

ORDER FOR SUPPLIES OR SERVICES

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

BPA NO. 10670748C

1. DATE OF ORDER 06-15-2006	2. CONTRACT NO. (if any) NRC10-04-398	6. SHIP TO:	
3. ORDER NO. T018	MODIFICATION NO.	4. REQUISITION/REFERENCE NO. 10-04-398	a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission ATTN: Donald Hall
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div. of Contracts Attn: Brandi Hamilton Mail Stop T-7-I-2 Washington, DC 20555		b. STREET ADDRESS Division of Administrative Services, ADM Mail Stop T-7D26	c. CITY Washington
7. TO:		d. STATE DC	e. ZIP CODE 20555

a. NAME OF CONTRACTOR SPS CONSULTING, LLC	f. SHIP VIA
b. COMPANY NAME	8. TYPE OF ORDER

c. STREET ADDRESS 7910 WOODMONT AVE STE 1100	<input type="checkbox"/> a. PURCHASE	<input checked="" type="checkbox"/> b. DELIVERY
d. CITY BETHESDA	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.	
e. STATE MD	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.	
f. ZIP CODE 208144300		

9. ACCOUNTING AND APPROPRIATION DATA APPN: 31X0200.610 B&R: 610-15-5F1-325 BOC: 252A JOB CODE: J1204-1 FFS #: 10670748C DUNS No.: 024599255 Obligated Amt.: \$39,232.00	10. REQUISITIONING OFFICE ADM Office of Administration
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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"/> d. WOMEN-OWNED	<input type="checkbox"/> c. DISADVANTAGED
<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)	16. DISCOUNT TERMS N/A
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)
	<p>See attached pages for terms and conditions of task order.</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. 18:</p> <p><u>Toby Studley</u> Name</p> <p><u>President</u> Title</p> <p><u>6/22/06</u> Date</p>					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.	17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:			
	a. NAME U.S. Nuclear Regulatory Commission Payment Team, Mail Stop T-9H4			17(i). GRAND TOTAL
	b. STREET ADDRESS (or P.O. Box) Attn: NRC-10-04-398 Task Order No. 18 Mail Stop T-7I2	c. CITY Washington	d. STATE DC	
				\$39,232.00

22. UNITED STATES OF AMERICA BY (Signature) 	23. NAME (Typed) Phyllis Bower Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER
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CONTINUATION PAGE

<Line Item 001: Base Regular Duty Hours NTE 712 hours; June 26, 2006-October 31, 2006 @ \$29.19 per hour; Total: \$20,783.28

<Line Item 002: Base Overtime Hours NTE 105; June 26, 2006-October 31, 2006 @\$38.11 per hour; Total: \$4,001.55

<Line Item 003: Option 1: Period of Performance: November 1 - November 30, 2006, Regular hours (Option 1) 20 work days, 160 hours @ \$29.19; Total: \$4670.40 (No Overtime hours)

<Line Item 004: Option 2: Period of Performance: December 1 - December 31, 2006, Regular hours (Option 2) 20 work days, 160 hours @ \$29.19; Total: \$4670.40 (No Overtime hours)

<Ceiling: \$34,125.63

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

**PERFORMANCE WORK STATEMENT
CLERICAL SUPPORT SERVICES**

MAY 2006

1.0 BACKGROUND INFORMATION.

The Office of Information Officer (OIS) provides planning, direction, and oversight of the delivery of centralized information technology (IT) infrastructure, applications, and information management (IM) services for the NRC. OIS 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. BPIAD ensures the effective and efficient planning, implementation, and monitoring of IT and IM investments in direct support of NRC program goals. The BPIAD is organized into three branches: The Assurance and Technical Direction Branch (ATDB) is responsible for providing the NRC with leadership and guidance on the agency's EA program, and working with customers to identify opportunities where technologies may be used to make their activities more efficient. The Business Services and Project Management Branch (BSPMB) is responsible for providing information technology (IT) project management support services to Program Offices within the NRC that include the development, maintenance, and reporting on project plans, schedules, budgets (capital and expense) and risks using the OIS Project Management Methodology (PMM). 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 Project Management Methodology. ADMB is responsible for the implementation of the agency CPIC process; conducting security risk assessments, analyses and reviews; and 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.

2.0 GENERAL INFORMATION.

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 specifically identified in this contract.

The Government will furnish all equipment and materials needed for performance of this work statement.

Staff will be assigned to the NRC Headquarters in Rockville, Maryland.

2.1 Timeliness and Accuracy.

Timeliness and accuracy are indicators of standard of performance. Customer Satisfaction Surveys from the BPIAD staff, Contracting Officer (CO) or Task Order Manager (TOM), and customer complaints will also be compiled by the Government and reviewed in order to determine the Contractor's performance level.

2.2 Personnel Skills.

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 BPIAD goals and objectives.

1. Corel Office 10/11/12 (WordPerfect, Presentations, QuattroPro)
2. Microsoft Office 2000/XP(2002)/2003 (Word, PowerPoint, Excel, Access)
3. Electronic Mail System (GroupWise)
4. Electronic Calendar System (GroupWise)
5. Internet Browsers (primarily Internet Explorer 6)
6. Typing
7. Able to organize work assignments and operate independently
8. Ability to communicate orally and in writing with a wide variety of both internal and external customers.
9. Ability to utilize automatic communication techniques (fax, voice messaging, scanner, LCD computer projector, email, etc.)
10. Ability to perform routine and preventive maintenance to replenish paper and toner for the copier, printer, and fax machines.
11. Ability to manage federal government office mail distribution services and postage accounting.

3.0 Scope.

BPIAD has a need for onsite commercially available and dependable administrative and secretarial support services. The contractor will primarily be supporting work in the Quality Assurance and Technical Direction Branch and the Business Services and Project Management Branch.

The administrative services and secretarial support needed must be provided at BPIAD facilities.

3.1 Contract Type.

The contractor will provide services on a fixed priced fully-loaded hourly basis in accordance with Section B of contract no. NRC-10-04-398.

3.2 Place of Performance.

The place of performance shall be at the NRC Headquarters located at Two White Flint North, 11545 Rockville Pike, Rockville, Maryland.

Local travel expenses will not be paid by the NRC. Parking on-site is not available.

3.3 HOURS OF OPERATION

3.3.1 Duty Hours

The Contractor shall have access to the Government facilities: five (5) days per week, Monday through Friday from 7:30 a.m. to 4:30 p.m., 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 must at all times maintain an adequate work force for the uninterrupted performance of all tasks defined within this statement of work when the Government facility is not closed for the above reasons. When hiring personnel, the Contractor shall keep in mind that the stability and continuity of the work force are essential.

Contract employees will be allowed a one half hour lunch break and two subsequent fifteen minute breaks during each eight-hour workday scheduled as determined by the CO and specified in the contract.

Deviations to this schedule will be coordinated 48 hours in advance between the Contractor and the Government. Contractor employees shall advise the Task Order Manager (TOM) upon arrival and before departure. The Contractor may work, with prior approval of the TOM, extended hours to ensure timely completion of work. Due to workload, occasional overtime may be required; however, it must be approved by the TOM prior to commencement of any overtime. The Contractor's overtime is estimated to be 15 hours per month, not to exceed 105 overtime hours for the performance period.

3.3.2 Recognized Holidays.

The Contractor is not required to provide service on nationally observed Federal holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Day, and Inauguration Day.

3.3.3 Hours of Operation Other Than Normal.

There may 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 TOM or CO shall inform the Contractor as far in advance as is possible to plan for such duty. Such changes in contract performance will be addressed in accordance with the applicable terms of this contract with a corresponding appropriate adjustment in contract price.

3.4 Period of Performance.

The period of performance shall be effective from the award date (estimated to be June 26, 2006) through October 31, 2006. An additional two thirty (30) day option periods- shall be available to exercise dependent on whether the base contract's period of performance is extended.

During the performance period and the optional period, it is estimated that no more than 1,032 regular duty hours and no more than 105 overtime hours shall be provided by one contractor personnel.

3.5 Continuity of Services.

The services under the contract are considered vital to the Government and must be continued without interruption and when, upon contract expiration, a successor, either the Government or another contractor, may continue them by issuance of a new task order and exercising an option period.

3.6 Option To Extend the Term of the Contract

NRC reserves the right to extend the term of the contract.

3.7 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.

3.8 Personal Service.

The client has determined that the use of this contract to satisfy this requirement is in the best interest of the government, economic and other factors considered, and this task order is not being used to procure personal services prohibited by the Federal Acquisition Regulation (FAR) Part 37.104 titled "Personal services contract".

3.9 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.

3.10 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, pagers, 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 contractors (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.

3.11 Contractor Furnished Items.

The Government will furnish no other IT equipment, IT services or IT access, except as identified in Clause 3.10, unless the NRC deems it necessary and beneficial to complete this effort.

3.12 Specific Tasks

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:

3.12.1 Clerical Support Tasks.

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

3.12.2 Report Preparation.

Prepare material for BPIAD reports including Exhibit 300 reports to OMB, and other reports as required by BPIAD branches.

3.12.3 Provide Meeting and Conference Services.

The Contractor shall coordinate with ATDB and BSPMB 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.

3.12.4 Manage all incoming and outgoing telephone calls.

Answer office telephones, courteously within three rings and transfer calls to appropriate individuals within BPIAD. Performance shall include recording and transmitting messages in a timely manner.

3.12.5 Reception of Visitors.

Receive visitors in accordance with the NRC security procedures. The contractor shall greet visitors, respond to questions, refer more complex requests to higher-level staff, and direct or escort visitors to appropriate BPIAD personnel.

3.12.6 Office Reproduction Services.

Perform reproduction tasks as requested, using a photocopier, scanner, and printer. The contractor shall reproduce letters, reports, directives, manuals, articles, bulletins, and other typed or handwritten documents within the time frame specified by the requester. The contractor shall clear paper jams and perform routine preventive maintenance to replenish paper and toner and ink cartridges. Makes appropriate contacts with both internal and external sources for needed repair and maintenance.

3.12.7 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.

3.12.8 Process Faxes.

Incoming faxes will be retrieved and distributed to the proper person upon receipt. Outgoing faxes will be sent according to specifications of the requester.

3.12.9 Place Request for Office Supplies, Equipment, Furniture, and Services.

The Contractor shall monitor ATDB and BSPMB 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 BPIAD designated supply sources.

3.12.10 Prepare and Manage Staff Calendars.

The Contractor shall manage BPIAD 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.

3.12.11 Process Travel Requests.

The Contractor shall process travel requests, travel vouchers, and make travel cost comparisons, record, and schedule and arrange travel for BPIAD staff. The 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 three business days. All associated travel documents will be prepared in accordance with appropriate NRC travel regulations and guidelines.

3.12.12 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 the Agency-wide Documents Access and

Management System (ADAMS) as well as the entry, retrieval, and return of documents and filing those materials in alphabetical, numerical or chronological order, 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.

3.12.13 Supports Timekeeper for BPIAD.

The contractor may be required to review BPIAD employees' time sheets for accuracy of hours worked and leave taken. The contractor 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. The contractor also processes corrected time sheets if needed and provides assistance on BPIAD personnel time and attendance reporting and tracking requirements.

3.12.14 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.

3.12.15 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 shall be free of grammatical, format, and typographical errors.

Correspondence is approved within the time frame indicated by the originator, has correct signature and is properly routed.

3.12.16 Provide Basic Clerical Research.

Contractor staff shall assist QATDB and BSPMB staff in researching information for internal and external customers. The requests shall range from identifying and retrieving a document in ADAMS to more program specific requests, such as assisting survey respondents in completing a form. The 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.

3.13 Task Order Manager

The Task Order Manager is Susan Daniel

Location: T6C26

Telephone: 415-6151

Email: smd1

The Task Order Alternate Manager is Gloria Saint.

Location: T6C7

Telephone: 415-5362

Email: gxd3

4.0 PHASE OUT

If there is a change in Contractor, or if the operation reverts to in-house, the incumbent Contractor shall provide familiarization to the Government or the follow-on Contractor, whichever the case may be. During the phase-out familiarization period, the incumbent will be fully responsible for performance of clerical support functions.

In the event the follow-on contract is awarded to a contractor other than the incumbent, the incumbent Contractor will cooperate to the extent required to permit an orderly change over to the successful Contractor.