



UNITED STATES  
NUCLEAR REGULATORY COMMISSION

WASHINGTON, D.C. 20555-0001

March 27, 2000

Scientech, Inc.  
ATTN: Curtis C. Kellogg  
Sr. Contracts Administrator  
12707 High Bluff Drive, Second Floor  
San Diego, CA 92130

SUBJECT: TASK ORDER NO. 9 UNDER CONTRACT NO. NRC-08-97-302, ENTITLED,  
"OVERSIGHT ASSISTANCE TO UKRAINE - SNRA AND SSTC REVIEWS"

Dear Mr. Kellogg:

In accordance with the task order procedures of the subject contract, this letter definitizes Task Order No. 9. This effort shall be performed in accordance with the enclosed Statement of Work (Revision 1) and the Scientech technical proposal dated February 28, 2000, as revised March 16, 2000.

Task Order No. 9 shall be in effect from March 27, 2000, through June 30, 2000, with a cost ceiling of \$113,581.00. The amount of \$104,586.00 represents the total estimated reimbursable costs and the amount of \$8,994. represents the fixed fee. Task Order No. 9 also contains two optional subtasks. If exercised, the total estimated cost to the Government for full performance of Optional Subtask 4 is \$42,837.00, of which the amount of \$39,445.00 represents the total estimated reimbursable costs and the amount of \$3,392.00 represents the fixed fee. If exercised, the total estimated cost to the Government for full performance of Optional Subtask 5 is \$44,067.00, of which the amount of \$40,578.00 represents the total estimated reimbursable costs and the amount of \$3,490.00 represents the fixed fee.

The obligated amount of this task order shall at no time exceed the task order ceiling. When and if the amount(s) paid and payable to the Contractor hereunder shall equal the obligated amount, the Contractor shall not be obligated to continue performance of the work unless and until the Contracting Officer shall increase the amount obligated with respect to this task order. Any work undertaken by the Contractor in excess of the obligated amount specified below is done so at the Contractor's sole risk.

The amount currently obligated by the Government with respect to this task order is \$100,000. It is estimated that the amount currently allotted will cover performance through June 16, 2000.

Accounting Data for Task Order No. 9 is as follows:

Commitment No:	RQ OIP00304
APPN No:	9101093
B&R No:	07M40401440
JOB CODE:	U9900
BOC No:	252A
Obligated Amount:	\$100,000.00

Template = ADM-001

ADM02

The following individuals are considered to be essential to the successful performance for work hereunder: [REDACTED] The Contractor agrees that such personnel shall not be removed from the task order effort without compliance with Contract Clause H.1. "Key Personnel."

Your contacts during the course of this task order are:

Technical Matters: Donna-Marie Perez, Project Officer  
(301) 415-2848

Contractual Matters: Sally Adams, Contract Specialist  
(301) 415-6588

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

Please indicate your acceptance of Task Order No. 9 by having an official, authorized to bind your organization, execute three copies of this document in the space provided and return two copies to the Contracting Officer. You should retain the third copy for your records.

If you have any questions regarding this matter, please contact Sally Adams, Contract Specialist, on (301) 415-6588.

Sincerely,

*Sharon D. Stewart*  
Sharon D. Stewart, Contracting Officer  
Contract Management Branch 2  
Division of Contracts and Property Management  
Office of Administration

Enclosure: As stated

ACCEPTED:

*Contract Manager*  
NAME

*Contract Manager*  
TITLE

*4/14/00*  
DATE

Statement of Work - Revision 1  
Contract No. NRC-08-97-302  
Task Order 9  
"Oversight Assistance to Ukraine - SNRA and SSTC Reviews"

**A. Background**

Since the early 1990's, the NRC has been assisting the nuclear safety regulator in Ukraine - the State Nuclear Regulatory Administration (SNRA) - develop a capability to perform its regulatory functions. This relationship was undertaken in accordance with the October 25, 1993 bilateral agreement between Ukraine and the U.S. Over the years, NRC has provided training and equipment. This year, a new phase in the relationship has begun: NRC will assist the SNRA in integrating the assistance already provided with actual analytical work needed for regulatory decisions.

NRC will assist SNRA by supporting a contractual relationship between SNRA and its state-owned and funded technical service organization known as the State Scientific and Technical Center (SSTC). (The SSTC is not a government agency). The contract between SNRA and SSTC (to be approved by the NRC) will cover seven well-defined tasks which were approved in a Memorandum of Meeting of January 28, 2000, signed by the EDO and the head of the SNRA (Attachment)

The NRC Executive Director for Operations and the Chairman of the SNRA also signed an Implementing Agreement with SNRA defining the relationship between the two agencies. The NRC with contractor support, will provide assistance for the technical and management aspects/oversight of the overall project.

**B. Objectives**

The objective of this task order is to provide assistance to the NRC in monitoring the implementation of the overall program for completing the seven tasks referenced above. The contractor shall, at the direction of the NRC Project Officer, be required to perform tasks which will involve, but not necessarily be limited to:

- providing assistance to the SNRA and the SSTC on US Government project management methodologies; and
- providing assistance to SSTC on methods of technical analysis to assure transparency and quality.

The contractor shall report regularly to NRC on the management and technical progress of the program.

**C. Staff Qualifications**

Contractor staff assigned to this effort must have knowledge of US Government contract and project management methodologies and broad technical experience in the nuclear safety field.

## **D. Work Requirements**

### Subtask 1:

The contractor shall provide a Program Manager in Kiev, Ukraine, to support the NRC by providing assistance to SNRA and SSTC on developing and refining technical analyses and project management methodologies on projects described in the Attachment.

Estimated staff effort: 4 staff weeks.

### Subtask 2:

The contractor shall acquire documentation from, and hold discussions with, the relevant staff members of the SNRA and the SSTC to gain an understanding of the designs and implementation methods for the seven projects to be undertaken by the SSTC.

### Deliverable

The contractor shall note the findings of this subtask and any recommendations in a letter report to the NRC Project Officer. The contractor shall submit the report to the NRC PO within two work weeks after completion of the subtask and will provide a copy of the report to SSTC and SNRA staff upon written (e-mail) approval of the NRC Project Officer.

Estimated staff effort: 2 staff weeks.

### Subtask 3

The contractor shall assist SSTC and SNRA in evaluating the quality of the approaches which SSTC plans to use for the seven tasks and any training needs for the staff. Such evaluations will cover project planning, technical task management and financial management.

### Deliverable

The contractor shall note all evaluations regarding the approaches to be used and training requirements along with any recommendations in a letter report to the NRC Project Officer. The contractor shall submit the report to the NRC PO within two work weeks after completion of the evaluations and will provide a copy of the report to SSTC and SNRA staff upon written (e-mail) approval of the NRC Project Officer.

Estimated staff effort: 4 staff weeks.

## **Optional Subtasks**

The following optional subtasks are available for exercise under this task order. These subtasks may be exercised upon the approval of the NRC Project Officer and will only be incorporated through written modification to the task order.

#### Optional Subtask 4:

The contractor shall provide up to 4 staff-weeks of related review assistance to the staffs of SNRA and SSTC assigned to the program. This assistance shall include technical review, and program reviews of project planning, technical task management and financial management for the seven tasks in the Attachment. All related review assistance must be coordinated with and approved by the NRC Project Officer.

#### Deliverable:

The contractor shall provide a summary of the reviews in a letter report to the NRC Project Officer. The contractor shall submit the report to the NRC PO within two work weeks after completion of the subtask.

Estimated staff effort: 4 staff weeks.

#### Optional Subtask 5

The contractor shall provide up to 4 staff-weeks of related review assistance to the staffs of SNRA and SSTC assigned to the program. This assistance shall include technical review, and program reviews of project planning, technical task management and financial management for the seven tasks in the Attachment. All related review assistance must be coordinated with and approved by the NRC Project Officer.

#### Deliverable:

The contractor shall provide a summary of the reviews in a letter report to the NRC Project Officer. The contractor shall submit the report to the NRC PO within two work weeks after completion of the subtask.

Estimated staff effort: 4 staff weeks.

### **E. Deliverables**

In addition to the deliverables identified for the subtasks under this task order, the contractor shall provide the monthly technical and business status report as required, in accordance with the base contract terms and conditions.

### **F. Period of Performance**

The period of performance for this task order will be March 27 through September 29, 2000.

### **G. Meetings and Travel**

The contractor shall meet with NRC staff in Kiev, Ukraine in approximately May, 2000.