

STATEMENT OF WORK FOR TASK NUMBER 3
SUPPORT TO THE STATE REGULATORY COMMITTEE OF UKRAINE
JUNE 2004

ACTIVITIES TO BE CONDUCTED

ACTIVITY 1 PROGRAM DEVELOPMENT AND PLANNING

The contractor shall assist the State Nuclear Regulatory Committee of Ukraine (SNRCU) and its technical support organizations in the establishment of a long-term development plan. The plan will identify the priority areas, define detailed scope of work, schedule and level of effort. The contractor shall assist SNRCU in the periodic review and update of the long-term development plan.

The contractor will periodically review and develop in consultation with the NRC and the SNRCU the short-term objectives and short term scope of work. The short term objectives and scope of work will depend on such things as achievements to date, immediate SNRCU needs, funding availability and other factors.

The contractor shall develop an appropriate contractual relationship with SNRCU and/or other entities needed to perform work under this support program. The contract will identify the process for preparation, review and issuing of task orders, establish appropriate labor rates, and establish the criteria and the process for work acceptance and financial and technical reporting.

ACTIVITY 2 PROGRAM AND TASK MANAGEMENT

The contractor shall assist NRC in performing program and task management of ongoing or planned activities in Ukraine. This effort will include the following activities:

- o **Development of Task Orders** – the contractor will assist SNRCU and its TSOs in the development of detailed statements of work for which funding from NRC is requested. The Task Orders should contain the description of the technical tasks to be performed, the approach to be used in executing the work, the schedule for performance of the task and the cost estimate for the work. The Task Orders should also be reviewed to assure that the results of the task will contribute to the overall goals of the program and that the cost estimate is reasonable considering the work performed and consisted with overall annual budget.
- o **Review of Deliverables** – the contractor will perform technical review of the work products generated by SNRCU and its TSOs. The reviews should ensure that the work products are accurate and complete. The reviews should also ensure that the work methodology is consistent with applicable U.S. and international standards and practices.
- o **Program and Task Schedule Monitoring** – the contractor will maintain regular contact with SNRCU and its TSOs to ensure the task deliverables and activities' overall progress are on track relative to program and task plans. As appropriate, the contractor will maintain regular contact with other Ukrainian entities (for example, prospective licensees) to assure that the individual project's schedule goals are met. The contractor will periodically advise the NRC project manager on the work progress and on issues that have potential for impeding reaching the program/task milestones.

ACTIVITY 3 TECHNICAL SUPPORT

The contractor will provide technical support to SNRCU and its TSOs in all technical aspects of the assistance program with the intent of familiarizing Ukrainian counterparts in the philosophy, methods and approaches of western regulatory safety practices. This activity will be conducted in the form of consultations through meetings, e-mail and telephone communications, provision of materials that reflect international and US approaches and practices, participation in training workshops and seminars, independent development work and through other mechanisms.

ACTIVITY 4 COORDINATION OF ONGOING AND/OR PLANNED ACTIVITIES

The contractor shall assist SNRCU and its TSOs in coordinating ongoing and/or planned activities with other involved entities. Such coordination could include (but is not necessarily limited to) representatives of other entities within the Government of the United States (for example, the Departments of State and Energy), representatives of entities within other governments (for example, the Federal Nuclear and Radiation Safety Authority and Ministry of Atomic Energy of the Russian Federation and EU) and representatives of international organizations (for example, the IAEA).

ANTICIPATED LEVEL OF EFFORT

ACTIVITY 1 PROGRAM PLANNING AND MANAGEMENT

The estimated level of effort for Activity 1 is 0.10 FTE over a 1-year period which is anticipated to start no later than August 1, 2004.

ACTIVITY 2 PROGRAM AND TASK MANAGEMENT

The estimated level of effort for Activity 2 is 0.10 FTE over a 1-year period, which is anticipated to start no later than August 1, 2004.

ACTIVITY 3 TECHNICAL SUPPORT

The estimated level of effort for Activity 3 is 0.10 FTE over a 1-year period, which is anticipated to start no later than August 1, 2004.

ACTIVITY 4 COORDINATION OF ONGOING AND/OR PLANNED ACTIVITIES

The estimated level of effort for Activity 4 is 0.10 FTE over a 1-year period, which is anticipated to start no later than August 1, 2004.

ANTICIPATED SCHEDULE AND DELIVERABLES

The contractor shall begin efforts to assist SNRCU and its client organizations in the establishment of a long-term development plan (as specified in Activity 1) within 60 days after acceptance of this task.

The contractor shall also prepare and submit a quarterly status report to the NRC project manager and the contracting officer. This report shall contain such information as:

Financial Status

- o Total Estimated Contract Amount;
- o Total Funds Obligated to Date;
- o Total Costs Incurred in the Reporting Period;
- o Detailed Costs Incurred During the Reporting Period;
- o Balance of Obligations Remaining; and
- o Balance of Funds Needed to Complete Contract/Task Order.

Technical Progress

- o Efforts Completed/Schedule Milestone Information;
- o Work Performed During the Reporting Period;
- o Plans for Next Reporting Period; and
- o Anticipated Problem Areas.

ANTICIPATED MEETINGS AND TRAVEL

The contractor shall maintain effective communication with both the NRC project manager and the SNRCU project manager. Coordination meetings between the contractor, the NRC project manager and the SNRCU project manager throughout the duration of this task order are anticipated. Meetings will primarily be held at NRC offices in Rockville, Maryland, and at SNRCU headquarters in Kiev, Ukraine. Meetings will be scheduled on an as needed basis. For planning purposes, it should be assumed that coordination meetings are held quarterly alternating between Rockville, Maryland and Kiev, Ukraine. In addition, the NRC project manager and the SNRCU project manager may choose to periodically meet at the contractor's facility to review progress and to provide input into the project.

NRC FURNISHED MATERIAL

Materials under this task order will be provided on an as needed basis per mutual agreement.

CONTRACTOR ACQUIRED MATERIAL

Materials under this task order will be acquired on an as needed basis per mutual agreement.

PERIOD OF PERFORMANCE

The period of performance for the work specified in this SOW shall commence on the effective date of this task order and shall continue until one year year after the effective date of this task order.