scan documents that are not to be added to ADAMS. At this time, the number of requests received for this service has been minimal and has been handled on a case-by-case basis.

31) QUESTION: Under Section C.4.4.2 Scanning Quality Control, Enclosure 2 Schedule of Items and Prices references OCR cleanup with 7,100 hours. Are the hours referenced related to Scanning Quality Control or C.4.4.3 OCR Cleanup?

RESPONSE: The 7,100 hours referenced in Enclosure 2 Schedule of Items and Prices are for both C.4.4.2, Quality Control and C.4.4.3 Optical Character Recognition (OCR) Cleanup. As indicated in the SOW, the contractor shall perform cleanup on 2 to 5 documents a day related to incoming high-level waste paper documents.

32) QUESTION: Under Section C.4.4.3 OCR Cleanup, no hours are included in Enclosure 2 Schedule of Items and Prices for this task. Are hours for OCR cleanup included in Task 17 High Level Waste Retrofit in the Schedule of Items and Prices?

RESPONSE: Hours for Task C.4.4.3 OCR Cleanup are not included in Task 17 High Level Waste Retrofit in the Schedule of Items and Prices (see response to Question 31).

33) QUESTION: Under Section C.4.5 Task 5 Document Indexing, does the requirement to index 380 ANOs daily apply to both internally and externally generated documents?

RESPONSE: Yes, the 380 ANOs daily represent the combined total for internally and externally generated documents.

34) QUESTION: If the requirement applies to both internally (NRC) generated and externally generated documents, how many will be NRC generated and how many will be externally generated?

RESPONSE: The requirement is to index 380 ANOs daily, with no regard to whether they are internally or externally generated.

35) QUESTION: Does the "380 ANO" requirement include special projects, specifically Task 12-CNWRA and Task 17-High Level Waste?

RESPONSE: No

36) QUESTION: Under Section C.4.8 Filing Official Agency Records in ADAMS, how will reporting be considered when filing requires posting to many different folders?

RESPONSE: The NRC will use a measurement of the total number of filings when the filings to ANOs ratio exceeds 1.3, or 429 filings, to determine the fully acceptable level of Task 8 filing performance. This rate is based on the operational experience of the Document Processing Center ForeMost filing during FY 2002. An equivalent number of ANOs is calculated when the filings exceed 429 filings by dividing the number of filings in excess of 429 filings by 1.3 and adding the quotient to the quantity of ANOs filed. For example, filing 190 ANOs to 750 folders would result in the equivalent of filing 511 ANOs (750 filings - 429 current ratio filings = 321 excess filings; 321 excess filings / the ratio 1.3 = the equivalent of 247 ANOs; 247 equivalent ANOs + 190 ANOs = 437 calculated ANOs and fully acceptable performance.)

37) QUESTION: Will folder creation be considered in meeting the filing requirements?

RESPONSE: No, not separately. For simplicity of estimating the time required for filing activities, NRC has included the time to create a folder in the time it takes to file an OAR. NRC estimates that 334 folders will be required per month. Creating more than 334 monthly may impact the contractual requirement to file 330 OARs per day and, therefore, should be balanced with OAR filing. If required, the creation of more than 334 folders monthly can be coordinated with the Task Manager. Credit for excessive folder creation will be given using the same calculation to determine equivalent OARs described in question 21.

38) QUESTION: Under Section C.4.8.1 File Document/Packages in the ADAMS File Plan, Day-Forward Filing and Backlog Filing discusses the date of contract award. Currently, the date being used is 07/01/2001. Will that date be modified to be the date of the upcoming contract award?

RESPONSE: No. The original date of contract award should be used in order to identify and file the last of three years of the original Backlog of filing. NRC is using 07/01/2001 for ForeMost Filing purposes. The original backlog of documents was to be filed over 3 years. The remaining backlog of 32,500 documents comprises the Backlog filing in order to keep up with funding constraints. NRC considers all documents to be filed dated 07/01/2003, and newer as Day-Forward documents.

39) QUESTION: Under Section C.4.9 Task 9 ADAMS Database Maintenance, does the estimate of one (1) FTE apply to all subtasks within Task 9 or just to C.4.9.1, C.4.9.2, and C.4.9.3?

RESPONSE: The estimate of one (1) FTE is for all subtasks, including C.4.9.4, Database Cleanup.

40) QUESTION: If the estimated number of FTEs relates to Task 9 in its entirety, does the NRC anticipate a decrease in the volume of activity or an increase in the system controls and tools to facilitate the task?

RESPONSE: The requirement is for one (1) FTE to perform this task and the contractor will perform specific tasks as directed by the NRC Task Manager.

41) QUESTION: Under Section C.4.10 Task 10 Document/Error Tracking System, is the NRC responsible for maintenance and modifications to the application?

RESPONSE: The DPC contractor will be responsible for maintenance and modifications to the application. Another NRC IT contractor is responsible for systems maintenance (e.g. performing scheduled backups of the DETS server, etc). The DPC contractor is required to work in close coordination with the other NRC IT contractors.

42) QUESTION: Is the need for modifications or additions to current standard reports anticipated? If so, is the contractor responsible for making and maintaining the modifications to the application?

RESPONSE: It is not known at this time whether modifications or additions to the current standard reports will be required. DETS has not yet been formally accepted and implemented by the NRC. It is in the final stages of development by the current DPC contractor. If changes are required, the DPC contractor would be required to make and maintain them.

43) QUESTION: Under Section C.4.11 Task 11 (Optional) - Digital Data Management System Document Processing Support, regarding turnaround times and processing outside core hours, please provide more information for planning purposes, such as the time frame in which documents could be submitted and the availability of the DPC for processing.

RESPONSE: The information provided is the best available at this time. The contractor should base its cost proposal on the information provided.

44) QUESTION: Should the contractor include pricing for setting up a remote site facility in Las Vegas? If so, should pricing be limited to staffing and managing the facility? Does the NRC have information about the level of effort required other than the number of documents mentioned in the SOW?

RESPONSE: The contractor should not include pricing for setting up a remote site in Las Vegas. Should there be a need to setup a remote site, the contractor will be provided a request for proposal and work statement defining task requirements and the contract will be modified to include this task, if necessary. The information provided is the best available at this time. The contractor should base its cost proposal on the information provided.

45) QUESTION: Under Section C.4.15 Task 15 (Optional) - Electronic Hearing Docket Document Processing Support Services, regarding turnaround times and processing outside core hours, please provide more information for planning purposes, such as the time frame in which documents could be submitted and the availability of the DPC for processing.

RESPONSE: The information provided is the best available at this time. The contractor should base its cost proposal on the information provided.

46) QUESTION: Under Section C.4.17 Task 17 - ADAMS Retrofit of High-Level Waste Paper, please clarify if the start date is September 8, 2003 or September 8, 2004.

RESPONSE: The start date is September 8, 2003.

47) QUESTION: Refer to Questions in C.4.4.2 and C.4.4.3 regarding image quality control and OCR cleanup.

RESPONSE: The 7,080 hours referenced in Enclosure 2 Schedule of Items and Prices for Task 17 include hours for Quality Control and Optical Character Recognition (OCR) Cleanup. The contractor should assume that OCR cleanup will be required on 15 to 20% of the 235,980 pages to be scanned.