

ORDER FOR SUPPLIES OR SERVICES

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

BPA NO.

1. DATE OF ORDER DEC 30 2004	2. CONTRACT NO. (If any) NRC-10-04-398	6. SHIP TO:	
3. ORDER NO. 11	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		b. STREET ADDRESS U.S. Nuclear Regulatory Commission Office of Administration Attn: Donald Hall M/S T7D26	
		c. CITY Washington	e. ZIP CODE 20555

7. TO:		f. SHIP VIA	
NAME OF CONTRACTOR SPS CONSULTING, LLC		8. TYPE OF ORDER	
7910 WOODMONT AVENUE SUITE 1100 BETHESDA MD 208143083		<input type="checkbox"/> a. PURCHASE ORDER	<input checked="" type="checkbox"/> b. DELIVERY/TASK ORDER

9. ACCOUNTING AND APPROPRIATION DATA APPN: 31X0200.510 B&R: 510-15-5F1-340 BOC: 252A JOB CODE: J1201-1 Obligated Amt.: \$8,000.00	10. REQUISITIONING OFFICE ADM Office of Administration
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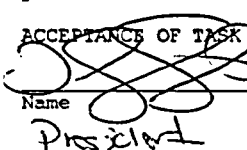
11. BUSINESS CLASSIFICATION (Check appropriate box(es))

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

12. F.O.B. POINT N/A	14. GOVERNMENT BAL. 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 Rockville, MD	b. ACCEPTANCE Rockville, MD	Debbie Neff 301-415-8160	

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.</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. 11:</p> <p> Name _____ Title _____ Date 1/03/05</p>					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.		SUBTOTAL	
	21. MAIL INVOICE TO:					17(h) TOTAL (Cont. pages)
	a. NAME U.S. Nuclear Regulatory Commission Payment Team, Mail Stop T-9-H-4				\$8,000.00	17(i) GRAND TOTAL
	b. STREET ADDRESS (or P.O. Box) Attn: NRC-10-04-398 Task Order No. 11 Mail Stop T 712					
c. CITY Washington		d. STATE DC	e. ZIP CODE 20555			

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

ADM002

SISP Review Complete

This confirms verbal authorization provided to Chris Hodge on December 21, 2004, to commence work under Task Order No. 11 effective December 22, 2004.

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. 11. This effort shall be performed in accordance with the enclosed Statement of Work. The period of performance for Task Order No. 11 shall commence on December 22, 2004, and will expire on December 21, 2005. The total estimated cost for this period is \$59,056.74. Funds in the amount of \$8,000 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 December 22, 2005 through December 21, 2006, at an estimated cost \$60,231.16.

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
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: Harry Kromer
(301) 415-6050

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

**U.S. NUCLEAR REGULATORY COMMISSION
BUSINESS PROCESS IMPROVEMENT AND APPLICATIONS DIVISION
APPLICATIONS DEVELOPMENT AND MAINTENANCE BRANCH**

**PERFORMANCE WORK STATEMENT
CLERICAL SUPPORT SERVICES**

1. **Background:** The Office of the Chief Information Officer (OCIO) provides planning, direction, and oversight of the delivery of centralized information technology (IT) infrastructure, applications, and information management (IM) services for the NRC. OCIO directs the NRC IT Capital Planning and Investment Control (CPIC) process coordinating the development of agency wide IT and IM vision, policies, standards, and architecture consistent with and in support of the NRC mission, goals, and priorities.

The Business Process Improvement and Applications Division (BPIAD) provides a single point of contact for IT development services in the areas of Business Process Re-engineering (BPR), Quality Assurance and Control (QA/QC), Enterprise Architecture (EA), and Project Management (PM) that form the foundation for all applications development, maintenance, and operational support activities with the NRC ensuring the effective and efficient planning, implementation, and monitoring of IT and IM investments in direct support of NRC program goals.

The Applications Development and Maintenance Branch (ADMB) provides expert resources to assist customers with their application projects (e.g., requirements analysis, testing, security, web, etc.) in developing and maintaining applications systems within a structured Systems Development and Life Cycle Management (SDLCM) methodology. ADMB is responsible for the implementation of agency CPIC process conducting security risk assessments, analyses and reviews ensuring that all application systems documentation, program modules, and software engineering and development tools are controlled through rigorous application of a central configuration management process.

2. **Objective:** The Contractor shall provide qualified personnel, equipment, tools, materials, supervision, and other items and services necessary to successfully perform all administrative and clerical support tasks as defined in this performance work statement (PWS) with the exception of all Government furnished property, materials, supplies, and services. The contractor shall assume the Government will make available all equipment and materials needed for performance of this work statement. The staff will be assigned to the NRC Headquarters in Rockville, Maryland.
3. **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 and an independent contractor in performing the requirements set forth herein. The contractor is responsible for the management, supervision, benefits, employment, termination, oversight and decisions on assignments of the contractor's personnel. The contractor is responsible for its personnel's proper conduct and performance under this task order. The range of contractor administrative services and clerical support to CIO that shall be provided under this task order include the following:

- o The Contractor shall ensure that staff are proficient in the use of the following computer applications necessary to perform the work described in this contract. In addition, the following skills are required to assist with completion of ADMB goals and objectives.
 - Corel Office 10/11/12 (WordPerfect, Presentations, QuattroPro)
 - Microsoft Office 2000/XP(2002)/2003 (Word, Powerpoint, Excel, Access)
 - Electronic Mail System (GroupWise)
 - Electronic Calendar System (GroupWise)
 - Internet Browsers (primarily Internet Explorer 6)
 - Typing
 - Able to organize work assignments and operate independently
 - Ability to communicate orally and in writing with a wide variety of both internal and external customers.
 - Ability to utilize automatic communication techniques (fax, voice messaging, scanner, LCD computer projector, email, etc)
 - Ability to perform routine and preventive maintenance to replenish paper and toner for the copier, printer, and fax machines.
 - Ability to manage federal government office mail distribution services and postage accounting.

- o The contractor shall provide the NRC onsite administrative, clerical, and office management support services to maintain critical day-to-day business operations associated with the centralized management of IT and IM services. The following are examples of specific Tasks (known to date) to be associated with this contract:

Contractor shall place clerical staff in response to work requests received from ADMB at locations and within time frames specified by the agency.

- o Report Preparation. Prepare material for ADMB reports including annual non-profit accounting reports; substantial donations, receipts; non-profit corporation annual reports, and Exhibit 300 reports to OMB.

- o Provide Meeting and Conference Services. The Contractor shall coordinate with ADMB staff to prepare for on and offsite meetings, conferences, exhibits, teleconferences, and video conferences. Performance requires making arrangements by telephone, e-mail, or the NRC electronic Meeting Room Scheduling System. This support shall include activities such as reserving meeting conference rooms, notifying participants, assisting in meeting agendas and forwarding agendas out to meeting participants ahead of time, arranging for equipment and taking minutes. Meetings will be arranged according to specifications of the requester. Minutes are recorded, typed in the proper format, and distributed as directed.

- o Manage all incoming and outgoing telephone calls. Answer office telephone(s), courteously within 3 rings and transfer calls to appropriate individuals within ADMB. Performance shall include recording and transmitting messages in a timely manner.
- o Receive visitors in accordance with the NRC security procedures. Contractor shall greet visitors, respond to questions, refer more complex requests to higher-level staff, and direct or escort visitors to appropriate ADMB personnel.
- o Office Reproduction Services. Perform reproduction tasks as requested, using a photocopier, scanner, and printer. Contractor shall reproduce letters, reports, directives, manuals, articles, bulletins, and other typed or handwritten documents within the time frame specified by the requester. Contractor shall clear paper jams and perform routine preventative maintenance to replenish paper and toner and ink cartridges. Makes appropriate contacts with both internal and external sources for needed repair and maintenance.
- o Office Mail Distribution Services. Verify that incoming mail is correctly addressed to division or office and shall distribute mail and packages to appropriate staff. Performance shall include addressing outgoing correspondence, informational packets, and other shipments for distribution. Incoming mail will be opened daily, date stamped, logged if applicable and distributed. Outgoing mail will have correct mailing address and will be sent daily according to method indicated by sender.
- o Process Faxes. Incoming faxes will be retrieved and distributed to proper person upon receipt. Outgoing faxes will be sent according to specifications of the requester.
- o Place Request for Office Supplies, Equipment, Furniture, and Services. Contractor shall monitor ADMB office supply inventory levels and prepare an order list for requisitions. When preparing requisitions and securing receipts for equipment and supplies. The Contractor will follow the guidelines provided by the requesting manager and will order from agency ADMB designated supply source(s).
- o Prepare and Manage Staff Calendars. Contractor shall manage ADMB activity calendars for meetings, appointments, travel, and training. Activity calendars are maintained to keep information current. Staff schedules are maintained and forwarded as designated by requester.
- o Process Travel Requests. The Contractor shall process travel requests, travel vouchers, and make travel cost comparisons, record, and schedule and arrange travel for ADMB staff. Contractor shall work with the staff to schedule and coordinate travel plans, transportation, accommodations, and other travel requirements through appropriate sources and process travel vouchers upon return within 3 business days. All associated travel documents will be prepared in accordance with appropriate NRC travel regulations and guidelines.

- o Provide File Management Services. The Contractor shall provide electronic and manual file management activities, including file system implementation, sorting, arranging, and coding of documents for a current and/or new filing system according to NRC guidelines in a timely fashion. File maintenance activities include establishing, tracking, and maintaining documents in ADAMS, the Agency-wide Documents Access and Management System as well as the entry, retrieval, and return of documents and filing those materials in alphabetical, numerical or chronological order or as established by the division or office. Directories will be updated and distributed as required. The Contractor shall dispose of documents and records in accordance with an NRC approved records disposition schedule and disposition methods.

- o Serves as Timekeeper for ADMB. The contractor reviews ADMB employees time sheets for accuracy of hours worked and leave taken. Edits employee master records and profiles in the NRC Human Resources Management System (HRMS), the agency's time and attendance data base to fit accounting and personnel action changes. Processes corrected time sheets if needed and provides assistance on ADMB personnel time and attendance reporting and tracking requirements.

- o Provide Written Communication Support Service. The Contractor shall type documents and proofread for accuracy. Document preparation entails the preparation of all documents needed in the daily running of the office. This includes, but is not limited to; letters, forms, manuals, etc. The Contractor will receive draft material and follow established office procedure to prepare documents according to NRC guidelines. Routine documents will be completed independently.

- o Typing and Proofing. The Contractor shall type a variety of written correspondence, including but not limited to letters, reports, manuals, meeting minutes, charts or graphs, presentations, and electronic email messages. Skills range from a number of repetitive clerical steps for routine correspondence to more advanced assignments that include: data entry, graphs, charts or columns, using advanced functions, using specialized or technical terminology to edit and reformat drafts using correctional functional codes, spacing and formatting codes, and transcribing from voice tapes or handwritten drafts. The Contractor shall proofread and edit work assignments for accuracy. Correspondence is free of grammatical, format, and typographical errors. Correspondence is approved within the time frame indicated by the originator. Correspondence has correct signature and is properly routed.

- o Provide Basic Clerical Research. Contractor staff shall assist ADMB staff in researching information for internal and external customers. The requests shall range from identifying and retrieving a document in ADAMS to a more program specific request, such as assisting survey respondents in completing a form. Contractor shall use a variety of paper or electronic resources to access, research, query, or gather information. Assignments are completed within the time frame established by the requester.

4. **Estimated Level of Effort/Period of Performance:** The contractor will provide the services described above on a full time basis in accordance with the fixed priced Advanced Secretary at the rate specified in Section B of contract no. NRC-10-04-398. The base period of this task order will commence on December 22, 2004 and expire on December 21, 2005. It is estimated that 2,087 hours shall be provided by one contractor personnel on a full-time basis. The contractor shall perform these services for NRC/CIO between the hours of 7:00 am - 4:00 p.m., with a 30 minute lunch break, Monday through Friday, except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings.

During the option period (December 15, 2005 - December 14, 2006), 2,087 hours are anticipated. NRC reserves the right not to exercise any of the option periods.

Due to workload, occasional overtime may be required; however, it must be approved by the TM prior to commencement of any overtime. During the base period it is estimated that 10 hours of overtime will be required and 10 hours during the option period. The Contractor shall be limited to the 10 hours of overtime unless increased by subsequent modification to the Task Order.

5. **Privacy Act.** - Work on this project may require that personnel have access to Privacy Information. Personnel shall adhere to the Privacy Act, Title 5 of the U.S. Code, Section 552a and applicable agency rules and regulations.
6. **Key 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.
7. **Government Furnished Equipment** - As part of contract performance the NRC may provide the contractor with information technology (IT) equipment and IT services or IT access as identified in the solicitation or subsequently as identified in the contract or delivery order. Government furnished IT equipment, or IT services, or IT access may include but is not limited to computers, copiers, facsimile machines, printers, software, phones, Internet access and use, and email access and use.

The contractor (including the contractor's employees, consultants and subcontractors) shall use the government furnished IT equipment, and / or IT provided services, and/ or IT access solely to perform the necessary efforts required under the contract.

The contractor (including the contractor's employees, consultants and subcontractors) are prohibited from engaging or using the government IT equipment and government provided IT services or IT access for any personal use, misuse, abuses or any other unauthorized usage.

The government reserves the right to withdraw or suspend the use of its government furnished IT equipment, IT services and/ or IT access arising from contractor personal usage, or misuse or abuse; and/ or to disallow any payments associated with contractor (including the contractor's employees, consultants and subcontractors) personal usage, misuses or abuses of IT equipment, IT services and/ or IT access; and/ or to terminate for cause the contract or delivery order arising from violation of this provision.

8. Non-Disclosure/Confidentiality 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 provides with written permission by CIO, neither the contractor nor any of its personnel shall disclose or use this information or provide this information to anyone outside of CIO.

9. Non-Personal Services - The contractor and the contractor's assigned personnel shall understand and acknowledge that the services provided under this task order to CIO and/or NRC did 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 and/or CIO employees.