

ORDER R 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 8/26/04	2. CONTRACT NO. (if any) NRC-10-04-398	6. SHIP TO:
1. ORDER NO. 5	MODIFICATION NO.	4. REQUISITION/REFERENCE NO.

i. 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		b. STREET ADDRESS Division of Administrative Services, ADM Mail Stop T7D26	
7. TO:		c. CITY Washington	e. ZIP CODE 20555

l. NAME OF CONTRACTOR SPS CONSULTING, LLC		f. SHIP VIA	
i. COMPANY NAME		8. TYPE OF ORDER	

2. STREET ADDRESS 7910 WOODMONT AVENUE		<input type="checkbox"/> a. PURCHASE ORDER <input checked="" type="checkbox"/> b. DELIVERY/TASK ORDER	
1. CITY BETHESDA		e. STATE MD	f. ZIP CODE 208143083

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.

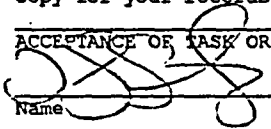
3. ACCOUNTING AND APPROPRIATION DATA APPN: 31X0200.420 BOC: 1180 Job Code: J3181 BsR: 420-15-101-112 FFS #: NRR04398 Obligated Amt. \$21,300		10. REQUISITIONING OFFICE ADM	
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11. BUSINESS CLASSIFICATION (Check appropriate box(es))			
<input type="checkbox"/> a. SMALL	<input type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> d. WOMEN-OWNED

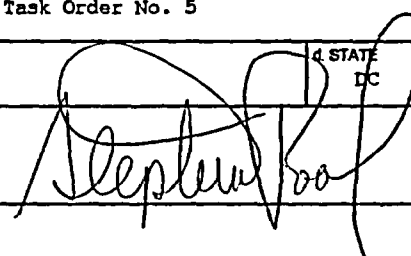
12. F.O.B. POINT N/A	14. GOVERNMENT BA. NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE	16. DISCOUNT TERMS
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13. PLACE OF		FOR INFORMATION CALL: (No collect calls)	
l. INSPECTION	b. ACCEPTANCE	DONALD HALL 301-415-6220	

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. 5:  Name _____ Title <u>PRESIDENT</u> Date <u>8/27/04</u>					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		SUBTOTAL
	21. MAIL INVOICE TO:						
	a. NAME U.S. Nuclear Regulatory Commission Division of Contracts						17(F) GRAND TOTAL
	b. STREET ADDRESS (or P.O. Box) Attn: NRC-10-04-398 Task Order No. 5 Mail Stop T 7I2						
c. CITY Washington		d. STATE DC	e. ZIP CODE 20555		\$21,300		

22. UNITED STATES OF AMERICA BY (Signature) 	23. NAME (Typed) Stephen Pool Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER
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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. 5. This effort shall be performed in accordance with the enclosed Statement of Work. The period of performance for Task Order No. 5 shall commence on August 30, 2004, and will expire on August 29, 2005. The total estimated cost for this period is \$58,180.28. Funds in the amount of \$21,300 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 August 30, 2005 through August 29, 2006, at an estimated cost of \$59,338.92.

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 OWFN O-7-H2
Personal Computer/Monitor/LAN printer
Phone (301-415-1257)

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: **Stuart Richards**
(301) 415-1257

Doug H. Coe
(301) 415-2040

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

**OFFICE OF NUCLEAR REACTOR REGULATION
DIVISION OF INSPECTION PROGRAM MANAGEMENT**

**TASK ORDER FOR ON-SITE ADMINISTRATIVE/SECRETARIAL SUPPORT SERVICES
PERFORMANCE WORK STATEMENT**

1. Background: The U.S. Nuclear Regulatory Commission (NRC), Office of Nuclear Reactor Regulation (NRR) is responsible for ensuring the public health and safety through licensing and inspection activities at all nuclear power reactor facilities in the United States. As a division within NRR, the Division of Inspection Program Management (DIPM) develops policy and provides overall program management and planning for the reactor inspection and performance assessment programs. It develops programs and conducts reviews to ensure the effective consideration of human factors engineering in nuclear power plant design and operation and the adequacy of facility training programs and emergency operating procedures. The division is supported by two branches: (1) the Inspection Program Branch which provides overall management for the reactor oversight process including the inspection and performance assessment programs and develops policies, practices, procedures, and necessary infrastructure to support implementation and continuous enhancement of the reactor oversight process; and (2) the Equipment and Human Performance Branch which monitors and evaluates industry maintenance initiatives and performance, coordinates agency activities associated with the implementation of the Maintenance Rule, oversees the operator licensing program, and provides oversight of the industry's emergency preparedness and health physics programs.

DIPM has a need for on-site commercial and dependable administrative/secretarial type support. The administrative/secretarial services primarily involve word processing, applying various computer software to manage data, documents and other information in accordance with established procedures; and managing telephone and logistic communications. The administrative/secretarial support services must be provided at the NRC facilities located at the NRC's Headquarters at One White Flint North, 11555 Rockville Pike, Rockville, Maryland.

2. Objective: The contractor as an independent contractor will provide on-site, timely, responsive, dependable, courteous, customer-oriented, high quality administrative services and secretarial support to the U.S. Nuclear Regulatory Commission (NRC), Office of Nuclear Reactor Regulation (NRR), Division of Inspection Program Management (DIPM).

3. Estimate of Effort/Option Periods: The contractor shall provide services on a fixed priced fully loaded hourly basis in accordance with Section B.2.A of Contract No. NRC-10-04-398. During the initial base year (August 30, 2004 through August 29, 2005) it is estimated that 2,069 hours will be provided by one contractor personnel on a full-time basis. During the option year (August 30, 2005 through August 29, 2006) an estimated 2,069 hours are anticipated for one contractor personnel on a full-time basis.

The contractor shall provide on-site administrative services and clerical support during NRC NRR DIPM normal operating business hours of 40 hours per week occurring Monday through

Friday, 8:15 AM - 5:00 PM. The contractor shall not charge or bill for contractor employee's absences, lunch periods, and holidays.

NRC reserves the right not to exercise any the option year.

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 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's employee's appropriate use of government furnished equipment, services and access. The contractor and the contractor's personnel are prohibited from misuse, abuses 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 agency unique software applications, i.e., ADAMS and T&L.

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 proper conduct and performance under this PWS.

A. Non-Disclosure/Confidential Agreement: The contractor's personnel shall handle or have access to files or information that includes 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 DIPM, neither the contractor nor any of its personnel shall disclose or use this information or provide this information to anyone outside of of the Division of Inspection Program Management. 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 DIPM and/or NRC do not and will not create an employer-employee relationship between government and the contractor's assigned personnel. The contractor's assigned personnel shall not address or

identify themselves as NRC and/or DIPM 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/secretarial support services to DIPM that shall be provided under this task order includes the following:

Performing timely correspondence and typing services utilizing the government provided information technology equipment and software. Faxing and photocopying documents. Drafting correspondence from either handwritten, e-mail drafts and/or oral dictations. The services include typing draft and final letters, memoranda, briefs, reports, charts, graphs, and other documents of a technical and nontechnical nature. The correspondence administrative services provided shall include compliance with NRC correspondence format, coding, careful proofreading, and spell and grammar checks for accuracy and correctness.

Providing receptionist services to include receiving telephone calls and visitors and referring them to the proper individual or office for assistance and consideration. Receiving and forwarding messages to DIPM/NRC personnel. Placing telephone calls and making appointments for DIPM/NRC personnel. Arranging and scheduling meetings and conferences for or with DIPM/NRC personnel.

Providing secretarial services by preparing and making arrangements associated with travel authorization, itineraries, travel reports, and travel settlement requests for staff personnel, witnesses or visitors.

Preparing and checking for correctness, the input into applicable time and attendance data base and providing assistance on DIPM personnel's time and attendance reporting and tracking requirements.

Establishing, tracking and/or maintaining documents in applicable paper and electronic filing systems of records. Tracking documents for DIPM review in tracking database. Copying documents and distributing documents per technical direction. Dispositioning of documents and records in accordance with an approved records disposition schedule and disposition method. Receiving, handling, reviewing, and disseminating mail to the proper addressee(s).

Assembling background information from official files, and other sources for presentation as requested to DIPM 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) and a high proficiency in typing. Prior experience and usage of Corel WordPerfect Suite (Corel WordPerfect, Corel Presentations, Corel QuattroPro), and Microsoft Office (Microsoft Word, Microsoft PowerPoint, Microsoft Excel) is desired, however, Corel WordPerfect, Microsoft Word, and GroupWise (or similar e-mail system) is required.

Quickly acquires knowledge, skills, and understanding of 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. Assists visitors in a courteous manner.

Promptly reviews and correctly distributes incoming mail. Follows up on daily basis on all due actions and calls attention to staff personnel on items due. Checks outgoing mail for delivery and picks up mail from incoming boxes at least twice daily.

Ensure that 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 time frames.

Promptly prepares, copies, faxes, distributes, and maintains office documents and files consistent with DIPM and/or 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). Follows up to ensure that the T&A input is accurate and correctly posted by the required DIPM deadline.

Timely and correctly inputs and tracks all actions submitted for DIPM 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 two weeks the individual travel voucher for payment processing.