ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF PAGES

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

1. DATE OF ORDER: AUG 25 2005
2. CONTRACT NO. (If any): NRC-10-04-398
3. ORDER NO.: 15 MODIFICATION NO.
4. REQUISITION/REFERENCE NO.

5. ISSUING OFFICE (Address correspondence to):
U.S. Nuclear Regulatory Commission
Division of Contracts
ATTN: Paulette Smith
Mail Stop T-7-I-2
Washington, DC 20555

6. SHIP TO:
a. NAME OF CONSIGNEE: U.S. Nuclear Regulatory Commission
ATTN: Donald Hall
b. STREET ADDRESS: Division of Administrative Services, ADM
Mail Stop: T-7D26
c. CITY: Washington
d. STATE: DC
e. ZIP CODE: 20555
f. SHIP VIA

7. TO:
a. NAME OF CONTRACTOR: SPS CONSULTING, LLC
b. COMPANY NAME
c. STREET ADDRESS: 7910 WOODMONT AVE STE 1100
d. CITY: BETHESDA
e. STATE: MD
f. ZIP CODE: 208144300

8. TYPE OF ORDER
[ ] a. PURCHASE — 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.
[X] b. DELIVERY — 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: $24,520.00
31X0200 L2336 252A
57G-15-11A-292

10. REQUISITIONING OFFICE: ADM
Office of Administration

11. BUSINESS CLASSIFICATION (Check appropriate box(es))
[X] a. SMALL
[ ] b. OTHER THAN SMALL
[ ] c. DISADVANTAGED
[ ] g. SERVICE-DISABLED VETERAN-OWNED
[ ] d. WOMEN-OWNED
[ ] e. HUBZone
[ ] f. EMERGING SMALL BUSINESS

12. F.O.B. POINT: Destination

13. PLACE OF
a. INSPECTION
b. ACCEPTANCE

14. GOVERNMENT B/L NO.

15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)

16. DISCOUNT TERMS: N/A

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 (3) copies of this document in the space provided and return two (2) 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. 15: Name President Title 9/2/05 Date					

SEE BILLING INSTRUCTIONS ON REVERSE

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

21. MAIL INVOICE TO:
a. NAME: U.S. Nuclear Regulatory Commission
Payment Team, Mail Stop T-9-H-4
b. STREET ADDRESS (or P.O. Box): Attn: NRC-10-04-398, Task Order No. 15
Mail Stop: T-7-I-2
c. CITY: Washington
d. STATE: DC
e. ZIP CODE: 20555

17(h) TOTAL (Cont. pages)

17(i). GRAND TOTAL: $24,520

22. UNITED STATES OF AMERICA BY (Signature): Barbara Medina

23. NAME (Typed): Elois J. Wiggins
Contracting Officer
TITLE: CONTRACTING/ORDERING OFFICER

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 347 (REV. 3/2005)
PRESCRIBED BY GSA/FAR 48 CFR 53.213(

TEMPLATE - ADM001 SISP REVIEW COMPLETE 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. 15. This effort shall be performed in accordance with the enclosed Statement of Work. The period of performance for Task Order No. 15 shall commence on August 25, 2005, and will expire on January 31, 2006. The total estimated cost for this period is $29,380.55. Funds in the amount of $24,520.40 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 February 1, 2006 through July 31, 2006, at an estimated cost of $29,614.07.

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, 4th 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:	Stephen Dembek (301) 415-2342
Contractual Matters:	Paulette Smith, Contract Specialist (301) 415-6594

U.S. NUCLEAR REGULATORY COMMISSION

PERFORMANCE WORK STATEMENT FOR CLERICAL SUPPORT SERVICES

TASK ORDER TO SUPPORT THE NRC

OFFICE OF INTERNATIONAL PROGRAMS

1. **Background**:

The Office of International Programs (OIP) provides assistance and recommendations to the Chairman, the Commission and the NRC staff on international issues. Provides overall coordination for NRC's international activities. OIP plans, develops and implements programs, in concert with other NRC offices, to carry out policies in the international arena, including export and import licensing and international information exchange and cooperation arrangements. OIP establishes and maintains working relationships with individual countries and international nuclear organizations, as well as other involved U.S. Government agencies.

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 contractor staff will be located at 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 as 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 OIP that shall be provided under this task order include the following:

- 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:

  - 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)

In addition, the following skills are required to assist with completion of OIP goals and objectives.

- 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 Office of International Programs responsibilities. The following is an example of specific Tasks (known to date) to be associated with this contract:

o As a result of the revisions Part 110, an increased workload involving a large volume of import and export license applications is anticipated to be received approximately August 1,2005 and beyond for at least six to twelve months. In addition, increasing demands due to new CISSP requirements for processing information to screen for sensitive information including both public and non-public versions of documents. These factors will require increased clerical support to assist in processing the applications.

o **Manage all incoming and outgoing telephone calls.** Answer office telephone(s), courteously within 3 rings and transfer calls to appropriate individuals within OIP. 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 OIP staff.

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.

- **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.

- **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.

- **Prepare and Manage Staff Calendars.** Contractor shall manage OIP 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.

  - **Process Travel Requests.** The Contractor shall process travel requests, travel vouchers, and make travel cost comparisons, record, and schedule and arrange travel for OIP 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.

  - **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.

  - **Serves as Timekeeper for OIP.** The Contractor reviews OIP 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 OIP personnel time and attendance reporting and tracking requirements.

  - **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.

- **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.

- **Provide Basic Clerical Research.** Contractor staff shall assist OIP 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 (8-hours each federal workday) in accordance with the fixed priced "Advanced Secretary" rate specified in Section B of contract no. NRC-10-04-398. The base period of this task order is requested to commence on August 25, 2005 and expire on January 31, 2006. It is estimated that 1,000 hours or 27 weeks shall be provided by one contractor personnel on a full-time basis. The contractor shall perform these services for NRC/OIP between the hours of 8:00 am - 5:00 p.m., with a 60-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. The Contractor shall not charge or bill for contractor employee's absences, lunch breaks, and holidays.

   During the option period (February 1, 2006 - July 31, 2006), 1008 hours are anticipated. NRC reserves the right not to exercise this option period.

   The Contractor may be required by NRC to work, with prior approval of the TM, extended hours in excess of 8-hours per day to ensure timely completion of work. Due to workload, occasional overtime may be required (note: overtime applies to those hours worked in excess of 40-hours in a week, instead of those hours in excess of 8-hours in a day); however, it must be approved by the TM prior to commencement of any overtime.

The Contractor shall be available to work up to five (5) hours of overtime for the base period and again for the option period and shall not exceed this amount unless increased by later subsequent modification to this 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 informtion 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 OIP, neither the contractor nor any of its personnel shall disclose or use this information or provide this information to anyone outside of OIP.

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 OIP 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 OIP employees.