

**ORDL FOR SUPPLIES OR SERVICES**

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

DATE OF ORDER: 9/3/04 2. CONTRACT NO. (if any): NRC-10-04-398 6. SHIP TO:

ORDER NO. 6 MODIFICATION NO. 4. REQUISITION/REFERENCE NO. a. NAME OF CONSIGNEE: U.S. Nuclear Regulatory Commission  
Attn: Donald Hall

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 d. STATE: DC e. ZIP CODE: 20555

f. SHIP VIA

NAME OF CONTRACTOR: SPS CONSULTING, LLC 8. TYPE OF ORDER

COMPANY NAME:  a. PURCHASE ORDER  b. DELIVERY/TASK ORDER

STREET ADDRESS: 7910 WOODMONT AVENUE Reference your \_\_\_\_\_ 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.

CITY: BETHESDA e. STATE: MD f. ZIP CODE: 208143083

ACCOUNTING AND APPROPRIATION DATA: APPN: 31X0200.420 BOC: 1180 JOB CODE: J3182  
B&R: 420-15-101-112 FFS #: NRR0439801  
OBLIGATED AMT: \$11,600 10. REQUISITIONING OFFICE: ADM

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

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

2. F.O.B. POINT: N/A 14. GOVERNMENT B/L NO. 15. DELIVER TO F.O.B. POINT ON OR BEFORE 16. DISCOUNT TERMS

13. PLACE OF: FOR INFORMATION CALL: (No collect calls)

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)
	<p>See attached pages for terms and conditions of task order.</p> <p>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.</p> <p>ACCEPTANCE OF TASK ORDER NO. 6:</p> <p>Name: <u>President</u></p> <p>Title: _____</p> <p>Date: <u>09/09/04</u></p>					

18. SHIPPING POINT 19. GROSS SHIPPING WEIGHT 20. INVOICE NO. SUBTOTAL

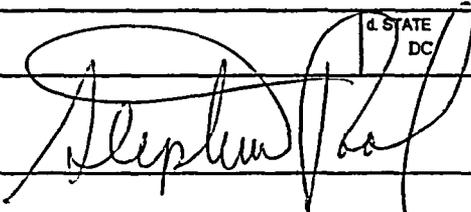
21. MAIL INVOICE TO:

SEE BILLING INSTRUCTIONS ON REVERSE

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. 6

c. CITY: Washington d. STATE: DC e. ZIP CODE: 20555 \$11,600 17(n) GRAND TOTAL

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

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. 6. This effort shall be performed in accordance with the enclosed Statement of Work. The period of performance for Task Order No. 6 shall commence on September 7, 2004, and will expire on September 6, 2005. The total estimated cost for this period is \$56,240. Funds in the amount of \$11,600 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 \$57,360.00.

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  
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: Carol Brown  
(301) 3290

William Bateman  
(301) 415-2795

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

**OFFICE OF NUCLEAR REACTOR REGULATION  
DIVISION OF ENGINEERING**

**TASK ORDER NO. 6 FOR ON-SITE ADMINISTRATIVE/SECRETARIAL SUPPORT  
SERVICES UNDER CONTRACT NO. NRC-10-04-398  
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 Engineering (DE) performs engineering-related safety evaluations of licensee's implementation of NRC requirements, changes to existing licenses including license extensions, and applications for new facilities or designs. The division provides engineering expertise for special inspections, projects, programs, and policy activities. The division is supported by three branches: (1) the Materials and Chemical Engineering Branch which reviews and evaluates materials engineering, in-service inspection and materials' integrity related aspects of design and performance of reactor components and systems; (2) the Mechanical and Civil Engineering Branch which reviews design criteria and loads, including static and dynamic analysis methods for mechanical systems and components; and (3) the Electrical and Instrumentation and Controls Branch which reviews design and operation of offsite power grid systems with regard to interrelationships between the nuclear unit, the utility grid, and interconnecting grids.

DE 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 shall 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 Engineering (DE).

**3. Estimate of Effort/Option Periods:** The contractor shall provide services on a fixed priced fully loaded hourly basis in accordance with Section B of Contract No. NRC-10-04-398. During the initial base period year (September 7, 2004 through September 6, 2005) it is estimated that 2,000 hours will be provided by one contractor personnel on a full-time basis. During the option year (September 7, 2005 - September 6, 2006) 2,000 hours are anticipated for one contractor personnel on a full-time basis. The contractor will provide on-site administrative/secretarial support services during NRC NRR DE normal operating business hours of 40 hours per week occurring Monday through Friday, 7:30 AM - 4:15 PM. The contractor shall not charge or bill for contractor employee's absences, lunch periods, and holidays.

NRC reserves the right not to exercise 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 will 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 DE, 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 Engineering. 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 DE 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 DE 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 DE 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 DE/NRC personnel. Placing telephone calls and making appointments for DE/NRC personnel. Arranging and scheduling meetings and conferences for or with DE/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 DE 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 DE 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 DE 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

Ensures 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 DE 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 DE deadline.

Timely and correctly inputs and tracks all actions submitted for DE 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 one week the individual travel voucher for payment processing.