

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 02-11-2004	2. CONTRACT NO. (if any) GS-15F-0075K	6. SHIP TO:	
3. ORDER NO. DR-38-04-0078	MODIFICATION NO.	4. REQUISITION/REFERENCE NO. HR-04-375	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Division of Contracts Two White Flint North - MS T-7-1-2 Contract Management Center 2 Washington, DC 20555		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission Attn: Jeanne Dempsey (Project Officer)	
		b. STREET ADDRESS Office of Human Resources Mail Stop T-3D2	
		c. CITY Washington	d. STATE DC
		e. ZIP CODE 20555	

7. TO:	f. SHIP VIA
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NAME OF CONTRACTOR QUICKHIRE LLC Attn: Michelle Hankins 1101 King Street, Suite 550 Alexandria VA 22314	B. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE ORDER 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.
<input checked="" type="checkbox"/> b. DELIVERY/TASK ORDER 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 \$210,205.50	10. REQUISITIONING OFFICE OHR Office of Human Resources
JOB CODE: 68412 B&R NO.: 4-8415-512160 BOC: 2574 FUND SOURCE: 31X0200 DUNS NO: 612702972	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))

a. SMALL
 b. OTHER THAN SMALL
 c. DISADVANTAGED
 d. WOMEN-OWNED

12. F.O.B. POINT Destination	14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE As stated in PO
13. PLACE OF		16. DISCOUNT TERMS NET 30

a. INSPECTION	b. ACCEPTANCE	Betty Freeman (301) 415-7314
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17. SCHEDULE (See reverse for Rejections) See CONTINUATION Page

ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
This Delivery Order is subject to the terms and conditions set forth under GSA Federal Supply Schedule GS-15F-0075K for renewal of QuickHire software subscription and end user support for NRC's recruitment and selection system.						
Period of Performance: Base Year -- February 14, 2004 through February 13, 2005 (1) One option period for 5.5 months -- February 14, 2005 through July 29, 2005.						
1	Monthly Subscription, Users (25 Users)				\$122,604.00	
2	Monthly Subscription, Additional Users (10 Users)				\$29,040.00	
3	Monthly Subscription, Non-Production System				\$10,153.50	
4	End User Support (Help Desk) (5 Users)				\$8,244.00	
5	Bundled Project Support (Silver Plan) (Estimated Amount)				\$38,790.00	
6	Quick Hire Discovery Conference Fee				\$2,085.00	
Total NTE Amount Base Year: \$210,205.00						

18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.	\$210,205.50	SUBTOTAL
21. MAIL INVOICE TO:				
a. NAME U.S. Nuclear Regulatory Commission Division of Contracts				\$108,423.00
b. STREET ADDRESS (or P.O. Box) Mail Stop T-712 (See attached billing instructions)				17(h) TOTAL (Cont. pages)
c. CITY Washington	d. STATE DC	e. ZIP CODE 20555	Obligated 210,205.50	17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature)	23. NAME (Typed) Mary H. Mace Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER
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**ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION**

PAGE NO.
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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 02-11-2004	CONTRACT NO. GS-15F-0075K	ORDER NO. DR-39-04-0078
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ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	OPTION PERIOD FOR 5.5 MONTHS:					
7	Monthly Subscription Users (25 Users)				\$61,809.00	
8	Monthly Subscription, Additional Users (10 Users)				\$14,630.00	
9	Monthly Subscription, Non-Production System				\$5,852.00	
10	End User Support (Help Desk) (5 Users)				\$3,965.50	
11	Bundled Project Support (Silver Plan) (Estimated Amount)				\$19,991.50	
12	QuickHire Discovery Conference Fee Total NTE Amount Option Period: \$108,423.00				\$2,175.00	
	Delivery Order Ceiling Price: \$318,628.50 Refer to Attachments for additional terms and conditions, funding information, GSA Schedule labor rates for Bundled Project Support (Silver Plan), and billing instructions. Current Amount Obligated: \$210,205.50 Total Estimated Aggregate Amount: \$318,628.50					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$108,423.00

SUPPLEMENTAL INVOICING INFORMATION

If desired, this order (or copy thereof) may be used by the Contractor as the Contractor's invoice, instead of a separate invoice, provided the following statement, (signed and dated) is on (or attached to) the order: "Payment is requested in the amount of \$_____. No other invoice will be submitted." However, if the Contractor wishes to submit an invoice, the following information must be provided: contract number (if any), order number, item number(s), description of supplies or services, sizes, quantities, unit prices, and extended totals. Prepaid shipping costs will be indicated as a separate item on the invoice. Where shipping costs exceed \$10 (except for parcel post), the billing must be supported by a bill of lading or receipt. When several orders are invoiced to an ordering activity during the same billing period, consolidated periodic billings are encouraged.

RECEIVING REPORT

Quantity in the "Quantity Accepted" column on the face of this order has been: inspected, accepted, received by me and conforms to contract. Items listed below have been rejected for the reasons indicated.

Table with 5 columns: SHIPMENT NUMBER (PARTIAL/FINAL), DATE RECEIVED, SIGNATURE OF AUTHORIZED U.S. GOV'T REP., DATE, TOTAL CONTAINERS, GROSS WEIGHT, RECEIVED AT, TITLE.

REPORT OF REJECTIONS

Table with 5 columns: ITEM NO., SUPPLIES OR SERVICES, UNIT, QUANTITY REJECTED, REASON FOR REJECTION.

DELIVERY 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.

52.204-6	DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER	OCT 2003
52.204-7	CENTRAL CONTRACTOR REGISTRATION (OCT 2003)	OCT 2003

**A.4 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT
(MAR 2000)**

(a) The Government may extend the term of this contract by written notice to the Contractor within ; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed .

A.5 52.232-33 PAYMENT BY ELECTRONIC FUNDS TRANSFER--CENTRAL CONTRACTOR REGISTRATION (OCT 2003)

(a) Method of payment. (1) All payments by the Government under this contract shall be made by electronic funds transfer (EFT), except as provided in paragraph (a)(2) of this clause. As used in this clause, the term "EFT" refers to the funds transfer and may also include the payment information transfer.

(2) In the event the Government is unable to release one or more payments by EFT, the Contractor agrees to either--

(i) Accept payment by check or some other mutually agreeable method of payment; or

(ii) Request the Government to extend the payment due date until such time as the Government can make payment by EFT (but see paragraph (d) of this clause).

(b) Contractor's EFT information. The Government shall make payment to the Contractor using the EFT information contained in the Central Contractor Registration (CCR) database. In the event that the EFT information changes, the Contractor shall be responsible for providing the updated information to the CCR database.

(c) Mechanisms for EFT payment. The Government may make payment by EFT through either the Automated Clearing House (ACH) network, subject to the rules of the National Automated Clearing House Association, or the Fedwire Transfer System. The rules governing Federal payments through the ACH are contained in 31 CFR part 210.

(d) Suspension of payment. If the Contractor's EFT information in the CCR database is incorrect, then the Government need not make payment to the Contractor under this contract until correct EFT information is entered into the CCR database; and any invoice or contract financing request shall be deemed not to be a proper invoice for the purpose of prompt payment under this contract. The prompt payment terms of the contract regarding notice of an improper invoice and delays in accrual of interest penalties apply.

(e) Liability for uncompleted or erroneous transfers. (1) If an uncompleted or erroneous transfer occurs because the Government used the Contractor's EFT information incorrectly, the Government remains responsible for--

(i) Making a correct payment;

(ii) Paying any prompt payment penalty due; and

(iii) Recovering any erroneously directed funds.

(2) If an uncompleted or erroneous transfer occurs because the Contractor's EFT information was incorrect, or was revised within 30 days of Government release of the EFT payment transaction instruction to the Federal Reserve System, and--

(i) If the funds are no longer under the control of the payment office, the Government is deemed to have made payment and the Contractor is responsible for recovery of any erroneously directed funds; or

(ii) If the funds remain under the control of the payment office, the Government shall not make payment, and the provisions of paragraph (d) of this clause shall apply.

(f) EFT and prompt payment. A payment shall be deemed to have been made in a timely manner in accordance with the prompt payment terms of this contract if, in the EFT payment transaction instruction released to the Federal Reserve System, the date specified for settlement of the payment is on or before the prompt payment due date, provided the

specified payment date is a valid date under the rules of the Federal Reserve System.

(g) EFT and assignment of claims. If the Contractor assigns the proceeds of this contract as provided for in the assignment of claims terms of this contract, the Contractor shall require as a condition of any such assignment, that the assignee shall register separately in the CCR database and shall be paid by EFT in accordance with the terms of this clause. Notwithstanding any other requirement of this contract, payment to an ultimate recipient other than the Contractor, or a financial institution properly recognized under an assignment of claims pursuant to subpart 32.8, is not permitted. In all respects, the requirements of this clause shall apply to the assignee as if it were the Contractor. EFT information that shows the ultimate recipient of the transfer to be other than the Contractor, in the absence of a proper assignment of claims acceptable to the Government, is incorrect EFT information within the meaning of paragraph (d) of this clause.

(h) Liability for change of EFT information by financial agent. The Government is not liable for errors resulting from changes to EFT information made by the Contractor's financial agent.

(i) Payment information. The payment or disbursing office shall forward to the Contractor available payment information that is suitable for transmission as of the date of release of the EFT instruction to the Federal Reserve System. The Government may request the Contractor to designate a desired format and method(s) for delivery of payment information from a list of formats and methods the payment office is capable of executing. However, the Government does not guarantee that any particular format or method of delivery is available at any particular payment office and retains the latitude to use the format and delivery method most convenient to the Government. If the Government makes payment by check in accordance with paragraph (a) of this clause, the Government shall mail the payment information to the remittance address contained in the CCR database.

Attachment B

QUICKHIRE, LLC

DR-38-04-0078

PARTIAL FUNDING

This delivery-order is partially funded in the amount of \$210,205.50. The delivery order may be modified at a future date to add additional funds contingent upon their availability. No legal liability on the part of the Nuclear Regulatory Commission may arise for performance beyond the amount of this partial funding. Also, the Contractor shall not be obligated to continue performance beyond the amount of this partial funding unless and until the Contracting Officer increases the amount obligated with respect to this order. The estimated aggregate total of this order is \$318,628.50.



*Base Year
Option
Period*

	Year 1	Year 2	Year 3	Year 4	Year 5
From:	31-Jul-00	1-Aug-01	1-Aug-02	1-Aug-03	1-Aug-04
To:	31-Jul-01	31-Jul-02	31-Jul-03	31-Jul-04	30-Jul-05

Labor Category Descriptions	Year 1 Rates	Year 2 Rates	Year 3 Rates	Year 4 Rates	Year 5 Rates
Senior Systems Engineer - Analyzes information requirements; evaluates analytically and systematically problems of workflow, organization, and planning, and develops corrective action; develops software to improve or re-engineer process methodologies/principles; and, applies activity and data modeling, transaction flow analysis, internal control and risk analysis. Requires a Bachelors Degree and a minimum of 7 years of experience.	\$ 175.64	\$ 184.42	\$ 193.64	\$ 203.33	\$ 213.92
Senior Developer - Applies software development disciplines for the planning, analysis, design and development of software applications. Develops appropriate techniques and methodologies for problem solutions. Develops software and provides technical guidance in software development and supervision and direction to technical staff. Requires a Bachelors Degree and a minimum of 4 years of experience.	\$ 175.64	\$ 184.42	\$ 193.64	\$ 203.33	\$ 213.92
Project Manager - Plans and directs technological improvements and project management implementations; manages a diverse group of functional activities and subordinate groups of technical and administrative personnel; and, may serve as a technical authority for a design area. As a staff specialist or consultant, resolves unique and unyielding systems problems using new technology. Schedules and assigns duties to subordinates. Requires a Bachelors Degree and a minimum of 3 years of experience.	\$ 147.16	\$ 154.52	\$ 162.24	\$ 170.36	\$ 178.87
HR Specialist - Provides consultation for understanding and reaching business and functional targets. Develops the framework to identify policies and procedures that prioritize and meet organizational needs from a Human Resources perspective. Requires a Bachelors Degree and a minimum of 3 years of experience.	\$ 147.16	\$ 154.52	\$ 162.24	\$ 170.36	\$ 178.87
Application Engineer/Integration Specialist - Gathers customer specifications and requirements definitions. Performs system and application analysis, design and administration. Designs computer and software solutions and provides timely technical support. Performs modifications or enhancements to application software. Installs application software and integrates software with Internet web sites. Requires a Bachelors Degree and a minimum of 3 years of experience.	\$ 147.16	\$ 154.52	\$ 162.24	\$ 170.36	\$ 178.87
Developer - Participates in all phases of system design and development of complex software applications using a variety of proprietary product or emerging technology tools in a variety of operating environments. Requires a Bachelors Degree and a minimum of 2 years of experience.	\$ 132.92	\$ 139.57	\$ 146.54	\$ 153.87	\$ 161.57
Systems Analyst - Designs and manages the development of QuickHire software and QuickHire applications. Acts as liaison between developers and technical documentation specialists. Requires a Bachelors Degree and a minimum of 3 years of experience.	\$ 132.92	\$ 139.57	\$ 146.54	\$ 153.87	\$ 161.57
Business Analyst - Performs analysis and prepares functional specifications and requirements definitions. Performs analysis for and participates in meetings pertaining to the enhancements of QuickHire. Performs quality assurance testing and sign-off. Requires a Bachelors Degree and a minimum of 2 years of experience.	\$ 132.92	\$ 139.57	\$ 146.54	\$ 153.87	\$ 161.57
Training Specialist - Conducts the research necessary to develop and revise training for users and prepares appropriate training materials. Prepares all instructor materials (course outline, background material, and training aids). Prepares all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops and seminars. Requires a Bachelors Degree and a minimum of 1 year of experience.	\$ 99.69	\$ 104.67	\$ 109.91	\$ 115.40	\$ 121.17
Documentation Technical Writer - Prepares application and technical documentation; and, provides for the orderly safeguard of technical documents. Requires proficiency in writing technical documents, and an Associates Degree.	\$ 80.70	\$ 84.75	\$ 88.97	\$ 93.42	\$ 98.01
Technical Support - Provides technical support and is proficient in application software and system architecture. Provides verbal and written instruction to resolve problems of both routine and complex nature. Requires a minimum of 2 years of experience.	\$ 80.70	\$ 84.75	\$ 88.97	\$ 93.42	\$ 98.01
Administrative Support - Provides technical and clerical support in managing general operations, and administrative work. Utilizes computers and technical equipment and is proficient in the use of personal computers, printers, and common office software applications to assist customer and other personnel. Assembles technical and administrative documents from rough draft through final production. Receives and distributes incoming tasks and assists in preparing reports and other required documents. Requires a minimum of 1 year of experience.	\$ 52.22	\$ 54.83	\$ 57.57	\$ 57.57	\$ 60.45
Please Note					
** Travel and Expenses are additional for all services and support					
** QuickHire reserves the right to establish minimums for any and all of the above categories					



	Year 1	Year 2	Year 3	Year 4	Year 5
From:	31-Jul-00	1-Aug-01	1-Aug-02	1-Aug-03	1-Aug-04
To:	31-Jul-01	31-Jul-02	31-Jul-03	31-Jul-04	30-Jul-05

Bundled Implementation Support

To assist your organization in implementing QuickHire®, we offer bundled implementation support at various levels.

	Year 1			Year 2		
	Silver	Gold	Platinum	Silver	Gold	Platinum
Business Analysts -	80	160	240	80	160	240
Systems Analysts -	40	80	120	40	80	120
Integration Specialists -	40	80	120	40	80	120
HR Specialists -	80	160	240	80	160	240
Bundled Cost	\$32,894	\$64,357	\$94,391	\$34,539	\$67,575	\$99,110

Bundled Implementation Support (Cont'd)

	Year 3			Year 4			Year 5		
	Silver	Gold	Platinum	Silver	Gold	Platinum	Silver	Gold	Platinum
Business Analysts -	80	160	240	80	160	240	80	160	240
Systems Analysts -	40	80	120	40	80	120	40	80	120
Integration Specialists -	40	80	120	40	80	120	40	80	120
HR Specialists -	80	160	240	80	160	240	80	160	240
Bundled Cost	\$36,266	\$70,954	\$104,066	\$38,079	\$74,502	\$109,269	\$39,983	\$78,227	\$114,732

Custom Services

Custom Development/System Interface
Perform modifications or enhancements to QuickHire® software including gathering customer specifications and requirements analysis.
Application Engineering
Perform modifications or enhancements to QuickHire® software including gathering customer specifications and requirements analysis.
Custom Reporting
Require special reports with QuickHire®? Let us develop and incorporate them for you!
System Training
3 days of training for up to 10 users (2 days for general users; 1 for Administrators and Ad hoc reporting).
System Installation
Install QuickHire® and Database on Server and up to 10 customer identified personal computers.
Web Site Integration
Interface QuickHire® with customer web site.
Maintenance of Customization (18% annual fee based on labor \$\$)

**BILLING INSTRUCTIONS FOR
FIXED PRICE CONTRACTS (October 2003)**

General: The contractor is responsible during performance and through final payment of this contract for the accuracy and completeness of the data within the Central Contractor Registration (CCR) database, and for any liability resulting from the Government's reliance on inaccurate or incomplete CCR data. The contractor shall prepare vouchers or invoices as prescribed herein. **FAILURE TO SUBMIT VOUCHERS/INVOICES IN ACCORDANCE WITH THESE INSTRUCTIONS WILL RESULT IN REJECTION OF THE VOUCHER/INVOICES AS IMPROPER.**

Form: Claims shall be submitted on the payee's letterhead, voucher/invoices, or on the Government's Standard Form 1034, "Public Voucher for Purchases and Services Other than Personal," and Standard Form 1035, "Public Voucher for Purchases Other than Personal--Continuation Sheet." These forms are available from the U.S. Government Printing Office, 710 North Capitol Street, Washington, DC 20401.

Number of Copies: An original and three copies shall be submitted. Failure to submit all the required copies will result in rejection of the voucher/invoice as improper.

Designated Agency Billing Office: Vouchers/Invoices shall be submitted to the following address:

U.S. Nuclear Regulatory Commission
Division of Contracts - T-7-I-2
Washington, DC 20555-0001

A copy of any invoice which includes a purchase of property valued at the time of purchase at \$5000 or more, shall additionally be sent to:

NRC Property Management Officer
Administrative Services Center
Mail Stop -O-2G-112
Washington, DC 20555-0001

HAND-DELIVERY OF VOUCHERS/INVOICES IS DISCOURAGED AND WILL NOT EXPEDITE PROCESSING BY THE NRC. However, should you choose to deliver vouchers/invoices by hand, including delivery by any express mail service or special delivery service which uses a courier or other person to deliver the vouchers/invoices in person to the NRC, such vouchers/invoices must be addressed to the above Designated Agency Billing Office and will only be accepted at the following location:

U.S. Nuclear Regulatory Commission
One White Flint North - Mail Room
11555 Rockville Pike
Rockville, MD 20852

HAND-CARRIED SUBMISSIONS WILL NOT BE ACCEPTED AT OTHER THAN THE ABOVE ADDRESS

Note that the official receipt date for hand-delivered vouchers/invoices will be the date it is received by the official agency billing office in the Division of Contracts.

Agency Payment Office: Payment will continue to be made by the office designated in the contract in Block 12 of the Standard Form 26 or Block 25 of the Standard Form 33, whichever is applicable.

Frequency: The contractor shall submit a voucher or invoice only after the NRC's final acceptance of services rendered or products delivered in performance of the contract unless otherwise specified in the contract.

Preparation and Itemization of the Voucher/Invoice: The voucher/invoice shall be prepared in ink or by typewriter (without strike-overs). Corrections or erasures must be initialed. To be considered a proper voucher/invoice, all of the following elements must be included:

1. Contractor's Data Universal Number (DUNS) or DUNS+4 number that identifies the contractor's name and address. The DUNS+4 number is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the contractor to identify alternative Electronic Funds Transfer (EFT) accounts for the same parent concern.
2. Contract number.
3. Sequential voucher/invoice number.
4. Date of voucher/invoice.
5. Payee's name and address. Show the name of the Payee as it appears in the contract and its correct address. If the Payee assigns the proceeds of this contract as provided for in the assignment of claims terms of this contract, the Payee shall require as a condition of any such assignment, that the assignee shall register separately in the Central Contractor Registration (CCR) database at <http://www.ccr.gov> and shall be paid by EFT in accordance with the terms of this contract. See Federal Acquisition Regulation 52.232-33(g) Payment by Electronic Funds Transfer - Central Contractor Registration (October 2003).
6. Description of articles or services, quantity, unit price, and total amount.
7. For contractor acquired property list each item purchased costing \$50,000 or more and having a life expectancy of more than 1 year and provide: (1) an item description, (2) manufacturer, (3) model number, (4) serial number, (5) acquisition cost, (6) date of purchase, and (7) a copy of the purchasing document.
8. Weight and zone of shipment, if shipped by parcel post.
9. Charges for freight or express shipments. Attach prepaid bill if shipped by freight or express.
10. Instructions to consignee to notify the Contracting Officer of receipt of shipment.
11. For Indefinite Delivery contracts or contracts under which progress payments are authorized, the final voucher/invoice shall be marked "FINAL VOUCHER" OR "FINAL INVOICE."

Currency: Billings may be expressed in the currency normally used by the contractor in maintaining his accounting records and payments will be made in that currency. However, the U.S. dollar equivalent for all vouchers/invoices paid under the contract may not exceed the total U.S. dollars authorized in the contract.

Supersession: These instructions supersede any previous billing instructions.