

ORDER FOR SUPPLIES OR SERVICES

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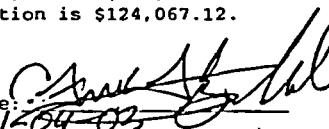
IMPORTANT: Mark all packages and papers with contract and/or order numbers.

BPA NO

1. DATE OF ORDER 11-03-2004		2. CONTRACT NO (If any) GS-10F-0115J		6. SHIP TO	
3. ORDER NO DR-04-02-083 M2		4. REQUISITION/REFERENCE NO RES-02-083		a. NAME OF CONSIGNEE Same as Block 5A	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div of Contracts Two White Flint North - MS T-7-I-2 Contract Management Center 2 Washington, DC 20555				b. STREET ADDRESS	
7. TO				c. CITY	d. STATE
a. NAME OF CONTRACTOR Wayne Howell				e. ZIP CODE	
b. COMPANY NAME WPI				I. SHIP VIA	
c. STREET ADDRESS 2000 Kraft Drive 6 Montgomery Village Ave., Suite 650				8. TYPE OF ORDER	
d. CITY Blackburg Gaithersburg				<input type="checkbox"/> a. PURCHASE ORDER <input checked="" type="checkbox"/> b. DELIVERY/TASK ORDER	
e. STATE VA				Reference your Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated Except for billing instructions on the reverse, this delivery/task order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
f. ZIP CODE 20079-24060				10. REQUISITIONING OFFICE RES Office of Nuclear Regulatory Research	
9. ACCOUNTING AND APPROPRIATION DATA APPN No.: 31X0200.460 B&R No.: 46015110197 BOC: 252A JOB CODE: Y6635 Obligated Amt.: \$124,067.12					

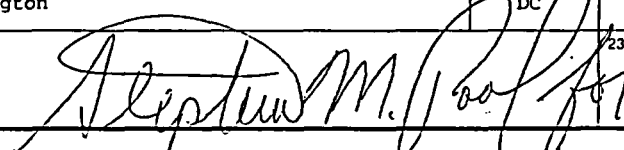
11. BUSINESS CLASSIFICATION (Check appropriate box(es))			
<input type="checkbox"/> a. SMALL	<input checked="" type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> d. WOMEN-OWNED
12. F.O.B. POINT Destination		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE
13. PLACE OF		16. DISCOUNT TERMS 5%	
a. INSPECTION		b. ACCEPTANCE Sharlene McCubbin 301-415-6565	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	<p>The contractor shall provide the services described in the attachment Modification to Statement of Work for the Office of Nuclear Regulatory Research at the rates and hours proposed the contractors proposal dated October 15, 2003.</p> <p>The period of performance is hereby extended to 6-30-2004. Therefore the period of performance is revised to read October 1, 2002 through June 30, 2004.</p> <p>The ceiling and obligated amount is increased by \$124,067.12 from \$268,291 to \$392,358.12. The amount obligated for this modification is \$124,067.12.</p> <p>Accept:</p> <p>Signature: </p> <p>DATE: 11-04-03</p>					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		\$124,067.12	SUBTOTAL
	21. MAIL INVOICE TO:							17(h) TOTAL (Cont. pages)
	a. NAME U.S. Nuclear Regulatory Commission Payment Team, Mail Stop T-9-H-4							
	b. STREET ADDRESS (or P.O. Box) Attn: DR-04-02-083							
c. CITY Washington		d. STATE DC	e. ZIP CODE 20555		NTE		392,358.12	17(i). GRAND TOTAL

22. UNITED STATES OF AMERICA
BY (Signature)



23. NAME (Typed)
Mary H. Mace
Contracting Officer
TITLE: CONTRACTING/ORDERING OFFICER

TEMPLATE - ADM001

OPTIONAL FORM 247 (6/95)
ADM002

MODIFICATION TO STATEMENT OF WORK FOR DR-04-02-083

TITLE: GUIDELINES FOR THE COMMUNICATION OF RISK INFORMATION

I. BACKGROUND

One of the current efforts under the project includes research on internal risk communication issues. During the development of risk communications guidelines, it was determined that separate guidelines were needed for external and internal risk communication. As a result, the initial phase of the work focused on external communication of risk information. A second guideline is needed for internal risk communications. Further, one of the project products is a training syllabus on how to use the risk communication guidance. Test and evaluation of the training syllabus and training materials is needed. Also the risk communications guidelines need more extensive testing than anticipated before finalization.

III. SCOPE OF WORK

Replace Task 6 with:

Task 6: Prepare Draft Guidelines for Internal Risk Communication

The contractor shall create draft guidelines for Internal Risk Communication based on the output from Tasks 1, 2, and 5. The draft guidelines should be similar and considered a companion document to the Risk Communication Guidance that focuses on external communications developed under Task 5. Additional interviews may be conducted, as necessary, after approval of the Project Officer. The draft guidelines should be a preliminary set of practical, easy-to-use guidelines for use by NRC staff across all offices when communicating within the agency about risk. The contractor shall incorporate risk documentation as prescribed by the Project Officer.

Estimated Completion Date: December 2003

Estimated Level of Effort: 3 staff months

Add:

Task 7: Test and Evaluation for Internal Risk Communication Guidelines

The contractor shall pilot test the draft guidelines on a sample of NRC staff. The contractor shall:

- I. Recommend an appropriate test sample. At a minimum, different levels (i.e. staff and management) and offices within the NRC will be deemed appropriate. This test sample should be drawn from the participants used in Task 2.
- II. Recommend criteria for evaluating the effectiveness of the guidelines. The criteria should be based on the results of Task 2, 4, and 5.
- III. Recommend a test plan that includes the purpose, objectives, method, and framework for the test.

- IV. After approval of the Project Manager implement the test using staff and draft guidelines per the test plan.

Estimated Completion Date: March 2004

Estimated Level of Effort: 3 staff months

Task 8: Final Guidelines for Internal Risk Communication

The contractor shall revise the guidelines based on the feedback from the test and the effectiveness criteria identified in Task 7, and shall produce final Guidelines for Internal Risk Communication.

Estimated Completion Date: April 2004

Estimated Level of Effort: 1 staff month

Task 9: Draft Training Syllabus and Training Materials

The contractor shall work with NRC staff to develop a draft training syllabus for a course on effective Risk Communication. The syllabus should:

- I. Use the Final Guidelines for Risk Communication (both internal and external) to provide the basis for the training syllabus and materials.
- II. Provide for a class involving student participation.
- III. Assume a 2-day course with 12 hours of course material.

Estimated Completion Date: April 2004

Estimated Level of Effort: 1 staff month

Task 10: Test and Evaluation of the Training Syllabus and Training Materials

The contractor shall pilot test the draft training syllabus developed under Task 9 on a sample of NRC staff and management. The contractor shall:

- I. Recommend an appropriate test sample size with a minimum of three test training sessions to include NRR, RES, NSIR, some regions, and NMSS.
- II. Recommend criteria useful for evaluating the effectiveness of the training syllabus. The criteria should include feedback from the test training participants, at a minimum.
- III. Recommend a test training package to include a test plan, slides, and handouts.
- IV. Submit the training package and materials to the NRC for review at least one month prior to test. After incorporating any comments, the contractor shall provide copies of the draft training package to the test participants for training.
- V. Implement the test the training syllabus at headquarters or a Region as directed by the Project Manager.
- VI. Revise the training package based on the feedback from the pilot test, staff, and the effectiveness criteria.
- VII. Produce a final training syllabus and training materials for Risk Communication.

Estimated Completion Date: June 2004
Estimated Level of Effort: 2 staff months

V. SCHEDULE OF DELIVERABLES

Modify:

Task 6. Prepare Draft Guidelines for Internal Risk Communication
December 2003

Add:

Task 7. Test and Evaluation for Internal Risk Communication Guidelines
March 2004

Task 8. Final Guidelines for Internal Risk Communication
April 2004

Task 9. Draft Training Syllabus and Training Materials
April 2004

Task 10. Test and Evaluation of the Training Syllabus and Training Materials
June 2004

VI. MEETINGS AND TRAVEL REQUIREMENTS

Modify:

Task 6: Prepare Draft Guidelines for Internal Risk Communication

One trip for one person to NRC Headquarters to present the Draft Guidelines to the Steering Committee.

Add:

Task 7: Test and Evaluation for Internal Risk Communication Guidelines

At least three trips for two people to NRC Headquarters and a trip to a region to test the draft guidelines and present the Final Guidelines to the Project Manager.

Task 8: Final Guidelines for Internal Risk Communication

One trip for one person to NRC Headquarters to present the Final Guidelines to the Project Manager.

Task 10: Test and Evaluation of the Training Syllabus and Training Materials

This task will require several trips as the contractor shall need to prepare and conduct pilot test training to NRC staff and management. At least four trips for two people,

involving multiple visits to NRC Headquarters is necessary. Additionally, a trip to NRC Headquarters for a briefing on the results of the test will be necessary.

VIII. PERIOD OF PERFORMANCE

Extend period of performance through June 2004

Cost Proposal

Our cost/pricing proposal uses labor categories and rates from WPI's GSA MOBIS contract number GS-10F-0115J. WPI's average bid rate for this contract is discounted approximately 5% from our published GSA schedule.

WPI's Tax Identification number is TIN = 54-1527167.

WPI's Dun and Bradstreet number is DUNS = 61-282-7188.

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT PRICE	AMOUNT
Mobis Labor Category				
	Executive, Senior Technical Advisor			\$8,304.12
	Business Consultant I – Project Manager, Senior Technical Specialist			\$0.00
	Business Consultant III – Project Manager			\$29,524.30
	Business Consultant III – Key Personnel, Senior Technical Specialist, Risk Communication Specialist, and Senior Training Developer			\$55,984.56
	Business Specialist III – Web developer			\$0.00
	Business Specialist II – Web developer and editor			\$2,181.20
	Business Specialist II – Graphic Designer			\$2,537.71
	Business Specialist II – Technical Editor			\$5,889.54
	Support Specialist I – researcher/graduate student			\$9,380.75
	Admin Specialist			\$0.00
Subtotal				\$113,802.18
Travel and G&A				
	Local Travel (8 trips/50 mile @ .365)			\$187.82
	Regional Travel (Five three-day trips for one person)			\$7,646.82
Subtotal				\$7,834.64
Other Direct Costs				
	Computing Services			\$2,430.30
Subtotal				\$2,430.30
Total Cost Estimate				\$124,067.12

**GSA Nondiscounted Rates
For Informational Purposes Only**

WPI GSA Labor Categories and Rates

WPI GSA Contract No. GS-10F-0115J

<u>GSA Labor Category</u>	<u>FY 2004</u>
Executive	[REDACTED]
Business Consultant I	[REDACTED]
Business Consultant III	[REDACTED]
Business Specialist III	[REDACTED]
Business Specialist II	[REDACTED]
Support Specialist I	[REDACTED]
Admin. Specialist	[REDACTED]