

ORDER FOR SUPPLIES OR SERVICES

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

BPA NO.

1. DATE OF ORDER MAR 10 2006	2. CONTRACT NO. (if any) GS10F0201J	6. SHIP TO:	
3. ORDER NO. NRC-33-05-402-T001	4. REQUISITION/REFERENCE NO. 33-05-402 10/13/05	a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission Attn: Jeffrey Bartlett, OIS/IRSD	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div. of Contracts, CMB3 Attn: Manon Butt, Cont Spc, 301-415-7035 Mail Stop T-7-I-2 Washington, DC 20555		b. STREET ADDRESS Mail Stop T-5-F-52 11545 Rockville Pike	c. CITY Rockville
7. TO:		d. STATE MD	e. ZIP CODE 20852
a. NAME OF CONTRACTOR MILLICAN, DENNIS & ASSOCIATES INC		f. SHIP VIA	


b. COMPANY NAME		8. TYPE OF ORDER	
c. STREET ADDRESS 2699 STIRLING RD STE C106		<input type="checkbox"/> a. PURCHASE	<input checked="" type="checkbox"/> b. DELIVERY
d. CITY FORT LAUDERDALE	e. STATE FL	<small>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.</small>	
f. ZIP CODE 333126546		<small>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.</small>	

9. ACCOUNTING AND APPROPRIATION DATA 510-15-5G1-348 D1871 352A 31X0200.510 no FFS number (This action administratively transfers \$107,138.10 in funds previously obligated under Order NRC-33-05-402 dtd 9/29/05.)	10. REQUISITIONING OFFICE CIO Office of Information Services
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11. BUSINESS CLASSIFICATION (Check appropriate box(es))			12. F.O.B. POINT Destination
<input checked="" type="checkbox"/> a. SMALL	<input type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	
<input type="checkbox"/> d. WOMEN-OWNED	<input type="checkbox"/> e. HUBZone	<input type="checkbox"/> f. EMERGING SMALL BUSINESS	
			<input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED

13. PLACE OF		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 3/20/2006-5/18/2007	16. DISCOUNT TERMS Net 30
a. INSPECTION	b. ACCEPTANCE			

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)
	Millican DUNS # 052463114 Issuance of Task Order No. 001 under Order NRC-33-05-402. Title: "Assess NRC Electronic Information Systems for Records Disposition Scheduling." Period of Performance: March 20, 2006, through May 18, 2007. See attached pages for description of task order.  NRC Project Officer: Jeffrey Bartlett, phone 301-415-0243, email JL31@nrc.gov Note to NRC Accounting: Request \$107,138.10 in FY05 funds previously obligated under Delivery Order NRC-33-05-402 dated 9/29/2005 be administratively transferred to NRC-33-05-402-T001 (Task Order No. 1).					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages) 17(i) GRAND TOTAL
	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-33-05-402-T001						
c. CITY Washington		d. STATE DC	e. ZIP CODE 20555				

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

SISP REVIEW COMPLETE

OPTIONAL FORM 347 (REV. 3/2005)
PRESCRIBED BY 41 CFR 101-11.6
ADM002

TASK ORDER TERMS AND CONDITIONS

NOT SPECIFIED IN THE CONTRACT

A.1 NRC Acquisition Clauses - (NRCAR) 48 CFR Ch. 20

A.2 Other Applicable Clauses

See Addendum for the following in full text (if checked)

52.216-18, Ordering

52.216-19, Order Limitations

52.216-22, Indefinite Quantity

52.217-6, Option for Increased Quantity

52.217-7, Option for Increased Quantity Separately Priced Line Item

52.217-8, Option to Extend Services

52.217-9, Option to Extend the Term of the Contract

A.3 SEAT BELTS

Contractors, subcontractors, and grantees, are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented, or personally owned vehicles.

In accordance with the task order procedures of Delivery Order NRC-33-05-402, this definitizes Task Order No. 1. This effort shall be performed in accordance with the enclosed Statement of Work, the terms and conditions of Delivery Order NRC-33-05-402, and GSA Schedule No. GS-10F-0201J.

Period of Performance and Estimated Cost

Task Order No. 1 shall be in effect from March 20, 2006, through May 18, 2007, with an initial estimated cost ceiling not to exceed \$185,217.26. Provided Option Year One of the basic Delivery Order NRC-33-05-402 is exercised as of September 30, 2006, and provided funding is available, the task order estimated cost ceiling will increase to \$339,668.74. The amount of \$302,668.74 represents the estimated labor cost for 3,325 labor hours, and the estimated amount of \$37,000.00 represents travel expenses. The task order is to be performed on a time and materials basis.

Estimated effort and cost for labor is as follows, based on rates identified in Millican's GSA MOBIS Contract GS-10F-0201J:

Labor Category	Hourly Rate	Est. Hours	Est. Cost
Managing Consultant 3*	[REDACTED]	[REDACTED]	\$26,036.50
Managing Consultant 3*			\$40,267.52
Managing Consultant 1**			\$71,829.94
Managing Consultant 1**			\$52,064.09
Managing Consultant 1**			\$112,470.69
*Formerly Principal Consultant		[REDACTED]	\$302,668.74
**Formerly Senior Records Manager			
GSA rates escalate on Sept. 1, 2006			

Travel expenses for 30 one-day and 15 two-day trips to NRC Headquarters are estimated to be approximately \$37,000.00, and will be invoiced at cost.

Consideration and Obligation

Incremental FY 2005 funding in the amount of \$107,138.10 previously obligated under Delivery Order NRC-33-05-402 will be administratively transferred to this task order NRC-33-05-402-T001. This obligated amount may be unilaterally increased from time to time by the Contracting Officer by written modification to 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 is done so at the Contractor's sole risk.

Key Personnel

The following individuals are considered to be essential to the successful performance of work hereunder: [REDACTED] The Contractor agrees that such personnel shall not be removed from the effort under the task order without compliance with Section 16.0, Key Personnel, of the Statement of Work in basic Delivery Order NRC-33-05-402.

The issuance of Task Order No. 1 does not change any terms and conditions of the subject delivery order.

NRC contacts during the course of this task order are:

Technical Matters:

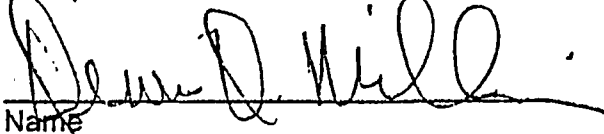
Jeffrey Bartlett, Project Officer, phone 301-415-0243, OIS/IRSD, Mail Stop T-5-F-52, email JLB1@nrc.gov.

Contractual Matters:

Manon L. Butt, Contract Specialist, phone 301-415-7035, ADM/DC/CMB3, Mail Stop T-7-I-2, email MLB3@nrc.gov.

Please indicate your acceptance of Task Order No. 1 by having an official authorized to bind your organization execute three copies of this document in the space below and return two copies to the U.S. Nuclear Regulatory Commission, Attn: Manon Butt, Contract Specialist, Division of Contracts, CMB3, Mail Stop T-7-I-2, Washington, D.C. 20555. The third copy may be retained for your records.

Accepted: NRC-33-05-402, Task Order No. 001


Name

President/CEO

Title

3/20/2006

Date

- Systems incorporate the authorized disposition to ensure availability of the records throughout their authorized life cycle.
- Applicable records management policies and procedures be implemented and enforced, particularly in the planning, design, and operation of information systems.

The NRC requires contractor assistance in appraising each electronic information system and its inputs and outputs to determine its respective value, and submitting records disposition schedules to NARA for processing. The contractor must note that all systems require a NARA approved records disposition schedule; e.g., there are no systems exempt from scheduling due to their nonrecord, facilitative, or support nature.

NRC's electronic records management implementing policy and procedures are contained in NRC Management Directive 3.53, "NRC Records Management Program." NRC's records disposition schedules are contained in NUREG-0910, Rev. 4, "NRC Comprehensive Records Disposition Schedule," and in the records schedules approved subsequent to Revision 4. The list of electronic information systems and a brief description of each is contained in the Enterprise Architecture Repository System. NRC's guidance on systems life cycle management is contained in NRC Management Directive Handbook 2.8, "Project Management Methodology." All referenced documents will be provided by the NRC Project Officer upon request.

The requirements for Task Order 1 are:

- Collection of data about each system (NRC Form 637) sufficient to evaluate the system and its components for records disposition purposes.
- Analysis of each electronic information system and its components (sub-systems, inputs, outputs, system program, system data, system documentation, etc.) and recommendations for the records disposition of each component.
- Preparation of all NRC and NARA forms required for submitting requests for records disposition schedules to NARA for processing.
- Population of ADAMS database with records management analysis form (NRC Form 637) utilizing established naming protocol.

All work to be performed under Task Order 1 shall be completed by May 18, 2007, or as reflected under the subtask.

Subtask 1. Collection of Data (NRC Form 637)

The contractor shall contact the Business Process Improvement and Applications Division to acquire a current list of agency electronic systems. For those systems where project manager information is available (approximately 200), the contractor shall develop communication (i.e. memo, e-mail) to be sent to system project managers requesting that they complete and return NRC Form 637, "NRC Electronic Information System Records Scheduling Survey" for each system for which they are responsible.

- System Number
- Acronym
- Office
- Contact
- Program Manager (Branch Chief or above responsible for implementing the authorized disposition)
- Physical Location
- Basic Function(s)
- Record keeping System (Y/N)
- System Components
- Records Disposition Schedule covering each System Component
- Proposed Disposition Instructions for Unscheduled Information
- Retention of Scheduled Material with Similar Function
- Documented Proof that Disposition is Implemented into System
- Action Required
- Status

Milestones and Deliverables:

- Milestone Conduct survey of electronic information systems.
- Milestone Analyze the electronic information systems.
- Deliverable Final report of systems reviewed and findings.

The contractor shall submit the above deliverable to the NRC Project Officer not later than October 20, 2006. However, the contractor shall ensure that the NRC Project Officer is allowed a two (2) week review period.

Subtask 3. Prepare Records Schedules and Files Maintenance and Disposition Documentation

The contractor shall prepare Files Maintenance and Disposition Plans that reflect the authorized disposition of the system information using the data obtained during the reviews conducted under Subtask 2.

- Prepare Files Maintenance and Disposition Plans based on the NRC Project Officer approved recommendations derived from the Final Report submitted under Subtask 2. Obtain Records Liaison Officer signature on the File Maintenance and Disposition Plan and distribute the Plan to the System Contacts, Program Managers, RLOs, and NRC Records Officers consistent with the guidance contained in NRC Management Directive Handbook 3.53, Part II, Section (B)(7), "Files Maintenance and Disposition Plan" (NRC Form 306). This Files Maintenance and Disposition Plan is required for all systems.
- Files Maintenance and Disposition Plans for systems that are not scheduled for disposition shall reflect the following disposition statement during the scheduling process: "Unscheduled. Retain data, along with related programs, documentation, and indexes until a records disposition schedule is prepared and authorized by NARA."

- Prepare records schedule packages for unscheduled systems in accordance with the guidance contained in NRC Management Directive Handbook 3.53, Part III, "Procedures for Revising the "NRC Comprehensive Records Disposition Schedule," and Part IX, "Procedures for Creating, Maintaining, Using, and Disposing of Electronic Records" especially at Section (G), "Records Disposition Schedules for Electronic Records."

Milestones and Deliverables:

- Deliverable Files Maintenance and Disposition Plans for each system
- Deliverable Records schedule packages ready for submittal to NARA.

The contractor shall submit the Files Maintenance and Disposition Plan for each system to the NRC Project Officer by February 20, 2007. The record schedule packages to be submitted to NARA shall be submitted to the NRC Project Officer by May 18, 2007. However, the contractor shall ensure that the NRC Project Officer is allowed a two (2) week review period for each of the above deliverables.

4.0 TRAVEL

NRC estimates 30 one-day trips plus 15 two-day trips to NRC Headquarters will be required over the period of performance, totaling 45 trips and 60 travel days. One "trip" is assumed to constitute travel by a single individual; two individuals traveling on the same day(s) will constitute two "trips." The trips will be used as necessary among the Millican Team members who will be responsible for the activities involved in completing the task order. Additional trips to Headquarters may be required by the contractor to discuss the task with RASS analysts, system contacts; or to access or acquire additional background information. Should additional trips be required; the contractor shall immediately notify the Contracting Officer, in writing, indicating the number of additional trips required, the location, the purpose of the trip, the number of travelers, and the proposed cost. No trips to a regional office is anticipated.

5.0 PERIOD OF PERFORMANCE

The period of performance of Task Order 1 is from March 20, 2006, to May 18, 2007.

6.0 REPORTING

All deliverables shall be submitted to the NRC Project Officer in an original and one-copy unless otherwise stated under each subtask deliverable. In addition, the deliverables shall be submitted in a WordPerfect format.