

**TASK ORDER AWARD PROCEDURES FOR THE ADMINISTRATIVE SERVICES AND
CLERICAL SUPPORT CONTRACT NRC-10-02-161**

Program Office User

1. Develops and e-mails Performance Work Statement (PWS) to the Project Officer (PO), Jeanne Cucura, JXC6, which includes the following minimum information:

- Skill category request (Secretary, General Clerk, Word Processor)
- Dates of required services
- Office contact person
- Specific work location
- Type(s) of equipment the contractor must be able to operate and use
- Any unique or special requirements of the work

2. Submits FORM 400 RFPA to Division of Contracts including:

- Certification of funds
- Task order number
- Independent Government Cost Estimate (IGCE)
- PWS

3. Reviews resume(s)* submitted by the contractor and, if necessary, participates in discussions with potential candidates(s).

4. Notifies the PO, by e-mail, of recommended candidate(s).

*At the discretion of the user, multiple resumes may be requested.

Jeanne Cucura, ADM/DC/PPT
415-6538