

# ORDER FOR SUPPLIES OR SERVICES

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

BPA NO.

|   |  |  |                |
|---|--|--|----------------|
| 1. DATE OF ORDER<br>04-06-2004  | 2. CONTRACT NO. (if any)<br>GS-024-0010J | 6. SHIP TO:  |                |
| 3. ORDER NO.<br>DR-33-04-318  | MODIFICATION NO.                         | 4. REQUISITION/REFERENCE NO.<br>CIO-04-318                 |                |
| 5. ISSUING OFFICE (Address correspondence to)<br>U.S. Nuclear Regulatory Commission<br>Div of Contracts<br>Two White Flint North - MS T-7-I-2<br>Washington, DC 20555 |  | a. NAME OF CONSIGNEE<br>U.S. Nuclear Regulatory Commission |                |
|   |  | b. STREET ADDRESS  |                |
|   |  | c. CITY<br>Washington                                      | d. STATE<br>DC |
|   |  | e. ZIP CODE<br>20555                                       |                |

|  |  |
|--|--|
| 7. TO:   | f. SHIP VIA  |
| NAME OF CONTRACTOR   |  |
| Management Concepts, Inc.<br>Attn: Evenlyn E. Aponte-Sacks<br>8230 Leesburg Pike<br>Vienna, VA 22182<br>Phone #703-270-4135  |  |
| 8. TYPE OF ORDER   |  |
| <input type="checkbox"/> a. PURCHASE ORDER<br>Reference your _____<br>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. | <input checked="" type="checkbox"/> b. DELIVERY/TASK ORDER<br>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. |

|   |  |
|---|--|
| 9. ACCOUNTING AND APPROPRIATION DATA<br>B&R 410-15-512-118 JC J1134 BOC 251F 31X0200.410<br>Obligate: \$45,952.50 | 10. REQUISITIONING OFFICE<br>OCIO JBaughman 301-415-5087 |
|---|--|

|   |   |   |   |
|---|---|---|---|
| 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<br>Destination                         | 14. GOVERNMENT B/L NO.                                  | 15. DELIVER TO F.O.B. POINT<br>ON OR BEFORE<br>see attached | 16. DISCOUNT TERMS<br>Net/30            |
| 13. PLACE OF  |   | FOR INFORMATION CALL: (No collect calls)                    |   |
| a. INSPECTION   | b. ACCEPTANCE<br>Barbara D. Meehan 301-415-6730         |   |   |

17. SCHEDULE (See reverse for Rejections)

| ITEM NO.<br>(A) | SUPPLIES OR SERVICES<br>(B)  | QUANTITY ORDERED<br>(C) | UNIT<br>(D) | UNIT PRICE<br>(E) | AMOUNT<br>(F) | QUANTITY ACCEPTED<br>(G) |
|-----------------|--|-------------------------|-------------|-------------------|---------------|--------------------------|
|                 | The Contractor shall provide the U.S. Nuclear Regulatory Commission (NRC) with Project Management Training at NRC Headquarters (on-site) as specified on the attached.<br><br>Period of performance for base period: 4-6-2004 thru 4-5-2005. |                         |             |                   |               |                          |

|  |                           |                      |                                  |
|--|---------------------------|----------------------|----------------------------------|
| 18. SHIPPING POINT   | 19. GROSS SHIPPING WEIGHT | 20. INVOICE NO.      |                                  |
| 21. MAIL INVOICE TO:   |                           |                      |                                  |
| a. NAME<br>U.S. Nuclear Regulatory Commission<br>Division of Contracts, Mail Stop T7I2 |                           |                      | \$45,052.50                      |
| b. STREET ADDRESS (or P.O. Box)<br>Attn: (insert contract or order number)             |                           |                      | 17(h) TOTAL (Cont. pages)        |
| c. CITY<br>Washington  | d. STATE<br>DC            | e. ZIP CODE<br>20555 | 17(i) GRAND TOTAL<br>\$45,052.50 |

|  |  |
|--|--|
| 22. UNITED STATES OF AMERICA<br>BY (Signature)<br> | 23. NAME (Typed)<br>Barbara D. Meehan<br>TITLE: CONTRACTING/ORDERING OFFICER |
|--|--|



**TASK ORDER TERMS AND CONDITIONS**

**NOT SPECIFIED IN THE CONTRACT \_\_\_\_\_**

**A.1 NRC ACQUISITION CLAUSES - (NRCAR) 48 CFR CH. 20**

**A.2 OTHER APPLICABLE CLAUSES**

See Addendum for the following in full text (if checked)

52.216-18, Ordering

52.216-19, Order Limitations

52.216-22, Indefinite Quantity

52.217-6, Option for Increased Quantity

52.217-7, Option for Increased Quantity Separately Priced Line Item

52.217-8, Option to Extend Services

52.217-9, Option to Extend the Term of the Contract

**A.3 SEAT BELTS**

Contractors, subcontractors, and grantees, are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented, or personally owned vehicles.

U. S. Nuclear Regulatory Commission (NRC)  
Office of the Chief Information Officer (OCIO)

Statement of Work  
Information Technology Project Management  
Training Requirement

**B. Supplies or Services and Price Costs**

**B.1.** In accordance with the requirements contained in this statement of work, the Contractor shall provide the Unit Price, Total Price and the Price for each Additional Trainee per seat for the specified training courses for one Base Year plus Three Option Years listed below.

| <u>Item</u> | <u>Course Name</u>                            | <u>Base Year</u>                                   |   |            | <u>Total Price</u> | <u>\$ Per Seat<br/>(Additional Seats<br/>(1-10))</u> |
|-------------|---|--|---|------------|--------------------|--|
|             |   | <u>Number<br/>of Class<br/>Days for<br/>Course</u> | <u>Minimum<br/>Number of<br/>Trainees</u> | <u>Qty</u> |                    |  |
| 1           | Project Management Principles                 | [REDACTED]   | [REDACTED]                                | [REDACTED] | \$13,845           | \$127.80   |
| 2           | IT Project Risk Management                    | [REDACTED]   | [REDACTED]                                | [REDACTED] | \$10,676.25        | \$98.55  |
| 3           | Defining and Managing IT Project Requirements | [REDACTED]   | [REDACTED]                                | [REDACTED] | \$9,855.00         | \$170.85   |
| 4           | Integrated Cost and Schedule Control          | [REDACTED]   | [REDACTED]                                | [REDACTED] | \$10,676.25        | \$98.55  |

Total Base year: \$45,052.50

| <u>Item</u> | <u>Course Name</u>                                       | <u>Option Year One</u>                             |   |            | <u>Total Price</u>            | <u>\$ Per Seat<br/>(Additional<br/>Seats (1-10))</u> |
|-------------|--|--|---|------------|-------------------------------|--|
|             |  | <u>Number<br/>of Class<br/>Days for<br/>Course</u> | <u>Minimum<br/>Number of<br/>Trainees</u> | <u>Qty</u> |                               |  |
| 1           | Leadership and Communication Skills for Project Managers | [REDACTED]   | [REDACTED]                                | [REDACTED] | \$13,291.20x3=<br>\$39,873.60 | \$221.52   |
| 2           | Project Management Simulation                            | [REDACTED]   | [REDACTED]                                | [REDACTED] | \$14,196.00                   | \$436.80   |

3 Managing Project Quality [REDACTED] [REDACTED] [REDACTED] \$13,291.20 \$221.52

Total Option Year One: \$67,360.80

Option Year Two

Option Year Two courses will include up to four of the courses listed in the Base Year and Option Year One.

| <u>Item</u> | <u>Course Name</u>                                       | <u>Number of Class Days for Course</u> | <u>Minimum Number of Trainees</u> | <u>Qty</u> | <u>Total Price</u>            | <u>\$ Per Seat (Additional Seats (1-10))</u> |
|-------------|--|--|-----------------------------------|------------|-------------------------------|--|
| 1           | Project Management Principles                            | [REDACTED]                             | [REDACTED]                        | [REDACTED] | \$14,974.75                   | \$138.23                                     |
| 2           | IT Project Risk Management                               | [REDACTED]                             | [REDACTED]                        | [REDACTED] | \$11,547.43                   | \$106.59                                     |
| 3           | Defining and Managing IT Project Requirements            | [REDACTED]                             | [REDACTED]                        | [REDACTED] | \$10,659.17                   | \$177.65                                     |
| 4           | Integrated Cost and Schedule Control                     | [REDACTED]                             | [REDACTED]                        | [REDACTED] | \$11,547.43                   | \$106.59                                     |
| 5           | Leadership and Communication Skills for Project Managers | [REDACTED]                             | [REDACTED]                        | [REDACTED] | \$13,822.85x3<br>=\$41,468.55 | \$230.38                                     |
| 6           | Project Management Simulation                            | [REDACTED]                             | [REDACTED]                        | [REDACTED] | \$14,763.84                   | \$454.27                                     |
| 7           | Managing Project Quality                                 | [REDACTED]                             | [REDACTED]                        | [REDACTED] | \$13,822.85                   | \$230.38                                     |

Total Option Year Two: \$118,784.02

Option Year Three

Option Year Three courses will include up to four of the courses listed in the Base Year and Option Year One.

| <u>Item</u> | <u>Course Name</u> | <u>Number of Class Days for Course</u> | <u>Minimum Number of Trainees</u> | <u>Qty</u> | <u>Total Price</u> | <u>\$ Per Seat (Additional Seats (1-10))</u> |
|-------------|--------------------|--|-----------------------------------|------------|--------------------|--|
|-------------|--------------------|--|-----------------------------------|------------|--------------------|--|

1 Project Management [REDACTED] [REDACTED] [REDACTED] \$15,573.74 \$143.76

|   |  |        |        |        |                               |          |
|---|--|--------|--------|--------|-------------------------------|----------|
|   | Principles   |        |        |        |                               |          |
| 2 | IT Project Risk Management                               | ██████ | ██████ | ██████ | \$12,009.33                   | \$110.86 |
| 3 | Defining and Managing IT Project Requirements            | ██████ | ██████ | ██████ | \$11,085.54                   | \$184.76 |
| 4 | Integrated Cost and Schedule Control                     | ██████ | ██████ | ██████ | \$12,009.33                   | \$110.86 |
| 5 | Leadership and Communication Skills for Project Managers | ██████ | ██████ | ██████ | \$14,375.76x3<br>=\$43,127.28 | \$239.60 |
| 6 | Project Management Simulation                            | ██████ | ██████ | ██████ | \$15,354.39                   | \$472.44 |
| 7 | Managing Project Quality                                 | ██████ | ██████ | ██████ | \$14,375.76                   | \$239.60 |

Total Option Year Three: \$123,535.37

Potential Delivery Order Total (all options exercised): \$354,732.69

### Section C. Statement of Work

#### C.1. Background

The U. S. Nuclear Regulatory Commission (NRC) is an independent Federal agency established by the Energy Reorganization Act of 1974 to regulate civilian use of nuclear materials. NRC's primary mission is to protect the public health and safety, and the environment from the effects of radiation from nuclear reactors, materials, and waste facilities. NRC also regulates these nuclear materials and facilities to promote the common defense and security.

The Office of the Chief Information Officer (OCIO) plans, directs, and oversees the NRC's information resources, including technology infrastructure and delivery of information management services, to meet the mission and goals of the agency. It provides principal advice to the NRC Chairman to ensure that information technology (IT) is acquired and information resources across the agency are managed in a manner consistent with Federal information resources management (IRM) laws and regulations. The office assists senior management in recognizing where information technology can add value while improving NRC operations and service delivery and directs the implementation of a sound and integrated IT architecture to achieve NRC's strategic and IRM goals. The office monitors and evaluates the performance of information technology and information management programs based on applicable performance

measures and assesses the adequacy of IRM skills of the agency.

## **C.2.Objective**

The objective of this contract is to have a Contractor provide on-site, information technology project management training to OCIO and other NRC Program office personnel.

## **C.3.Scope of Work**

The Contractor shall provide on-site information technology project management training to NRC personnel. This training shall be conducted at the NRC headquarters located at the following address:

U. S. Nuclear Regulatory Commission  
Two White Flint North  
11545 Rockville Pike  
Rockville, Maryland 20852-2738

### **C.3.1Course Descriptions**

These courses are commercial items, of which it is the NRC intent to buy off the shelf Information Technology Project Management Classes and not design the course themselves. The desired course descriptions for the seven courses outlined in B.1. are as follows:

#### **C.3.1.1.Project Management Principles**

A course that develops and strengthens the core knowledge base of trainees who have chosen project management as a career path. The course focuses on basic principles and learning the essential elements for each phase of the project life cycle. Trainees will gain the knowledge, tools, and techniques to manage a project from its initiation to final closeout while balancing the competing demands among time, cost, and scope.

#### **C.3.1.2.IT Project Risk Management**

A course that assesses what could go wrong, determine important risks one must take, and implement strategies to deal with those risks. Discovers a methodology for risk management one can use throughout a project. Develops approaches to identify risks; methods and tools to analyze risks and determine their impacts; risk prioritization and mitigation techniques; and methods to track, control, and communicate risks throughout the project life cycle. Use a comprehensive approach to establish a risk program and prepare a risk management plan.

### **C.3.1.3. Defining and Managing IT Project Requirements**

A course that familiarizes the trainees with the fundamental information needed to develop an effective environment for requirements management. Identify, document, analyze, track, control, and manage changes in requirements throughout a project's life cycle. Discuss the key roles and responsibilities in requirements analysis and management. Discover the importance of allocating and tracing requirements, validation, and verification. Develop tools and techniques to use throughout the requirements process, methods to conduct an inspection, and ways to reduce risks. Address and meet challenges with a focus on the key requirements, roles, and responsibilities throughout the entire process.

### **C.3.1.4. Integrated Cost and Schedule Control**

A course that addresses how best to plan the execution of a project scope, consider stakeholder budget and schedule constraints, use different methodologies, and establish the performance measurement baseline. Discover keys to identify potential cost and schedule overruns. Master the tools and techniques to compare actual work accomplished against established plans, as well as work accomplished against actual expenditures. By identifying early warning indicators, one will gain greater insight into potential risk areas and take the necessary corrective action to keep the project in control.

### **C.3.1.5. Leadership and Communication Skills for Project Managers**

A course that develops the necessary skills to elicit maximum performance from every member of a team. Uncover the methods of leadership that are most appropriate for achieving project success. Discover which forms of leadership and communication styles are best suited to one's personality. Learn techniques for resolving conflict and managing personnel issues. Gain hands-on experience in analyzing stages of team development and maximizing project team effectiveness.

### **C.3.1.6. Project Management Simulation**

A course that emphasizes the application of project management techniques learned in earlier courses and uses a project case study to simulate real-world situations and challenges faced by project managers. Working on teams in a computerized classroom, one will develop and manage a project from its inception through its closeout to include scope determination, planning, and project control. Participate in identifying potential solutions and put them into practice by using estimating tools and project management software.

### **C.3.1.7. Managing Project Quality**

A course that uses valuable sampling and assessment techniques to ensure project quality management success. This course focuses on fundamental quality management tenets of leading quality and process improvement thinkers such as Deming, Juran, and Crosby. Learn how quality is related to virtually all areas of a project by using proven tools and techniques for planning and implementing quality methods in a project environment.



## **C.4. Specific Requirements**

**C.4.1.** The Contractor shall supply all personnel, training materials, and transportation required to perform the work described in this Delivery order. The Contractor shall have previous experience conducting project management training for NRC. The Contractor shall conduct management and planning functions during the course of the effort such as planning and scheduling of activities.

**C.4.2.** Within seven (7) business days of receipt of the Delivery order, the Contractor will meet with the Project Officer to discuss reserving a room, registering at the NRC to hold the training, registering the Contractor (instructor) with the guards, secure a parking space for the Contractor (instructor) if one is available and registering the NRC trainees who will be taking the class. This may be done through a telephone call.

**C.4.3.** The Contractor shall use their own pre-existing training materials. The Contractor shall provide a workbook for each trainee consisting of copies of the presentation slides, reference materials and other pertinent documentation to assist the trainees in successfully completing the training course.

**C.4.4.** The Contractor shall provide the necessary instructor(s) to conduct and oversee the training.

**C.4.5.** The target audience is personnel from the OCIO and other NRC Program offices. Attendance (minimum number of trainees) for each class is outlined in Section B.1.

**C.4.6.** The Contractor shall, at the time of the class, aid in the registration of students and support the use of audiovisual equipment. At the successful completion of the course, the Contractor shall provide the trainee with a signed Certificate of Training.

**C.4.7.** All material and information gathered and developed in the performance of the tasks listed in the contract shall be the property of the U.S. Government.

**C.4.8.** The Contractor shall conduct classroom training during business hours occurring Monday through Friday from 8:00 a.m. – 4:00 p.m. excluding Federal holidays.

## **C.5. Period of Performance / Option Periods**

This is a firm-fixed-price delivery order. This requirement is for a period of performance of one base year plus three option years. Funds are available for the courses outlined in the base year only. NRC will commit to the minimum number of trainees per course as stated in Section B.1.

### **C.5.1. Option to Extend the Term of the Contract**

NRC reserves the right not to exercise any of the option periods. The Government may extend the term of this delivery order by written notice to the Contractor within 30 days; provided that the Government shall give the Contractor a preliminary written notice of its

intent to extend at least 60 days before the order expires. The preliminary notice does not commit the Government to an extension. The total duration of this order, including the exercise of any options, shall not exceed four years.

#### **C.5.2.Availability of Funds for Option Years**

Funds are not presently available for performance under this order beyond the base year. The NRC's obligation for performance of this contract beyond the base year is contingent upon the availability of funds from which payment for delivery order purposes can be made.

#### **C.6.Contractor Personnel**

In the event of temporary absences such as, but not limited to, Contractor personnel's time off, illness, and vacation leave, the Contractor shall immediately provide, as interim coverage, a qualified substitute Contractor employee for the period of time during the Contractor employee's absence. NRC is a secure facility; therefore, the Contractor must be escorted by a NRC employee at all times when in the NRC facilities.

#### **C.7.Contractor Responsibilities**

The services performed under this Delivery order by the Contractor, Contractor's personnel, consultants, or subcontractors are provided by the Contractor as an independent Contractor in performing the requirements. The Contractor is responsible for the management, supervision, benefits, employment, termination, oversight, and decision on assignment of the Contractor's personnel. The Contractor is responsible for its personnel's proper conduct and performance under this Delivery order.

#### **C.8.Government Furnished Equipment, Facilities, and Services**

The NRC will provide or make available to the Contractor at the site of training in Rockville, Maryland, with Government furnished classroom space, white board, work desk, office supplies, and information technology (IT) equipment (computer, monitor, keyboard), IT services and IT access (e.g., Internet) necessary to provide the required services. The Contractor is responsible for providing personnel with existing knowledge and significant experience in using office information technology equipment. The Contractor is responsible for the Contractor employee's appropriate use of Government furnished equipment, services, and access. The Contractor and the Contractor's personnel are prohibited from misuse, abuse, and from using the Government furnished equipment, services, or access for personal use.

#### **C.9 Period of Performance**

This order shall be effective from April 6, 2004 through April 5, 2005, with three additional twelve month option periods.