

**ORDER FOR SUPPLIES OR SERVICES**

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

B/PANO.

|  |   |  |   |
|--|---|--|---|
| 1. DATE OF ORDER<br><b>7/3/06</b>  | 2. CONTRACT NO. (If any)<br>NRC-04-04-062 | 6. SHIP TO:  |   |
| 3. ORDER NO.<br>TASK ORDER 003   | MODIFICATION NO.                          | 4. REQUISITION/REFERENCE NO. RES-04-062<br>RES-C06-610                           |   |
| 5. ISSUING OFFICE (Address correspondence to)<br>U.S. Nuclear Regulatory Commission<br>Div. of Contracts<br>Attn: Jeffrey R. Mitchell, 301-415-6465<br>Mail Stop T-7-I-2<br>Washington, DC 20555 |   | a. NAME OF CONSIGNEE<br>U.S. Nuclear Regulatory Commission<br>Attn: Ronald Emrit | b. STREET ADDRESS<br>Mail Stop: T10-K44<br>11555 Rockville Pike |
| 7. TO:   |   | c. CITY<br>Rockville   | d. STATE<br>MD  |
| a. NAME OF CONTRACTOR<br>INFORMATION SYSTEMS LABORATORIES, INC   |   | e. ZIP CODE<br>20852   |   |

|  |                |                                      |   |
|--|----------------|--------------------------------------|---|
| b. COMPANY NAME<br>ATTN: DR. JAMES F. MEYER          |                | 8. TYPE OF ORDER                     |   |
| c. STREET ADDRESS<br>11140 ROCKVILLE PIKE, SUITE 500 |                | <input type="checkbox"/> a. PURCHASE | <input checked="" type="checkbox"/> b. DELIVERY |
| d. CITY<br>ROCKVILLE                                 | e. STATE<br>MD | f. ZIP CODE<br>20852                 |   |

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.

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>6-60-15-113-277 N6262 252A 31x0200.660<br>Obligate: \$208,000.00<br>Contractors DUNS: 107928806 |  | 10. REQUISITIONING OFFICE RES |  |
|---|--|-------------------------------|--|

|   |   |   |  |                                 |  |
|---|---|---|--|---------------------------------|--|
| 11. BUSINESS CLASSIFICATION (Check appropriate box(es)) |   |   |  | 12. F.O.B. POINT<br>Destination |  |
| <input type="checkbox"/> a. SMALL                       | <input checked="" type="checkbox"/> b. OTHER THAN SMALL | <input type="checkbox"/> c. DISADVANTAGED           | <input type="checkbox"/> d. SERVICE-DISABLED VETERAN-OWNED |                                 |  |
| <input type="checkbox"/> d. WOMEN-OWNED                 | <input type="checkbox"/> e. HUBZone                     | <input type="checkbox"/> f. EMERGING SMALL BUSINESS |  |                                 |  |

|               |               |                        |  |  |  |                              |  |
|---------------|---------------|------------------------|--|--|--|------------------------------|--|
| 13. PLACE OF  |               | 14. GOVERNMENT B/L NO. |  | 15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)<br>N/A |  | 16. DISCOUNT TERMS<br>Net 30 |  |
| a. INSPECTION | b. ACCEPTANCE |                        |  |  |  |                              |  |

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) |
|--------------|--|----------------------|----------|----------------|------------|-----------------------|
|              | <p>Task Order No. 3 Entitled "Assistance for Developing Division 8 Regulatory Guides"</p> <p>In accordance with Section G.3 entitled "Task Order Procedures" of the subject contract, this order definitizes Task Order No. 3. This effort shall be performed in accordance with the enclosed Statement of Work.</p> <p>Task Order No. 3 shall be effective Day of Award through June 30, 2009 with a total cost ceiling of \$272,197.00. The amount of \$255,191.00 represents the reimbursable costs the amount of \$17,006.00 represents the fixed fee.</p> <p>Total NRC Obligations: \$208,000.00<br/>Task Order No. 3 Ceiling: \$272,197.00</p> |                      |          |                |            |                       |

|  |  |                           |                      |                 |  |   |
|--|--|---------------------------|----------------------|-----------------|--|---|
| 18. SHIPPING POINT   |  | 19. GROSS SHIPPING WEIGHT |                      | 20. INVOICE NO. |  | 17(h)<br>TOTAL<br>(Cont. pages)<br><br>17(i).<br>GRAND<br>TOTAL |
| 21. MAIL INVOICE TO:   |  |                           |                      |                 |  |   |
| a. NAME<br>U.S. Nuclear Regulatory Commission<br>Payment Team, Mail Stop T-7-I-2 |  |                           |                      |                 |  |   |
| b. STREET ADDRESS (or P.O. Box)<br>Attn: (NRC-04-04-062-003)                     |  |                           |                      |                 |  |   |
| c. CITY<br>Washington  |  | d. STATE<br>DC            | e. ZIP CODE<br>20555 |                 |  |   |

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

**ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION**

PAGE NO.  
2

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

DATE OF ORDER

CONTRACT NO.

NRC-04-04-062

ORDER NO.

TASK ORDER 003

| ITEM NO.<br>(A) | SUPPLIES OR SERVICES<br>(B)   | QUANTITY<br>ORDERED<br>(C) | UNIT<br>(D) | UNIT<br>PRICE<br>(E) | AMOUNT<br>(F) | QUANTITY<br>ACCEPTED<br>(G) |
|-----------------|---|----------------------------|-------------|----------------------|---------------|-----------------------------|
|                 | <p>The issuance of this task order does not amend any other terms or conditions of the subject contract.</p> <p>Please indicate your acceptance of this Task Order No. 3.<br/>Accepted</p> <p>Name <u><i>Art Newby</i></u></p> <p>Title <u>VP</u></p> <p>Date <u>7/5/66</u></p> |                            |             |                      |               |                             |

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))



**TASK ORDER 003**

**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.

**STATEMENT OF WORK  
NRC-04-04-062  
TASK ORDER NO. 3**

**TITLE: Assistance for Developing Division 8 Regulatory Guides**

**1. BACKGROUND**

Regulatory guides describe acceptable methods that licensees can use to implement and demonstrate compliance with specific parts of the Commission's regulations, as well as the techniques that the staff uses to evaluate specific problems or postulated accidents and the data that the staff needs to review applications for permits or licenses. Within that broad description, the existing guides are grouped into 10 divisions, which focus on (1) power reactors, (2) research and test reactors, (3) fuels and materials facilities, (4) environmental and siting, (5) materials and plant protection, (6) products, (7) transportation, (8) occupational health, (9) antitrust and financial review, and (10) general guidance. Currently, there are about 352 regulatory guides.

NRC has periodically updated the regulatory guides to reflect the changes in regulations, technology advancement, industry practices, or consensus standard. As a result of the Energy Policy Act of 2005, the agency is completing its regulatory infrastructure to enhance the effectiveness, efficiency, and predictability (i.e., stability) of any potential new nuclear power plant licensing. As part of this agency effort, in coordination with the Office of Nuclear Reactor Regulation (NRR), the Office of Nuclear Regulatory Research (RES) is undertaking a systematic evaluation and revision of the regulatory guides. The guides will be supporting the Standard Review Plans for the "Review of Safety Analysis Reports for Nuclear Power Plants" (NUREG-0800); "Environmental Standard Review Plan" (NUREG-1555); and "Guidelines for Preparing and Reviewing Applications for the Licensing of Research and Test Reactors" (NUREG-1537).

**2. OBJECTIVE**

The objective of this task is to acquire expert technical assistance services to support the RES regulatory guides update and development effort for Division 8.

**3. TECHNICAL AND OTHER SPECIAL QUALIFICATIONS REQUIRED**

The personnel assigned to this effort shall be knowledgeable and experienced in the areas of: (1) research and test reactors, (2) occupational health, (3) fuels and materials facilities, (4) environmental and siting, and (5) transportation. Personnel may include individuals with health physics or nuclear engineering background.

The contractor shall assign a Program Manager (PM), to coordinate and manage all resources required for completion of the efforts under the agreement. The ISL PM will serve as a point of contact to NRC for the program outputs. The ISL PM will propose key personnel to serve in the capacity as task manager and/or task leader for individual task orders, subject to the approval of the NRC Technical Monitor.

It is the responsibility of the contractor to assign technical staff, subcontractors, or specialists who have the required educational background, experience, or combination thereof to meet both the technical and regulatory objectives of the work specified in this Statement of Work (SOW). The NRC will rely on representations made by the contractor concerning the qualifications of personnel assigned to this task order including assurance that all information contained in the technical and cost proposals, including resumes, is accurate and truthful.

If any work will be subcontracted or performed by consultants, the contractor shall obtain written approval from the NRC Project Manager (PM) of the subcontractor or consultant before initiating any subcontract. Conflict of interest considerations shall apply to any subcontracted effort.

#### **4. CONFLICT OF INTEREST**

The contractor shall review this proposed project and provide information to the NRC that describes the dollar value, period of performance, organization, and scope of work for any past, ongoing, or planned contractor efforts that are the same as, or substantially similar to, the services within the scope of this agreement (or task order) and are being performed for NRC licensees, vendors, industry groups or research institutes that represent or are substantially comprised of nuclear utilities. The NRC will use the information to determine if performance of the effort in this SOW will give rise to a conflict of interest with respect to any work performed for others by the contractor.

#### **5. SCOPE OF WORK**

##### **5.1 Subtask 1**

Evaluate the Division 8 regulatory guides described in this Task. In Phase 1, the contractor shall provide support in performing an initial evaluation of the guides and formulating viable regulatory options for the pending revision. In Phase 2, the contractor shall provide support in completing the update of the individual guides upon approval by the NRC management.

##### **Phase 1: Develop an Evaluation Plan**

The contractor shall evaluate the industry's technological changes, collect relevant information and formulate all the changes that should be incorporated in the guidance in order to be consistent with the current industry practice while maintaining consistency with the NRC regulatory requirements. The plan for the evaluation study shall be approved by the NRC in advance.

The Guides to be evaluated and developed include but are not limited to the following:

1. RG 8.4, "Direct-Reading and Indirect-Reading Pocket Dosimeters"
2. RG 8.25, "Air Sampling in the Workplace"
3. RG 8.28, "Audible-Alarm Dosimeters"
4. RG 8.34, "Monitoring Criteria and Methods To Calculate Occupational Radiation Doses"
5. RG 4.13, Performance, Testing, and Procedural Specifications for Thermoluminescence Dosimetry: Environmental Applications

Other guides will be added to the list upon further coordination with NRR and commensurate with the level of efforts allocated to this task.

For each regulatory guide the contractor shall research and collect the following information for the evaluation plan:

- Identify the latest technologies practiced by licensees for possible incorporation into current guidance (e.g., although some licensees have adopted ICRP recommendations the Commission has not made a decision for implementing such recommendations).
- Consider possible combination of the guides of the same discipline for practicality.
- Provide advantages and disadvantages (justification) and prioritization of the proposed changes
- Identify supporting documents (e.g., NUREGs and regulatory guides) requiring changes
- Identify supporting documents no longer needed for the revised guide
- Identify references to current 10 CFR Parts 20, 50, 51, 52 or other regulatory requirements
- Identify the standards that the guides endorse and determine if they need to be revised
- Identify the computer codes that may be affecting the guides
- Identify types of licensees that will be affected by the guidance
- Identify major tasks, and organize work in phase stages
- *In consultation with NRC PM, identify effective ways to complete the revision, such as any interactions with the industry*
- *In consultation with NRC PM, develop and include the staffing support and level of effort needed for each phase of each guide*

Upon submitting the plan the NRC will prioritize the performance of the guides. The evaluation plan shall be submitted for review and approval by the NRC project manager before initiating Phase 2.

#### **Phase 2:**

The NRC staff will review the evaluation plan and relevant information and the effort associated with each guide identified under Phase 1, and will determine if ISL shall pursue the implementation of the plan or portions of the plan. The NRC project manager may direct the principal investigator to revise parts of the plan while other aspects of the assessment plan continue to be refined. If the NRC decides to pursue implementation of

the plan the contractor will be instructed to make appropriate modifications to the cost proposal for NRC and submit to the NRC for approval.

As the guidance is further developed, specifically with regard to the technical issues associated with the regulatory guidance, the contractor will attend technical meetings and participate in technical discussions. As a result of the meetings and discussions, the contractor may be assigned action items that are relevant to and support of the above tasks.

Letter reports should be sent to the NRC in accordance with the schedule provided under Deliverables.

## 6. DELIVERABLES

At the completion of each item in both Phases, the contractor will submit to the NRC a letter report of the contractor's input. The contractor will meet the following milestones and deliverables (i.e., reporting requirements):

The following chart provides proposed start and finish dates for the two Phases discussed above:

| Milestone  | Deliverable                          | Due Date                           |
|--|--------------------------------------|------------------------------------|
| <b>Phase 1</b>   |                                      |                                    |
| Initial evaluation of the guides. Contractor will brief staff within 2 weeks of submitting the report  | Letter report                        | 1 month after approval of Task 3   |
| Final evaluation plan  | Letter report                        | 4 months after approval of Task 3  |
| Meeting with the NRC to discuss selection of guides to be performed - followed by a report stating associated effort. Contractor will brief staff within 2 weeks of submitting the report. | List of guides and associated effort | 5 months after approval of Task 3  |
| <b>Phase 2</b>   |                                      |                                    |
| Draft letter report  | Draft letter report                  | 8 months after approval of Task 3  |
| Final letter report  | Final letter report                  | 12 months after approval of Task 3 |

## **7. TASK ORDER PROCEDURES**

When the need for a modification of existing task or a new task order arises to perform additional guides, the NRC Contracting Officer will send a task order request for a specific task proposal. The NRC staff occasionally may also have to revise the contractors's priority list of guides in order to support a change in the new reactor prioritization schedule.

The contractor shall respond to the task order with a proposal that provides a staffing plan, project plan, and cost estimate for performance of each requested effort.

Within 5 work days of receipt of the task order authorization, the contractor PM shall acknowledge receipt and acceptance of the task order by e-mail to the NRC PM and TM.

## **8. REPORTING REQUIREMENTS**

A Monthly Letter Status Report (MLSR) is to be submitted to the NRC Project Manager, Harriet Karagiannis, by the 20<sup>th</sup> of each month with copies provided to the following:

- (1) Technical Monitor: Harriet Karagiannis (Mail Stop T-9F34)
- (2) Division of Systems Analysis and Regulatory Effectiveness, Management Analyst, (Mail Stop T-10E32)
- (3) Division of Contracts, Office of Administration (Mail Stop T-7 I2)

The MLSR will identify the title of the project, the job code, the Principal Investigator, the period of performance, the reporting period, summarize each month's technical progress, list monthly spending, total spending to date, and the remaining funds. Any administrative or technical difficulties which may affect the schedule or costs of the project shall be immediately brought to the attention of the NRC Project Manager.

The NRC has implemented a new document management system, Agency wide Documents Access and Management System (ADAMS). For the present, contractors' mail will not be placed in ADAMS. All documents mailed to the NRC (e.g., letters, technical reports, monthly letter reports, and other mail) should have "Addressee Only" on the envelope to keep it from being entered into ADAMS. Send mail for the addressee and cc's as separate mailings.

## **9. MEETINGS AND TRAVEL REQUIREMENTS**

The contractor will travel to NRC headquarters for the meetings, as needed. Technical meetings will include the following:

- (1) team meetings (average of 2-days per month)
- (2) public meetings (two 1-day meetings)

## **10. PERIOD OF PERFORMANCE**

The period of performance is from Day of Award through June 30, 2009.

## 11. TECHNICAL DIRECTION

Technical direction will be provided by the following NRC staff:

Harriet Karagiannis, Technical Monitor  
Mail Stop: T-9F34  
U. S. Nuclear Regulatory Commission  
Rockville, MD 20555-0001  
Phone: (301) 415-6377  
Fax: (301) 415-5389  
Email: [HXK@nrc.gov](mailto:HXK@nrc.gov)

## 12. PUBLICATIONS

RES encourages the publication of the scientific results from RES-sponsored programs in refereed scientific and engineering journals as appropriate. If the laboratory proposes to publish in the open literature or present the information at meeting in addition to submitting the required technical reports, approval of the proposed article or presentation should be obtained from the NRC Project Manager. The RES Project Manager shall either approve the material as submitted, approve it subject to NRC suggested revisions, or disapprove it. In any event, the RES Project Manager may disapprove or delay presentation or publication of papers on information that is subject to Commission approval that has not been ruled upon or which has been disapproved. Additional information regarding the publication of NRC sponsored research is contained in NRC Management Directives 3.8, "Unclassified Contractor and Grantee Publications in the NUREG Series," and 3.9, "NRC Staff and Contractor Speeches, Papers, and Journal Articles on Regulatory and Technical Subjects."

If the presentation or paper is in addition to the required technical reports and the RES Project Manager determines that it will benefit the RES project, the Project Manager may authorize payment of travel and publishing costs, if any, from the project funds. If the Project Manager determines that the article or presentation would not benefit the RES project, the costs associated with the preparation, presentation, or publication will be borne by the contractor. For any publication or presentations falling into this category, the NRC reserves the right to require that such presentation or publication will not identify the NRC's sponsorship of the work.

### NEW STANDARDS FOR CONTRACTORS WHO PREPARE NUREG-SERIES MANUSCRIPTS

The NRC will begin to capture its official records electronically on January 1, 2000. The NRC will capture each final NUREG-series publication in its native application. Therefore, commencing January 1, 2000, please submit your final manuscript that has been approved by your NRC Project Officer in both electronic and camera-ready copy.

All format guidance, as specified in NUREG-0650, Revision 2, will remain the same with one exception. You will no longer be required to include the NUREG-series designator on the bottom of each page of the manuscript. The NRC will assign this designator when we send the camera-ready copy to the printer and will place the designator on the cover, title page, and spine. The designator for each report will no longer be assigned when the decision to prepare a publication is made. The NRC's Publishing Services Branch will inform the NRC Project Officer for the publication of the assigned designator when the final manuscript is sent to the printer.

For the electronic manuscript, prepare the text in WordPerfect 10, and use any of the following file types for charts, spreadsheets, and the like.

| <b>File Types to be Used for NUREG-Series Publications</b> |                       |
|--|-----------------------|
| <b>File Type</b>   | <b>File Extension</b> |
| WordPerfect®   | .wpd                  |
| Microsoft® PowerPoint®                                     | .ppt                  |
| Corel® QuattroPro®   | wb3                   |
| Corel® Presentations                                       | .shw                  |
| Lotus® 1-2-3   | .wk4                  |
| Portable Document Format                                   | .pdf                  |

This list is subject to change if new software packages come into common use at NRC or by our licensees or other stakeholders that participate in the electronic submission process. If a portion of your manuscript is from another source and you cannot obtain an acceptable electronic file type for this portion (e.g., an appendix from an old publication), the NRC can, if necessary, create a tagged image file format (file extension .tif) for that portion of your report. Note that you should continue to submit original photographs, which will be scanned, since digitized photographs do not print well.

If you chose to publish a compact disk (CD) of your publication, place on the CD copies of the manuscript in both (1) a portable document format (PDF); (2) a WordPerfect 8/9 file format, and (3) an Adobe Acrobat Reader, or, alternatively, print instructions for obtaining a free copy of Adobe Acrobat Reader on the back cover insert of the jewel box.

### **13. QUALITY ASSURANCE**

Section 515 of the Treasury and General Government Appropriations Act for Fiscal Year 2001 (Public Law 106-554) directs the Office of Management and Budget (OMB) to issue government-wide guidelines (Federal Register, Volume 67, No. 36, pp. 8452 - 8460) that "provide policy and procedural guidance to federal agencies for ensuring and maximizing the quality, objectivity, utility, and integrity of information (including statistical information) disseminated by federal agencies." NRC Information Quality Guidelines are provided in the Federal Register, Vol. 67, No. 190, pp. 61695 - 61699.

### **14. NRC-FURNISHED MATERIAL**

No materials are to be furnished by the NRC during the performance of the work required by this Task Order.

### **15. SUBCONTRACTING/CONSULTANT INFORMATION**

Describe any technical support effort that is proposed to be performed by a subcontractor or consultant. Identify the level of effort, by task, of any proposed subcontractor or consultant and

provide an explanation of the need for subcontracting that portion of the effort. For any subcontract or consultant effort, describe the following:

- the necessity of subcontracting,
- the tasks the subcontractor or consultant will perform,
- the level of effort proposed for the subcontract effort,
- the status and expected time frame for selection, and
- the method of selection of the subcontractor or consultant.

**16. EXPECTED CLASSIFICATION OR SENSITIVITY**

All work under this project is expected to be unclassified and not sensitive.