

# 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 <b>9/2/04</b>	2. CONTRACT NO. (if any) NRC-10-04-398	6. SHIP TO:	
3. ORDER NO. 1	MODIFICATION NO.	4. REQUISITION REFERENCE NO.	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div of Contracts Two White Flint North - MS T-7-I-2 Attn: Debbie Neff Washington, DC 20555		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission Attn: Donald Hall	
		b. STREET ADDRESS Division of Administrative Services, ADM Mail Stop T7D26	
		c. CITY Washington	d. STATE DC
		e. ZIP CODE 20555	

7. TO:		f. SHIP VIA	
a. NAME OF CONTRACTOR SPS CONSULTING, LLC		b. TYPE OF ORDER	
b. COMPANY NAME		<input type="checkbox"/> a. PURCHASE ORDER <input checked="" type="checkbox"/> b. DELIVERY/TASK ORDER	
c. STREET ADDRESS 7910 WOODMONT AVENUE		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.	
d. CITY BETHESDA		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.	
e. STATE MD	f. ZIP CODE 208143083		

9. ACCOUNTING AND APPROPRIATION DATA APPN: 31X0200.410 BOC: 252A JOB CODE: J1076 B&R: 410-15-524-346 EFS #: 10470887C Obligated Amount: \$20,000		10. REQUISITIONING OFFICE ADM	
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11. BUSINESS CLASSIFICATION (Check appropriate box(es))			
<input checked="" type="checkbox"/> a. SMALL	<input type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> d. WOMEN-OWNED

12. F.O.B. POINT N/A	14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE	16. DISCOUNT TERMS
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13. PLACE OF		FOR INFORMATION CALL: (No collect calls)	
a. INSPECTION	b. ACCEPTANCE	DONALD K. HALL 301-415-6220	

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)
	See attached pages for terms and conditions of task order.  Please indicate your acceptance of this task order by having an official, authorized to bind your organization, execute three copies of this document in the space provided and return two copies to the Contract Specialist at the address in Block No. 5 above. You should retain the third copy for your records.  ACCEPTANCE OF TASK ORDER NO. 1:  Name _____ Title _____ Date <b>9/2/04</b>					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.		SUBTOTAL	
	21. MAIL INVOICE TO:					17(D) TOTAL (Cont. pages)
	a. NAME U.S. Nuclear Regulatory Commission Division of Contracts		b. STREET ADDRESS (or P.O. Box) Attn: NRC-10-04-398 Task Order No. 1			17(D) GRAND TOTAL
	c. CITY Washington	d. STATE DC	e. ZIP CODE 20555	\$20,000.00		

22. UNITED STATES OF AMERICA BY (Signature) 	23. NAME (Typed) Stephen Pool Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER
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TEMPLATE - ADM001

ADM002

In accordance with Section C.17, Task Order Procedures, and Section B.2.A, Price Schedule, of the subject contract, this definitizes Task Order No. 1. This effort shall be performed in accordance with the enclosed Statement of Work. The period of performance for Task Order No. 1 shall commence on September 7, 2004, and will expire on September 6, 2005. The total estimated cost for this period is \$58,686.44. Funds in the amount of \$20,000 are hereby obligated for performance of this task order. The obligated amount shall, at no time, exceed the task order ceiling. When and if the amount(s) paid and payable to the Contractor hereunder shall equal the obligated amount, the Contractor shall not be obligated to continue performance of the work unless and until the Contracting Officer shall increase the amount obligated with respect to this task order. Any work undertaken by the Contractor in excess of the obligated amount specified above is done so at the Contractor's sole risk.

An option period may be exercised by the Government in accordance with Section C.7 of the contract, for the period September 7, 2005 through September 6, 2006, at an estimated cost of \$59,855.16.

The following individual is considered by the Government to be essential to the successful performance of the work hereunder:

[REDACTED]

The contractor agrees that such personnel shall not be removed from the effort under this task order without compliance with the contract.

The following Government Furnished Equipment/Property will be provided:

- Work space located in TWFN 6<sup>th</sup> Floor
- Personal Computer/Monitor/LAN printer
- Phone

The issuance of this task order does not amend any terms or conditions of the subject contract.

Your contacts during the course of this task order are:

NRC Project Officer: Donald Hall  
(301) 415-6220

Technical Monitor: Brenda J. Shelton  
(301) 415-7233

Carol Ann Reed  
(301) 415-7169

Contractual Matters: Debbie Neff, Contract Specialist  
(301) 415-8160

**U. S. Nuclear Regulatory Commission  
Office of the Chief Information Officer  
Information and Records Services Division  
Records and FOIA/Privacy Services Branch**

**Task Order No. 1 for Administrative/Secretarial Support Services  
Performance Work Statement**

1. **Background:** 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 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. The office provides guidance and oversight for the selection, control, and evaluation of information technology investments; and provides oversight and quality assurance for the design and operation of the Licensing Support Network (LSN) services and for the completeness and integrity of the LSN database, ensures that the LSN meets the requirements of 10 CFR part 2, subpart J, concerning the use of the LSN in the Commission's high-level waste licensing proceedings, and provides technical oversight of DOE in the design, development, and operation of the LSN.

The Records and FOIA/Privacy Services Branch (RFPSB), IRSD, develops and administers the agency information collection budget and directs the agency's records management program. The branch also manages the NRC's Freedom of Information Act and Privacy Act programs and implements the agency Information Quality Guidelines. The branch manages the agency Public Meeting Notice System and the NRC File Center. Provides advice and assistance to staff in identifying schedules and disposing of official agency records. Maintains the official record collections in ADAMS by providing guidance to contractors for filing records in ADAMS. Establishes policies and procedures for managing information collections and records management activities. Provides guidance and assistance to staff for streamlining information collection imposed via rulemakings, and for ensuring rulemakings that contain information collections meet the requirements of the Paperwork Reduction Act and OMB implementing guidance.

The RFPSB has a need for onsite commercially available and dependable administrative services and secretarial type support. The administrative services and secretarial support needed must be provided at RFPSB facilities. The RFPSB is located at NRC Headquarters, Two White Flint North, 11545 Rockville Pike, Rockville, Maryland.

**2. Objective:** The contractor as an independent contractor will provide onsite, timely, responsive, dependable, courteous, customer-oriented, high-quality administrative services and secretarial support to the U. S. Nuclear Regulatory Commission (NRC) OCIO RFPSB branch in IRSD.

**3. Estimate of Effort/Option Periods:** The contractor will provide services on a fixed priced fully-loaded hourly basis in accordance with Section B of contract no. NRC-10-04-398. During the base period (September 7, 2004 through September 6, 2005), it is estimated that 2,087 hours shall be provided by one contractor personnel on a full-time basis. During the option period (September 7, 2005 - September 6, 2006), 2,087 hours are anticipated. The contractor will provide onsite administrative services and secretarial support during NRC RFPSB normal operating business hours of 40 hours per week occurring Monday through Friday from 8:15 a.m. - 5 p.m. excluding Federal holidays. The contractor shall not charge or bill for contractor employee's absences, lunch periods, and holidays.

NRC reserves the right not to exercise any of the option periods. Due to workload, occasional overtime may be required upon a written modification to the task order by the Contracting Officer. In addition, it must be approved by the NRC Technical Monitor prior to commencement of any overtime.

**4. Key Contractor Personnel:** The proposed and assigned contractor's personnel under this task order shall be deemed as a key contractor personnel and the contractor shall therefore obtain review and approval by the NRC Contracting Officer prior to assigning or substituting the proposed contractor key 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 key contractor employee's absence.

**5. Government Furnished Equipment, Facilities, and Services:** The NRC will provide or make available to the contractor at the site of OCIO, with Government furnished space, work desk, office supplies, and information technology (IT) equipment (computer, monitor, keyboard, printer, fax machine, copier, telephone), IT services and IT access (e.g., Internet and e-mail) necessary to provide the required services. The contractor is responsible for providing trained office personnel with existing knowledge and significant experience in using office information technology equipment, such as word processing, voice mail, telephone, Internet, faxing, photocopying, and e-mail usage. 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. The Government will provide information and train the contractor personnel on NRC's agency unique software applications, i.e., ADAMS, and T&A.

**6. Contractor Responsibilities and Scope of Work:** The services performed under this task order by the contractor, contractor's personnel, consultants, or subcontractors are provided by the contractor as an independent contractor in performing the requirements set forth herein. 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 PWS.

**A. Non-Disclosure/Confidentiality Agreement:** The contractor's personnel will handle or have access to files or information that include internal for official use only information, personal information subject to the Privacy Act, commercial, financial, scientific, technical and proprietary information that is subject to the Trade Secrets Act, and The Economic Espionage Act. Unless provided with written permission by OCIO, neither the contractor nor any of its personnel shall disclose or use this information or provide this information to anyone outside of the Office of the Chief Information Officer. The assigned contractor's personnel will be required to sign a non-disclosure/confidentiality agreement.

**B. Non-Personal Services:** The contractor and the contractor's assigned personnel shall understand and acknowledge that the services provided under this task order to OCIO and NRC do not and will not create an employer-employee relationship between the Government and the contractor's assigned personnel. The contractor's assigned personnel shall not address or identify themselves as NRC / OCIO employees. The contractor's assigned personnel will be required to sign a Non-Personal Services Understanding Statement.

**C. Scope and Task Areas:** The range of contractor administrative services and secretarial support to OCIO that shall be provided under this task order includes the following:

- o Perform timely correspondence and typing services utilizing the government provided information technology equipment and software. Fax and photocopy documents. Types correspondence (i.e., letters, memoranda, briefs, reports, charts, graphs, and other documents) of a technical and non-technical in nature from either handwritten, e-mail drafts and/or oral dictations. Ensures all correspondence are in compliance with NRC correspondence format, coding, careful proofreading, and spell and grammar checks for accuracy and correctness.
- o Provide receptionist services to include receiving telephone calls and visitors and referring them to the proper individual or office for assistance and consideration. Receive and forward messages to RFPSB/NRC personnel. Place telephone calls and make appointments for RFPSB/NRC personnel. Arrange and schedule meetings and conferences for or with RFPSB/NRC personnel through Office of Administrative Services Request System.
- o Provide clerical services by preparing and making arrangements associated with travel authorization, itineraries, travel reports, and travel settlement requests for staff personnel, witnesses or visitors.
- o Prepare and check for correctness, the input into the Human Resources Management System (HRMS), the agency's time and attendance data base, and provide assistance on RFPSB personnel time and attendance reporting and tracking requirements.
- o Establish, track and/or maintain documents in applicable paper and electronic filing systems of records, including ADAMS, the Agency-wide Documents Access and Management System. Track documents for RFPSB review in tracking database. Copy documents and

distribute documents per technical direction. Dispose of documents and records in accordance with an approved records disposition schedule and disposition method.

- o Receive, handle, review, and disseminate mail to the proper addressee(s).
- o Assemble background information from official files, and other sources for presentation as requested to RFPSB or NRC staff.

**D. Experience, Skills, and Standards of Performance:**

High proficiency and experience in the use of office information technology (IT) and automated equipment and IT access (personal computer, printers, telephone, voice mail, faxes, copiers, Internet, and e-mail) to include typing proficiency and above-average typing speed. Prior experience and usage of Corel WordPerfect 8.0, GroupWise (e-mail), and the Microsoft Office Suite 2000 software (Microsoft Access, Microsoft PowerPoint, Microsoft Excel, and Microsoft Word.)

NRC will train contractor personnel to: (1) perform Time and Labor activities using the agency standard software system known as Human Resources Management System (HRMS), and (2) perform search and retrieval activities on agency image and text documents using the agency standard software system known as Agencywide Documents Access and Management System (ADAMS).

Quickly acquires knowledge, skill, and understanding of HRMS, ADAMS, NRC forms, NRC correspondence format, NRC unique software applications, NRC requirements governing travel regulations and travel requests processing, and NRC time and attendance reporting requirements.

Under NRC telephone procedures, answers telephone calls promptly and courteously. Channels calls and visitors to correct office or person. Assist visitors in a courteous manner.

Promptly reviews and correctly distributes incoming mail. Follows up on a daily basis on all due actions and calls attention to staff personnel on items due.

All draft and final typed correspondence, documents, indexes, memoranda, briefs, and report products are neat, properly formatted, spell checked, and are accurate using proper NRC format and proofread for correct spelling, grammar, and punctuation. Uses proper NRC coding and format. Provides file products within the requested timeframes.

Promptly prepares, copies, faxes, distributes, and maintains office documents and files consistent with OCIO and NRC operating procedures. Office files are properly maintained and kept up to date.

Acquires the timely signature and certifications from staff personnel regarding their Time and Attendance (T&A). Posts prior to the scheduled NRC payroll deadline the Time and Attendance input for staff personnel and ensures that the T&A input is accurate and correctly posted. Timely coordinates the input and updates NRC staff year tracking system.

Timely and correctly inputs and tracks all actions submitted for OCIO review in tracking database.

Prepares in sufficient time, travel authorization requests that are accurate and correct for processing, and follows up to ensure personnel have their travel tickets and travel advance in sufficient time prior to the date set for travel departure. Upon completion of travel and based upon information provided by staff personnel, prepares within 2 weeks the individual travel voucher for payment processing.