

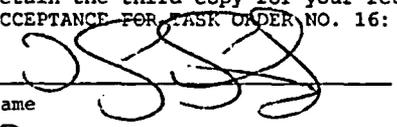
**ORDER FOR SUPPLIES OR SERVICES**

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

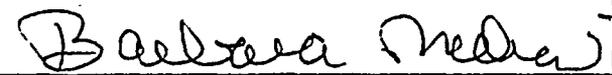
BPA NO.

|  |  |   |  |  |  |
|--|--|---|--|--|--|
| 1. DATE OF ORDER<br><b>AUG 25 2005</b>   |  | 2. CONTRACT NO. (if any)<br>NRC-10-04-398 |  | 6. SHIP TO.  |  |
| 3. ORDER NO.<br>16   |  | 4. REQUISITION/REFERENCE NO.              |  | a. NAME OF CONSIGNEE<br>U.S. Nuclear Regulatory Commission<br>ATTN: Donald Hall  |  |
| 5. ISSUING OFFICE (Address correspondence to)<br>U.S. Nuclear Regulatory Commission<br>Division of Contracts<br>Attn: Paulette Smith<br>Mail Stop T-7-I-2<br>Washington, DC 20555  |  |   |  | b. STREET ADDRESS<br>Division of Administrative Services, ADM<br>Mail Stop: T-7D26   |  |
| 7. TO:   |  |   |  | c. CITY<br>Washington  |  |
| a. NAME OF CONTRACTOR<br>SPS CONSULTING, LLC   |  |   |  | d. STATE<br>DC   |  |
| b. COMPANY NAME  |  |   |  | e. ZIP CODE<br>20555   |  |
| c. STREET ADDRESS<br>7910 WOODMONT AVE STE 1100  |  |   |  | f. SHIP VIA  |  |
| d. CITY<br>BETHESDA  |  |   |  | 8. TYPE OF ORDER   |  |
| e. STATE<br>MD   |  |   |  | <input type="checkbox"/> a. PURCHASE<br><input checked="" type="checkbox"/> b. DELIVERY  |  |
| f. ZIP CODE<br>208144300   |  |   |  | Reference your _____<br>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.<br>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<br>X0200 252A B1452<br>540-15-5B2306  |  |   |  | 10. REQUISITIONING OFFICE ADM<br>Office of Administration  |  |
| 11. BUSINESS CLASSIFICATION (Check appropriate box(es))  |  |   |  | 12. F.O.B. POINT<br>Destination  |  |
| <input checked="" type="checkbox"/> a. SMALL<br><input type="checkbox"/> b. OTHER THAN SMALL<br><input type="checkbox"/> c. DISADVANTAGED<br><input type="checkbox"/> d. WOMEN-OWNED<br><input type="checkbox"/> e. HUBZone<br><input type="checkbox"/> f. EMERGING SMALL BUSINESS<br><input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED |  |   |  |  |  |
| 13. PLACE OF   |  | 14. GOVERNMENT B/L NO.                    |  | 15. DELIVER TO F.O.B. POINT<br>ON OR BEFORE (Date)   |  |
| a. INSPECTION  |  | b. ACCEPTANCE                             |  | 16. DISCOUNT TERMS<br>N/A  |  |

17. SCHEDULE (See reverse for Rejections)

| ITEM NO.<br>(A) | SUPPLIES OR SERVICES<br>(B)   | QUANTITY ORDERED<br>(C) | UNIT<br>(D) | UNIT PRICE<br>(E) | AMOUNT<br>(F) | QUANTITY ACCEPTED<br>(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.<br>ACCEPTANCE FOR TASK ORDER NO. 16:<br><br>Name _____<br>Title <u>President</u><br>Date <u>9/6/05</u> |                         |             |                   |               |                          |

|                                     |   |  |                           |  |                      |  |  |
|-------------------------------------|---|--|---------------------------|--|----------------------|--|--|
| SEE BILLING INSTRUCTIONS ON REVERSE | 18. SHIPPING POINT  |  | 19. GROSS SHIPPING WEIGHT |  | 20. INVOICE NO.      |  | 17(h) TOTAL (Cont. pages)<br><br>17(i) GRAND TOTAL |
|                                     | 21. MAIL INVOICE TO:  |  |                           |  |                      |  |  |
|                                     | a. NAME<br>U.S. Nuclear Regulatory Commission<br>Payment Team, Mail Stop T-9-H-4                |  |                           |  |                      |  |  |
|                                     | b. STREET ADDRESS (or P.O. Box)<br>Attn: NRC-10-04-398, Task Order No. 16<br>Mail Stop: T-7-I-2 |  |                           |  |                      |  |  |
| c. CITY<br>Washington               |   |  | d. STATE<br>DC            |  | e. ZIP CODE<br>20555 |  | \$10,500.00  |

|   |  |
|---|--|
| 22. UNITED STATES OF AMERICA<br>BY (Signature)<br> | 23. NAME (Typed)<br>Cecilia J. Wiggins<br>Contracting Officer<br>TITLE: CONTRACTING/ORDERING OFFICER |
|---|--|

**ADMOU01**

**SISP REVIEW COMPLETE**

**ADMOU02**

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. 16. This effort shall be performed in accordance with the enclosed Statement of Work. The period of performance for Task Order No. 16 shall commence on August 10, 2005, and will expire on February 28, 2006. The total estimated cost for this period is \$43,068.44. Funds in the amount of \$10,500 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 March 1, 2006 through September 30, 2006, at an estimated cost of \$45,637.16.

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, 7th 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: Susan Bellosi  
(301) 415-7307

Contractual Matters: Paulette Smith, Contract Specialist  
(301) 415-6594

**U.S. NUCLEAR REGULATORY COMMISSION  
OFFICE OF ADMINISTRATION**

**PERFORMANCE WORK STATEMENT  
CLERICAL SUPPORT SERVICES**

1. **Background:** The NRC office of Administration (ADM) provides and coordinates a wide variety of support for the NRC Headquarters location necessary for the day-to-day operations of the agency. The office of ADM consists of the front office and three divisions.
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 as an independent contractor 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 ADM 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 ADM 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 ADM at locations and within time frames specified by the agency. Locations may include one or all of the areas located within ADM.

- o Report Preparation. Prepare material for ADM reports including technical, tracking, cost-accounting, and other administrative reports. Prepares final technical reports and cover letters and memoranda using draft input from ADM staff. Independently prepared administrative reports using input from data bases and ADM staff.
- o Provide support for Meeting and Conference Services. The Contractor shall coordinate with ADM staff to prepare for 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 ADM. 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 ADM personnel.
- o Office Reproduction Services. Perform reproduction tasks as requested, using the NRC 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 the proper person upon receipt. Outgoing faxes will be sent according to the specifications of the requester.

- o Place Request for Office Supplies, Equipment, Furniture, and Services. Contractor shall monitor ADM 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 ADM designated supply source(s).
- o Prepare and Manage Staff Calendars. Contractor shall manage ADM 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 ADM 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 of 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 ADM. The contractor reviews ADM 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 ADM 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 ADM staff in researching information for internal and external customers. The requests shall range from identifying and retrieving a document in ADAMS. 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 hourly rate specified in Section B of contract no. NRC-10-04-398 for an Advanced Secretary. The base period of this task order is expected to commence on August 10, 2005, and expire on February 28, 2006. It is estimated that 1,136 regular hours shall be provided by one contractor personnel on a full-time (8-hours minimum per-day basis). The contractor shall perform these services for NRC/ADM between the hours of 0815 - 1700, with a 30 minute lunch break taken at mid-day, 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 (March 1, 2006 - September 30, 2006), approximately 1,224 regular 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 per work-week, but not to exceed 260 overtime hours for the entire Task Order period including any option periods, unless increased by later subsequent modification to this Task Order.

There might be mission situations that require the Contractor to work other than normal hours to include evenings. Some of these situations are contingency operations or weather emergencies. Such scheduling may require work to be accomplished at times other than normal duty hours. The TM or CO shall inform the Contractor as far in advance as is possible to plan for such duty.

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. **NRC 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 provided with written permission by ADM, neither the contractor nor any of its personnel shall disclose or use this information or provide this information to anyone outside of ADM.
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 support the NRC/ADM 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 an NRC and/or ADM employee.