

ORDER FOR SUPPLIES OR SERVICES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

BPANO. DR-09-03-129

1. DATE OF ORDER DEC 09 2007		2. CONTRACT NO. (if any) GS23F9763H		6. SHIP TO:	
3. ORDER NO. T003		MODIFICATION NO.		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission	
4. REQUISITION/REFERENCE NO. 09-03-129T003		5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div of Contracts Two White Flint North - MS T-7-I-2 Attn: Stephen Pool Washington, DC 20555		b. STREET ADDRESS Office of the Chief Financial Officer Attn: Beverly Holmes	
7. TO:		c. CITY Washington		d. STATE DC	e. ZIP CODE 20555
NAME OF CONTRACTOR GRANT THORNTON LLP		i. SHIP VIA		8. TYPE OF ORDER	
333 JOHN CARLYLE ST. SUITE 500 ALEXANDRIA VA 223145745		<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 RQCFO05306 31X0200 57N-15-5H3360 N7194 252A		\$101,388.10	10. REQUISITIONING OFFICE CFO		

11. BUSINESS CLASSIFICATION (Check appropriate box(es))			
<input type="checkbox"/> a. SMALL	<input checked="" type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> d. WOMEN-OWNED
12. F.O.B. POINT Destination		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE ARO 45 days
13. PLACE OF		16. DISCOUNT TERMS net 30	
a. INSPECTION dest		b. ACCEPTANCE dest	
		Debbie Neff 301-415-8160	

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)
0001	Estimated labor to perform the services per attached SOW Labor categories are set forth as follows: Partner				\$414.82	
0002	Senior Manager				\$5,825.28	
0003	Engagement Manager				\$51,652.80	
0004	Senior Consultant				\$43,495.20	
<p>By signing below, the contractor agrees to perform this delivery order in accordance with the attached SOW and referenced BPA and contract.</p> <p><i>Stephen Pool</i> Name _____ Date <u>13 December 2007</u> Title _____</p>						

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		\$101,388.10	SUBTOTAL	
21. MAIL INVOICE TO:								
SEE BILLING INSTRUCTIONS ON REVERSE		a. NAME U.S. Nuclear Regulatory Commission Division of Contracts, T-7-I-2						17(h) TOTAL (Cont. pages)
		b. STREET ADDRESS (or P.O. Box) Attn: (insert contract or order number)						17(i). GRAND TOTAL
		c. CITY Washington	d. STATE DC	e. ZIP CODE 20555		\$101,388.10		
22. UNITED STATES OF AMERICA BY (Signature) <i>Stephen Pool</i>				23. NAME (Typed) Stephen Pool				
TITLE: CONTRACTING/ORDERING OFFICER								

TASK ORDER NO. 3
STATEMENT OF WORK
UNDER DR-09-03-129
"LABOR POLICY & PROCEDURE REVIEW"

1. INTRODUCTION

1.1 Background

The US Nuclear Regulatory Commission (NRC), Office of the Chief Financial Officer (OCFO) is the business sponsor of the Human Resource Management System (HRMS) Time and Labor (T&L) system. The T&L system collects time, attendance, and labor data from approximately 3000 employees and 100 consultants. This data is used for employee compensation (payroll), billing NRC licensees, cost accounting, and resource management. The T&L system currently in use by the NRC is one of several modules of PeopleSoft's (PS) HRMS version 7.51 and was implemented in November 2001. Initially NRC implemented T&L using existing policy and guidance. Shortly, thereafter, Management Directive and Handbook 10.43, Time and Labor Reporting and other revisions to HR directives were implemented to outline reporting requirements for the time, attendance, and labor hour collection process.

After accumulating data for two full fiscal years, the NRC has determined that an independent assessment of its current policies and procedures should be evaluated to: confirm the adequacy of existing guidance, determine the need for additional guidance in potentially vulnerable areas for reporting time, assess risks and efficiencies in the process for administering the time reporting program.

1.2 Scope

The NRC requires contractor support for the T&L Policy & Procedure (P&P) Review Project, which will include, but is not limited to planning, assessment, scope definition, analysis of NRC's current labor reporting policies and procedures. All applicable Federal, financial, security and other regulatory requirements shall be incorporated into the final deliverable and cost impacts included in each alternative analysis.

1.3 Objective

The objective of this project is to produce a management report for the NRC to: make an informed decision concerning the adequacy of its current policies and procedures governing the collection of labor information; assess related management controls to insure the accuracy of reporting; and determine the need to enhance or develop new policies or procedures, and a long-term training/communication program, addressing employee roles and responsibilities for reporting, validating, and approving time.

The Contractor shall perform a thorough review of the NRC's current labor reporting policy and procedures to include an assessment of the adequacy of existing guidance. After evaluating current policies and procedures, the contractor shall perform a risk analysis sufficient to identify, at a minimum, risk associated with current policies and alternatives for addressing each area of concern. The analysis shall form a basis for the Contractor to make a recommendation

to enhance existing policies and procedures or to develop new policies and procedures to minimize possible deficiencies.

2. STATEMENT OF WORK

2.1 Development of a Project Plan

The Contractor shall participate in a kick-off meeting with the Task Manager (TM) and other NRC representatives no later than five (5) business days after the initiation of the task order. The purpose of the meeting is to discuss NRC's goals for the project and to provide information to the Contractor in sufficient detail to develop an initial Project Management Plan. The plan shall include all milestones, target completion dates, and resources to complete the scope and objectives outlined in this SOW.

Deliverable: T&L Policy & Procedure Review Project Management Plan

2.2 Assess Current Reporting Policies & Procedures

The Contractor shall evaluate the time reporting, validation, and approval policies and procedures. The Contractor shall gain an understanding of the existing T&L policies and procedures, their strengths, weaknesses, and purpose sufficient to assist in subsequent task deliverables. The contractor shall assess the adequacy of the policy and procedures specific to the T&L process. Specifically, the contractor shall review applicable management directives, memoranda, and other official agency communication (e.g., NRC Yellow Announcements) to determine if such documentation fully communicates agency policy and procedures sufficient for employees to fulfill their roles and responsibilities described in each document.

The contractor shall examine documents for capturing labor hour data. This shall include reviewing reporting requirements for license fee billing and other cost recovery, cost accounting, management reporting in a manner that insures the collection of accurate data. The contractor will gain an understanding of the role of an employee, timekeeper, approving official, or time and labor coordinator. The contractor shall provide an independent recommendation to the NRC concerning the adequacy of NRC's current policy and procedures for collecting and managing the time reporting process.

Deliverables: Report on NRC's T&L Reporting Policy and Procedures

3. NRC RESPONSIBILITIES

The OCFO will coordinate any meetings or interviews necessary for the contractor to complete the gathering of current policies and procedures.

The OCFO will, upon request, provide the Contractor with any and all materials documenting current processes, requirements and access to subject matter experts, as necessary. OCFO is responsible for resolving internal issues that affect the project.

The NRC will provide any temporary office space, equipment, office supplies, or software for contractor personnel as needed required for performance of the tasks in the Statement of Work.

The place of performance is the NRC headquarters building in Rockville, Maryland. In the event that travel to one or more Regional Offices is required, the Government will reimburse the cost of no more than one round-trip to each region and applicable government per diem rates with advance notice and approval by the NRC Task Manager, unless otherwise agreed upon.

The NRC Task/Project Manager shall review and approve or request changes to deliverables within ten (10) workdays of receipt. All final deliverable products will be approved in writing by the Task Manager, or a designated representative.

4. COMPLETION CRITERIA

The Contractor shall finalize all deliverables resulting from each task described in section 2 above. Any additional revisions shall be incorporated, as appropriate. All specified deliverables shall be provided in final and shall be thorough and complete. See Section 6, Schedule of Deliverables.

Tasks are not considered complete until all applicable open issues have been resolved and all specified deliverables approved. The Contractor shall incorporate and ensure that alternate solutions adhere to the guidance and requirements provided by all applicable regulations, policies, directives, standards, and procedures.

All deliverable products shall be grammatically correct according to industry standard rules and contain correct spelling. All technical and financial terms shall be clearly defined to be understood by all readers. Final deliverables should be transmitted to the NRC Project Manager in hard copy and electronic form. Project plans should be developed using MS Projects software. Electronic format for all deliverables shall be provided using tools commonly used in industry/government. All major work deliverables are considered complete upon receipt and final review and approval by the NRC Project Manager.

6. Reporting Requirements

Status Report

The Contractor shall provide a bi-weekly Status Report to the Project Officer and the Task Manager, with a copy to the Contracting Officer. The report is due within 5 workdays after the end of the reporting period and must identify the title of the project, the contract/order number, appropriate financial tracking code (Job Code) specified by the NRC Task Manager, the order period of performance, and the period covered by the report. Each report shall include the following for each discrete task/order:

- (a) A listing of the efforts completed during the period, and milestones reached or, if missed, an explanation provided;
- (b) Any problems or delays encountered or anticipated and recommendations for resolution. If the recommended resolution involves a contract/task order modification, e.g., change in work requirements, level of effort (cost) or schedule

delay, the Contractor shall submit a separate letter to the Contracting Officer identifying the required change and estimated cost impact;

- (c) A summary of progress to date;
- (d) Plans for the next reporting period;
- (e) Total estimated task order amount;
- (f) Total funds obligated to-date;
- (g) Total costs incurred this reporting period;
- (h) Total costs incurred to-date;
- (i) Balance of obligations remaining; and
- (j) Balance of funds required to complete the task order.

Notwithstanding this requirement, the contractor shall immediately inform the Task Manager/Project Officer of any issues that arise that will have a significant impact on the project.

7. SCHEDULE OF DELIVERABLES

Deliverables are scheduled for completion as follows:

Id	Name	Type	Due Date
1	Project Plan	Draft	Project Start (PS) + 10 workdays
2	Current Policy & Procedure Assessment	Draft	PS + 20 workdays
4	Final Deliverables, Id 1 through Id 2	Final	Id 2 + 5 workdays after receipt of NRC's comment period (10 days)
11	Bi-weekly Status Reports	Final	bi-weekly + 5 workdays

8. PERSONNEL

The use of qualified personnel for the key positions on this project is considered essential to its success. At a minimum, key personnel shall include the Contractor's Project Manager/Task Lead, who is responsible for overseeing or performing the actual work, and the Senior Analyst. Key personnel must possess demonstrated analytical skills to perform of business process improvement analysis. Knowledge of Federal Time and Labor systems and activities and Federal regulations covering Time and Labor reporting and activities would be a plus. Key positions may not be reassigned or changed without prior approval of the NRC PM.

9. PLACE OF PERFORMANCE

The work for this contract shall be performed at the Contractor's premises and/or on-site at the NRC Headquarters at 11545 Rockville Pike, Rockville, MD in the Two White Flint North building. Any best practice visits to other government agencies shall be conducted at the respective agencies premises. The Contractor shall schedule work hours of all on-site personnel in a manner that will provide maximum responsiveness to the Government's requirements.

All work conducted on NRC premises shall be accomplished during the normal NRC business week, which is 8:00 a.m. to 5:00 p.m., Monday through Friday, exclusive of Federal holidays.

10. SECURITY

For those individuals who may be attending meetings, security level NRC ADP II access is required.

11. GOVERNMENT FURNISHED PROPERTY

When it is necessary for the Contractor to work on-site at NRC Headquarters, the Government shall provide temporary workspace for Contractor personnel as needed, as well as standard office supplies, phones, and operational hardware and software required for performance of the tasks while working at the NRC Headquarters site, only.

12. PERIOD OF PERFORMANCE

The period of performance is 45 workdays from the project start.