ORDER FOR SUPPLIES OR SERVICES

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

BPA NO.

1. DATE OF ORDER: JUN 14 2006

2. CONTRACT NO. (If any): GS35F0068J

3. ORDER NO.: DR-07-06-156 MODIFICATION NO.

4. REQUISITION/REFERENCE NO.

5. ISSUING OFFICE (Address correspondence to):
U.S. Nuclear Regulatory Commission
Div. of Contracts
Attn: Neha Dhir
Mail Stop T-7-I-2
Washington, DC 20555

6. SHIP TO:
a. NAME OF CONSIGNEE: U.S. Nuclear Regulatory Commission
b. STREET ADDRESS
c. CITY: Washington
d. STATE: DC
e. ZIP CODE: 20555
f. SHIP VIA

7. TO:
a. NAME OF CONTRACTOR: Project Performance Corporation
b. COMPANY NAME
c. STREET ADDRESS: 1760 Old Meadow Road, 4th Floor
d. CITY: McLean
e. STATE: VA
f. ZIP CODE: 22102

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 See CONTINUATION Page
B&R No.: 611-15-11C-398 R1138 252A
Appn No.: 31X0200.611 AMOUNT OBLIGATED: $200,000
DUNS 622496230

10. REQUISITIONING OFFICE NSR

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: N/A

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

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)
	THE U.S. NUCLEAR REGULATORY COMMISSION HEREBY ACCEPTS PROJECT PERFORMANCE CORPORATION'S (PPC) OFFER DATED 4/24/2006 TO PROVIDE THE SERVICES DESCRIBED IN THE ATTACHED STATEMENT OF WORK ENTITLED "RECORDS MANAGEMENT". DELIVERY ORDER TYPE: LABOR HOUR PERIOD OF PERFORMANCE: 6/12/2006 THROUGH 3/11/2008 THE AMOUNT OF $200,000 IS BEING OBLIGATED AT THE TIME OF AWARD.		See CONTINUATION Page			

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-7-I-2
b. STREET ADDRESS (or P.O. Box): Attn: (insert contract or order number)
c. CITY: Washington
d. STATE: DC
e. ZIP CODE: 20555

17(h) TOTAL (Cont. pages)

17(i). GRAND TOTAL: 469,868.93

22. UNITED STATES OF AMERICA BY (Signature): Donald A. King

23. NAME (Typed): Donald A. King
TITLE: CONTRACTING/ORDERING OFFICER

TEMPLATE - ADM001 SUNSI REVIEW COMPLETE ADM001

Please indicate your acceptance of this order by having an official who is authorized to bind your organization execute this document in the space provided below.

Peter Dierbeck
Name

062106
Date

Director of Contracts
Title

A.1. ADDENDA SCHEDULE OF SERVICES AND PRICE

a. PROJECT TITLE

The title of this project is as follows:

"Records Management"

b. BRIEF DESCRIPTION OF WORK

The purpose of this contract is to:

- develop and implement NSIR's records management procedures for unclassified, sensitive Safeguards, and classified documents. These records reside in secured safes and lock-bar file cabinets.
- provide support to NSIR in implementing its Records Liaison Officer (RLO) and Document Liaison Officer (DLO) functions.
- support NSIR's records management business processes that pertain to all NSIR unclassified, sensitive Safeguards and classified documents.

c. SCHEDULE

The contractor shall provide technical and production support services to NRC in accordance with the Statement of Work (see Section A.3) for the period of performance of this delivery order at the rates set forth below.

BASE PERIOD, Period of Performance: 6/12/2006 through 3/11/2008

Labor Category	Unit Price*	Est. Hours	Total Amount
Senior Information Technology Specialist	$142.37	740	$ 105,357.23
Software Project Manager	$179.99	210	$ 37,797.60
Junior Information Technology Specialist	$ 57.85	5,630	$ 325,714.10
Subtotal, Labor			$ 468,868.93
ODCs (travel), inclusive of G&A			$ 1,,000.00
Total Price, Base Period			**$ 469,868.93**

**Represents a blended rate. The NRC will be billed at the rates specified in Attachment 1.*

A.2 CONSIDERATION AND OBLIGATION – DELIVERY ORDERS (JUN 1988)

a. The total estimated amount of this contract (ceiling) for the products/services ordered, delivered, and accepted under this delivery order is $469,868.93. The Contracting Officer may unilaterally increase this amount as necessary for orders to be placed with the contractor during the contract period provided such orders are within any maximum ordering limitation prescribed under this contract.

b. The amount presently obligated with respect to this contract is $200,000.00. This obligated amount may be unilaterally increased from time to time by the Contracting Officer by written modification to this contract. The obligated amount shall, at no time, exceed the contract ceiling as specified in paragraph a above. When and if the amounts 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 increases the amount obligated with respect to this contract. Any work undertaken by the Contractor in excess of the obligated amount specified above is done so at the Contractor's sole risk.

A.3 STATEMENT OF WORK

STATEMENT OF WORK
Records Management

Develop and Implement NSIR's Records and Document Liaison Functions, Security Container Management Controls and Records Management Business Processes and Procedures

Background

In the time since the September 11, 2001, terrorist attacks on the United States, nuclear security, and in particular, information security has taken on renewed importance. The Office of Nuclear Security and Incident Response (NSIR) has a number of initiatives underway to improve information security and to better facilitate and coordinate classified national security matters related to homeland security. NSIR and the Records and FOIA/Privacy Services Branch (RFPSB), Information and Records Services Division, Office of Information Services (OIS) have identified a number of areas of improvements to better manage official agency records.

The NSIR organization is responsible for security and safeguards programs for nuclear facilities and materials to protect public health and safety. Functions include program management, oversight, emergency preparedness and response, threat assessment, technical guidance, enforcement. The NSIR is the agency safeguards and security interface with the Department of Homeland Security (CHS), the intelligence and law enforcement communities, Department of Energy (DOE), and other agencies. The NSIR is composed of the front office organization and four Divisions:

(1) Division of Program Management, Policy Development and Analysis Staff

(2) Division of Security Policy, which contains 2 deputy directorates and six branches -- reactor security and rulemaking, reactor security, security rulemaking, material security, material transportation and waste security, and international safeguards

(3) Division of Security Operations, which contains 2 deputy directorates and six branches – reactor security oversight, material security oversight, performance evaluation, intelligence liaison and threat assessment, information security, and licensee personnel security

(4) Division of Preparedness and Response, which contains 2 deputy directorates and six branches – coordination, operations, inspection and communications, and licensing and regulatory improvements.

The NSIR organization has approximately 150 staff.

The Information and Records Services Division within the Office of Information Services, supports the NRC's mission by administering the agency's overall Records Management program in compliance with the requirements of National Archives and Records Administration (NARA). This Division has established the NRC Records Officer and provides assistance to other NRC offices, including NSIR, for the creation, collection, maintenance, retrieval, access,

Records Estimates

In 2004, records management staff in OIS conducted an inventory of NSIR records. The OIS estimated approximately 11 cubic feet (1,608 documents) or unclassified record material; 4 cubic feet (1,449 documents) of unclassified non record material; 137 cubic feet (17,813) documents) of Safeguards material with an annual growth rate of 4 cubic feet (842 documents); 110 cubic feet (27,356 documents) of classified material with an annual growth rate of 1 cubic foot (63 documents).

Secured Container Estimates

The OIS identified approximately 106 containers that are used to store sensitive Safeguards and classified documents. The OIS inventoried the container contents of 76 of these containers. The total storage capacity of the 76 containers is 597 cubic feet or 1,492,500 pages. The storage capacity for the Safeguards containers is 370 cubic feet (925,000 pages) and 227 cubic feet (567,500 pages) for the classified document containers. Of the 76 containers, approximately 47% were designated for Safeguards and the other 53% for classified. Generally about 37% of the holdings were active records; about 61% of the Safeguards holdings are nonrecord working copies; about 26% are inactive records that may be considered for retirement or destruction. Of the classified holdings, about 71% are non record; about 26% are inactive records that may be considered for retirement or destruction. The OIS concluded that approximately 97 cubic feet of the NSIR Safeguards and classified records are active and that if materials identified for destruction and/or retirement were removed from containers that about 84% of the storage capacity would be available for future use. In addition to the records cleanup, OIS also made other improvement recommendations.

The NSIR utilizes 5 drawer cabinets (unclassified), 5 drawer lockbar and 2 drawer safes (Safeguards and Classified). An estimate of the number of unclassified cabinets is not readily available. Generally staff have a 5 drawer cabinet and book shelves in workspaces for their use.

File Disposition Plans

The NSIR is a relatively new office that resulted from a consolidation of other offices. It has some established file disposition plans and some new plans; it is estimated that there are record collections, resulting from the formation of the new office, that still require file disposition plans. File maintenance and disposition plans have not been developed for Safeguards and classified records. The current file disposition plans are mixed between permanent collections that require collections to be moved and retired to NARA storage facilities, and temporary collections that may be destroyed in a specified time.

Records Management Processes

In 2004, the OIS inventory and study included 10 recommendations for improving business processes for NSIR records management to facilitate the control and management of NSIR's documents and records. This included the development of standard operating procedures.

Objective:

The Contractor shall provide necessary personnel, management, materials, administrative and technical services required as requested for the tasks outlined in the contract.

The objectives for this contract include a combination of planning, policy, training, and operations. NSIR views these tasks as interdependent. Initial overall planning should be done to cover each of these focus areas and tasks.

Scope:

This is an NSIR contract to

1. develop and implement NSIR's Records Management procedures for unclassified, sensitive Safeguards, and classified documents. These records reside in secured safes and lock-bar file cabinets.
2. provide support to NSIR in implementing its Records Liaison Officer (RLO) and Document Liaison Officer (DLO) functions;
3. support NSIR's Records Management business processes that pertain to all NSIR unclassified, sensitive Safeguards, and classified documents.

In addition to this SOW, there is a separate E-Safe project for implementing an electronic document repository for sensitive Safeguards documents. In the future, there is the intention to request NARA approval for the E-Safe repository for Safeguards records. If the E-Safe is declared an official recordkeeping system and NARA has approved its records disposition schedule, source records may be destroyed.

The goal of this initiative is to further improve NSIR's management of its official documents and agency records. The contractor shall coordinate with the NRC Records Officer to manage NSIR Records Management business processes and procedures in order to implement sound records management practices for unclassified, sensitive Safeguards, and classified records.

The contractor shall also manage business processes and methodologies for containers used to store NSIR's sensitive Safeguards and classified materials. The NSIR for managing containers is a "decentralized" approach (i.e. the individual owner of the container is responsible for container and knowledgeable of records within the container). An improvement recommendation has been made to manage containers in a more "centralized" approach which consolidates containers at the Division level. Tasks within this statement of work support business process improvements related to advantages of "decentralized" and "centralized" container management and developing processes and methodologies which would support improving the container management. The NRC has a separate Administrative Office of Security which is responsible for procurement, securing mechanisms and procedures, and oversight/monitoring to ensure securing procedures are consistently and adequately followed. The Administrative Office of Security will remove excess cabinets and safes.

The contractor shall support the NSIR organization in implementing its records management functions and related business processes for NSIR Records Liaison Officer and Document Liaison Officer. The business processes shall include consolidation and removal of excess cabinets currently used and all associated processes regarding cabinets, including requests for new cabinets, moving cabinets, retiring cabinets, and access to the cabinets. The contractor shall inventory the remaining SGI and classified cabinets, and organize NSIR's classified records and its newly inventoried SGI records, as well as perform work activities to continue to schedule and retire records. The Information and Records Services Division within the Office Of

Information Services provides agency wide support for records retirement and coordination with NARA. The contractor shall work with and coordinate with this group for records retirement.

In the execution of the Records Management functions, the contractor is expected to work independently with minimal guidance and supervision. The contractor shall develop needed documentation for improving processes. The contractor shall document meeting summaries and provide to the NSIR Project Officer for review and concurrence.

Overall Guidance

1. Planning: It is anticipated that the contractor will go through a learning curve for each area of work. The Project Plan should lay out the time line for tasks such that initial activities to become familiar with the staff, records areas, problems, administrative policies and procedures are staged first.

2. Risk Mitigation for NSIR Records Management Program: The tasks specified in this statement of work are for support services to establish and carryout a Records Management Program for NSIR. It is anticipated that the contractor will go through an initial effort to gather data, conduct analysis, identify and address project uncertainties, and mitigate associated risks.

3. Security Clearances: The NSIR working environment includes 3 types of records: (1) unclassified; (2) Safeguards; and (3) Classified. The contractor should anticipate a need for obtaining/processing security clearances. Although the clearance process for handling unclassified records is not lengthy, contractors should expect a longer process for obtaining the higher clearances. This delay should be factored into initial work planning and the resulting Project Plan.

4. Location of Work: The contractor should anticipate that all work will be done at the NRC Headquarters site in Rockville, Maryland. Although some planning activities may be accomplished off-site, the work is intended for on-site support services to NSIR staff. The NRC will provide to the contractor staff on site the appropriate workspace, office furniture, and computer equipment.

5. Format of Internal Deliverables: Although electronic format is efficient and cost effective, there may be some internal organizational requirements for hard copy (e.g. inventory worksheets). These requirements can be identified in the initial planning and scoping tasks.

6. Automating the Inventory Process: The contractor should anticipate that the current cabinets and records are paper based and do not have any level of automation. For example, folders have handwritten labels useful for the owner to access and use; cabinets have simple handwritten number labels which do not designate the cabinet location; hard copy forms are used for recording access to cabinets with sensitive records; inventory worksheeets are hard copy. Currently there is no use of bar code or other mechanisms that may be used for automating an inventorying process.

Tasks

The contractor shall perform work on the following tasks in accordance with NRC Records Management policies and processes.

Task 1.

Project Management Plan, Project Status Meetings The contractor shall develop and maintain a detailed Project Management Plan specifying contractor staffing plan, milestones, start/end dates for each activity and their dependencies, and the deliverables. The contractor shall manage contractor staff and attend Monthly Status Meetings to provide status updates to the NSIR Project Officer.
Standard: submit baseline Project Management Plan within 5 days of Award; Conduct monthly Project Status Meetings; Update Project Management Plan monthly. Baseline Project Plan should utilize Microsoft Project, contain specific data for the level of effort, and adequately reflect plans for executing work on the tasks contained in this statement of work. Monthly Status meetings are estimated at 2 hours and should be based on the monthly updated Project Management Plan and identified concerns that need addressing.
Deliverable: Monthly status meetings and Project Management Plan
Acceptance Criteria: Deliverables are received on time and in accordance with the standards stated above. The Project Management Plan is subject to review and approval by NRC Project Officer.

Task 2. Develop / document recommendations for NSIR RM business process improvements

The contractor shall review existing agency records management policies, processes, procedures and recommendations to understand NSIR's records management needs. The contractor shall, in coordination with the NRC Records Officer, develop and document recommendations for NSIR records management business process improvements.
Standard: submit Recommendations document within 40 days of Award. Document should (1) reflect best practices in Records Management for federal government records; (2) include Records Management processes for all classifications of NSIR records; (3) address the specific NSIR envioronment and make recommendations that are appropriate and relevant for implementation within NSIR. Improvement recommendations must be coordinated with, an acceptable to, the NRC Records Officer.
Deliverable: Recommendations for Improving NSIR Records Management
Acceptance Criteria: Deliverable is received on time and in accordance with the standards stated above. The recommendations document for Improving NSIR Records Management is subject to review and approval by NRC Project Officer.

Task 3 Inventory NSIR Records

The contractor shall work with NSIR File Custodians to perform an inventory of the NSIR cabinets containing classified and sensitive Safeguards documents. The contractor shall work with File Custodians to validate and update existing worksheets for cabinet inventories. The worksheets are not automated and there is no database for updates. The worksheets exist in "template" forms in an electronic forms package called "InForms". Users bring up the template forms, fill them in, and print them. The inventory

shall be conducted for each Division within NSIR and identify the location of cabinets and official records versus non-records in order to determine retirement or destruction actions, cabinet and safe removal, projections for size and growth of records collection. The contractor shall update the Inventory Worksheets, develop retirement recommendations, and develop a File Consolidation Plan. The File Consolidation Plan shall be created by the contractor, based on best practices.
Standard: submit within 60 days of Award. All updated Records Management forms, worksheets, and documents should follow the agency Records Management guidance and directives. Information contained on updated forms should be accurate, complete, and up-to-date. The recommendations for retiring inactive NSIR records should be appropriate and relevant for implementation within the NSIR working environment. Updated worksheets and File Consolidation Plan must be coordinated with, and acceptable to, the NSIR File Custodians and NRC Records Officer.
Deliverables: Updated Inventory Worksheets; Updated File Maintenance and Disposition Plans for records collections; specific recommendations for retiring inactive NSIR records; File Consolidation Plan.
Acceptance Criteria: All deliverables are received on time and in accordance with the standards states above. The deliverables are subject to review and approval by NRC Project Officer.

Task 4. Develop and Implement NSIR Records Management Procedures

The contractor shall meet with appropriate members of other offices at NRC Headquarters to evaluate the "Best Practices" used by their office staff as a basis for developing NSIR's Records Management Procedures. The contractor shall develop and document procedures for managing NSIR's unclassified, classified, RD, and SGI records and documents via standard operating procedures for centralized receipt, management and control of documents contained in NSIR cabinets. The procedures shall describe all aspects of safes and lock bar cabinets to include new container requests, movement, access, consolidation and removal of excess cabinets. The contractor shall coordinate with OIS and the NSIR Working Group to achieve concurrence in records management procedures for SGI and classified records. The contractor shall implement the procedures within NSIR. The contractor shall prepare an NSIR Records Management Operational Guideline that documents all processes and procedures for unclassified, classified, RD, and SGI records and documents to include a centralized receipt point for all internally generated and incoming documents. The Records Management Operational Guideline shall include:

The process and procedures for handling all newly created and received documents. For new SGI records, the procedures include loading the E-Safe electronic repository with new SGI documents.

The business process and standard operating procedures for NSIR File container operations that is centrally managed, logically organized, searchable via an easy, quick process to find and retrieve documents when needed

The cabinet management processes for new container requests

Access authorization and maintaining a list of personnel who have access to each container

Container accountability (location, movement, retirement)

The contractor shall develop plans for consolidating records, reducing the number of containers, and processes to remove excess containers. The contractor shall ensure that the overall management of containers is consistent with NSIR records management policies and procedures and network of Official File Stations used to maintain "Official" records.

Standard: submit within 120 days of Award. The NSIR RM Operational Guideline should be consistent with NRC Records Management guidance, policy, and procedures; information should be accurate, complete, and up-to-date. The guidelines and procedures should be appropriate and relevant for implementation within the NSIR working environment, and at a sufficient level of detail to be used by all NSIR staff. The Consolidation Plan should be based on procedures in the RM Operational Guideline and implement the container management processes and specific records retirement recommendations. Information contained in the plan should be useful to reduce the current number of containers and support future container management. Both the Guideline and Consolidation Plan documents must be coordinated with, and acceptable to, the NSIR File Custodians and the NRC Records Officer.

Deliverable: NSIR Records Management Operational Guideline; Plans for consolidating NSIR records which include specific recommendations for retiring inactive NSIR records.

Acceptance Criteria: All deliverables are received on time and in accordance with the standards stated above. The deliverables are subject to review and approval by NRC Project Officer.

Task 5. Support of NSIR SGI Records in E-Safe

The contractor shall support Records Management functions appropriate to the E-Safe electronic repository. In addition, in the future, it is the intention of the NRC to request NARA approval for the E-Safe repository to make it the official government record keeping system for sensitive Safeguards records. The contractor will provide expertise and knowledge in preparing this submission and the supporting the review process in order to obtain the NARA approval.
Standard: Start RM support within 4 weeks of Award; continue through duration of contract. The contractor RM support will be provided, as needed, from 9:00am to 5:00pm over the duration of the contract. Support activities for the E-Safe repository will be planned and executed in coordination with the NSIR Project Officer

Deliverable: Support for the E-Safe repository for SGI; log of activities

Acceptance Criteria: Support for the E-Safe repository and the log of activities will be provided in accordance with the standards stated above.

Task 6 Develop and Deliver Training

The contractor shall develop, schedule, and conduct training sessions with NSIR staff on the new Records Management and document management standard operating procedures and business processes.

Training shall include the procedures and processes developed for NSIR records and document management business processes and shall include the procedures for managing safes and lock-bar file cabinets. Contractor shall be responsible for coordinating the training with NSIR, which includes obtaining a list of NSIR primary document processing and secretarial staff, training them based on NSIR's prioritization, and monitoring NSIR staff attendance to ensure the proper staff receive training. Contractor shall coordinate with the government project manager to secure a proper training location within NRC with the proper equipment. Approximately 100 NSIR staff shall be trained in 10 four-hour sessions.

Standard: Start within 120 days of Award; complete training within 180 days of Award; note: the start of this deliverable is dependent on the completion and approval of Task 4 (development of the NSIR RM Operational Guideline). The Training sessions should be appropriate and at a level of detail that is useful for all levels of NSIR staff in day-to-day work processes. Information should be based on the NRC Operational Guidelines; information should be accurate, complete, and up-to-date. The Training sessions should support the goals of improving NSIR records management processes by NSIR staff and File Custodians. The size of each training session should be approximately 10 students; approximately 100 NSIR staff will be trained in the 10 sessions. Training materials must be coordinated with, an acceptable to, the NSIR File Custodians and NRC Records Officer.

Deliverable: Approximately 10 Training sessions of 4 hours; training materials

Acceptance Criteria: All deliverables are received/performed on time and in accordance with the standards stated above. The deliverables are subject to review and approval by NRC Project Officer. Training facilities will be furnished by NRC; the contractor will provide training materials.

Task 7. Retire Inactive NSIR Records
The contractor shall work with NSIR File Custodians, and staff in the OIS Records Management program, to follow procedures for retiring inactive NSIR records (unclassified, classified, RD, and SGI). The contractor shall obtain staff and management consensus and retire inactive NSIR records based on specific retirement recommendations identified in the updated Inventory Worksheets. The contractor shall perform boxing and Archival Facility Accountability System (AFAS) data entry activities to retire inactive classified and SGI records based on inventory recommendations, subject to NSIR coordination and approval. The OIS Records Management staff will handle the logistics of the records retirement as they are moved to the NRC records center or to federal off site storage.

Standard: Start within 120 days of Award; continue through duration of contract. The contractor support will be provided, as needed, from 9:00am to 5:00pm over a 4 month period to NSIR File Custodians. Retirement activities will be planned based on the Inventory Worksheet recommendations; activities will be performed in accordance with NRC RM policies and procedures and must be coordinated with, an acceptable to, the NSIR File Custodians and the NRC Records Officer. The contractor will maintain a weekly log of activities.

Deliverable: Support to NSIR File Custodians to retire inactive NSIR records; log of activities.

Acceptance Criteria: Deliverables are received/performed on time and in accordance with the standards stated above.

Task 8. Improve File Organization and Define Process for Records Destruction

The contractor shall recommend improvements to organizing current NSIR records that meet the NRC requirements for adequate documentation and in accordance with approved records schedules. This includes the preparation of new file plans, disposition schedules, and coordination with the OIS Records Management program staff. The contractor shall also evaluate and define a process for destroying records once the E-Safe becomes an official recordkeeping system populated with official records. The purpose shall be to clean out inactive or duplicate files.

Standard: Start within 120 days of Award; complete within 200 days of Award; note: the start of Task 9 is dependent on the approval of these recommendations for improvement. The start of Task 8 is dependent on completion of Tasks 3 and 4. The Improvement Recommendations should be consistent and aligned with the agency Records Management guidance and directives that are maintained by the NRC Records Officer. They should also be consistent with the NSIR Operational Guideline. The recommendations should be appropriate and relevant for implementation within the NSIR working environment, and at a sufficient level of detail to be useful. Recommendations should be useful to NSIR staff in locating and accessing currently active NSIR records using a more consolidated records system to address limitations with the current "decentralized" management of records and containers.
The recommendation for records destruction related to E-Safe should be consistent with NSIR policies for handling SGI documents, including the need to coordinate with NRC staff and the originating source of the SGI record. In many cases, these originating sources of the SGI record may be external to the agency and NRC staff will be involved in the coordination of the notification related to the records destruction.
Both recommendation documents must be coordinated with, an acceptable to, the NSIR File Custodians and the NRC Records Officer.

Deliverable: Improvement Recommendations for File Organization; recommended process for records destruction of SGI documents related to the E-Safe repository.

Acceptance Criteria: All deliverables are received/performed on time and in accordance with the standards stated above. The deliverables are subject to review and approval by NRC Project Officer.

Task 9. Reorganize NSIR Records

Implement the recommendations for reorganizing NSIR records according to the NSIR approved policies and practices developed under task 8 above. Records consist of all SGI and classified records inventoried under this contract. This task includes any reduction of safes. Note: If the E-Safe is declared an official recordkeeping system, then the paper copies may be destroyed; the contractor will work with the NRC Records Officer to validate documents that can be destroyed.

Standard: Start within 200 days of Award; complete within 280 days of Award; note: the start of this task is dependent on the completion and approval of Task 8 recommendations. The contractor support will be provided, as needed, from 9:00am to 5:00 pm over a 4 month period to NSIR File Custodians. Reorganizing activities will be planned and executed based on the improvement recommendations from Task 8. Activities will be performed in accordance with NRC RM policies and procedures and must be coordinated with, an acceptable to, the NSIR File Custodians and the NRC Records Officer. The contractor is expected to maintain a weekly log of activities.

Deliverable: Support to NSIR File Custodians to reorganize NSIR records; log of activities.

Acceptance Criteria: Deliverables are received/performed on time and in accordance with the standards stated above.

Task 10. Support Records Liaison Officer and Document Liaison Officer

Provide support to accomplish NSIR Records Liaison Officer (RLO) and the Document Liaison Officer (DLO) duties and responsibilities throughout the period of performance for the contract task. These duties are outlined in the NRC management directive which OIS maintains related to the Records Management Program. The initial level of effort should be determined during the initial planning activity. The contractor shall also provide an estimate of the hours per week the contractor will spend supporting the Records Liaison Officer and the Document Liaison Officer in a "steady" state environment as soon as this information can be determined. A "steady" state is the on-going support that will be required once the cleanup activities outlined in the earlier tasks have been accomplished. This is the support required to keep the NSIR records management program continuing in a routine mode of operation. This information is needed by NSIR for planning purposes.

Standard: Start within 1 month of Award; continue through duration of Contract (21 months). The contractor support will be provided, as needed, from 9:00am to 5:00pm over the duration of the contract. RLO and DLO activities will be planned and executed based on the NRC RM policies and procedures. Activities must be coordinated with, and acceptable to, the NRC Records Officer. A bi-weekly estimate of planned RLO and DLO activities and a log of performed weekly activities is subject to review and approval by NRC Project Officer.

Deliverable: Records Liaison Official and Document Liaison Officer support functions

Acceptance Criteria: Deliverables are received/performed on time and in accordance with the standards stated above.

Summary of Milestones and Deliverables

Deliverable due dates are based on work days (20 days per month). Deliverables shall be delivered on the dates specified in the task order. Optional tasks are not included. If for any reason a deliverable cannot be delivered within the scheduled time frame, the contractor shall notify the NRC Contracting Officer and NRC Project Officer in writing with cause of delay and the proposed revised schedule. This notice shall include the impact on the overall project. The

NRC Project Officer shall make a business decision about the impact of the delay and forward the impact to the Contracting Officer.

Each deliverable shall first be delivered in Draft for NRC review. NRC shall have 5 working days to review each draft deliverable and respond with comments for approval. Upon approval by NRC of the original draft or the corrected draft, the deliverable shall be delivered in final form to the NRC Project Officer and NRC Contracting Officer. For each deliverable (draft or final) the contractor shall provide one (1) hard copy and one (1) electronic copy to the NRC Project Manager and NRC Contracting Officer, unless otherwise indicated. All deliverables shall be formatted and prepared using Corel WordPerfect for the documentation and reports, Microsoft PowerPoint for briefings, and Microsoft Project for schedules.

Table 1 - Mandatory Tasks

Deliverable Due Dates	
Deliverable	*Due Date / End Dates*
1. Project Management Plan and Project Status Meetings	Project Management Plan due within 5 days of award.; Project status meetings will take place monthly
2. Develop/document recommendations for NSIR RM business process improvements	Award plus 40 days
3. Inventory of NSIR Records; updated Inventory Worksheets; Updated File Maintenance and Disposition Plans; Retirement Recommendations; File Consolidation Plan	Award plus 60 days
4. NSIR Records Management Operational Guideline containing all procedures & processes	Award plus 120 days
5. Support RM functions for SGI records in E-Safe	Start Award + 20 days and continue through duration of contract
6. NSIR RM Training - Develop, schedule, and conduct training sessions in procedures and processes to approximately 100 NSIR staff in 10 sessions of 4 hour training classes	Start within 120 days of Award; complete training within 180 days of Award
7. Retire Inactive NSIR Records	Start within 120 days of Award; continue through duration of contract
8. Improve File Organization and Process for Records Destruction	Start within 120 days of Award; complete within 200 days of Award.
9. Reorganize NSIR Records	Start within 120 days of Award; complete withiin 280 days of Award
10. Support NSIR Records Liaison Officer / Document Liaison Officer	Start within 1 month of Award; continue through duration of contract
11. Task End Date	Award plus 420 days

Progress Reporting

The contractor shall provide monthly written progress reports to the NRC Project Officer and NRC Contract Officer by the 10th working day of the month. The progress report should include updated financial data for the reporting period. Note: If the contractor financial tracking supports a different reporting cycle for financial data, this should be clarified in the proposal.

The progress reports shall cover all work completed during the preceding month and shall present the work to be accomplished during the subsequent month. This report shall also identify any problems encountered or still outstanding with an explanation of cause and resolution to the problem or how the problem will be solved.

The contractor shall summarize processes and procedures discussed and developed during project-related meetings. The meeting summaries shall be distributed in a documented format to NSIR Project Management for review and concurrence.

Period of Performance

The period of performance for this delivery order is from the date of award for up to 21 months.

Place of Performance

Deliverables may be prepared offsite at the contractor's site. The NSIR containers are located at the NRC Headquarters. The E-Safe is deployed in the secure room at the NRC Headquarters facility.

Training and Travel

The contractor shall provide records management user training as required. Training shall consist of up to four hours of training for approximately 100 NSIR staff (approximately 10 per session) at the NRC Headquarters (Rockville, MD). Training materials will be provided by the contractor for all training sessions provided.

Security Requirements

The Nuclear Regulatory Commission (NRC) generates and maintains electronic and paper copies of sensitive unclassified documents that contain Safeguards Information (SGI). SGI is information about the security measures for the physical protection of special nuclear material, source material, byproduct material, and production and utilization facilities that is not otherwise classified information. SGI information is generated and maintained by several NRC offices and must be protected from unauthorized disclosures. The NRC also generates and maintains, in lesser volume than SGI, electronic and paper copies of classified information. Classified information can include a variety of topics that contain classified information identified by other agencies or NRC Classifiers and must be protected as classified by the NRC.

Each contractor must possess an active and approved IT Level II security authorization to have access to NRC's SGI information. The contractor providing clerical support to retire classified records (NSI, C/RD and S/RD) requires a "Q" clearance as classified records are commingled. Candidates may consult with the NRC Project Officer or the Division of Security to determine if IT Level II (or higher) classification can be issued based on existing secret/top secret, or IT Level II type clearances. Note

that NRC usually must conduct or arrange for its own security clearance reviews and may not be able to provide the required final IT Level II clearance based on another clearance. It is also impractical to submit an original request for "Q" clearance without already having an equal or higher clearance as it takes one year minimum to process the request.

Please note that the process for submission of security forms and obtaining the approval may take a significant amount of time. It is the contractor's responsibility to identify and bid staff with an existing clearance equal to, or higher than, a "Q" clearance to avoid these startup delays. It is also the contractor's responsibility to create a work plan which considers potential delays for the processing of the higher security clearances.

Security/Classification Requirements Form. The attached NRC Form 187 (Attachment 2.) furnishes the basis for providing security and classification requirements to prime contractors, subcontractors, or others (e.g., bidders) who have or may have an NRC contractual relationship that requires access to classified information or matter, access on a continuing basis (in excess of 30 days) to NRC Headquarters controlled buildings, or otherwise requires NRC photo identification or card-key badges.

It is the contractor's duty to safeguard National Security Information, Restricted Data, and Formerly Restricted Data. The contractor shall, in accordance with the Commission's security regulations and requirements, be responsible for safeguarding National Security Information, Restricted Data, and Formerly Restricted Data, and for protecting against sabotage, espionage, loss, and theft, the classified documents and material in the contractor's possession in connection with the performance of work under this contract. Except as otherwise expressly provided in this contract, the contractor shall, upon completion or termination of this contract, transmit to the Commission any classified matter in the possession of the contractor or any person under the contractor's control in connection with performance of this contract. If retention by the contractor of any classified matter is required after the completion or termination of the contract and the retention is approved by the contracting officer, the contractor shall complete a certificate of possession to be furnished to the Commission specifying the classified matter to be retained. The certification must identify the items and types or categories of matter retained, the conditions governing the retention of the matter and their period of retention, if known. If the retention is approved by the contracting officer, the security provisions of the contract continue to be applicable to the matter retained.

In connection with the performance of the work under this contract, the contractor may be furnished, or may develop or acquire, proprietary data (trade secrets) or confidential or privileged technical, business, or financial information, including Commission plans, policies, reports, financial plans, internal data protected by the Privacy Act of 1974 (Pub. L. 93-579), or other information which has not been released to the public or has been determined by the Commission to be otherwise exempt from disclosure to the public. The contractor agrees to hold the information in confidence and not to directly or indirectly duplicate, disseminate, or disclose the information in whole or in part to any other person or organization except as may be necessary to perform the work under this contract. The contractor agrees to return the information to the Commission or otherwise dispose of it at the direction of the contracting officer. Failure to comply with this clause is grounds for termination of this contract.

Regulations. The contractor agrees to conform to all security regulations and requirements of the Commission which are subject to change as directed by the NRC Division of Facilities and Security and the Contracting Officer. These changes will be under the authority of the FAR Changes clause referenced in this document.

Definition of National Security Information. The term National Security Information, as used in this clause, means information that has been determined pursuant to Executive Order 12958 or any predecessor order to require protection against unauthorized disclosure and that is so designated. Definition of Restricted Data. The term Restricted Data, as used in this clause, means all data

concerning design, manufacture, or utilization of atomic weapons; the production of special nuclear material; or the use of special nuclear material in the production of energy, but does not include data declassified or removed from the Restricted Data category pursuant to Section 142 of the Atomic Energy Act of 1954, as amended.

Definition of Formerly Restricted Data. The term Formerly Restricted Data, as used in this clause, means all data removed from the Restricted Data category under Section 142-d of the Atomic Energy Act of 1954, as amended.

Security Clearance Personnel. The contractor may not permit any individual to have access to Restricted Data, Formerly Restricted Data, or other classified information, except in accordance with the Atomic Energy Act of 1954, as amended, and the Commission's regulations or requirements applicable to the particular type or category of classified information to which access is required. The contractor shall also execute a Standard Form 312, Classified Information Nondisclosure Agreement, when access to classified information is required.

Criminal Liabilities. It is understood that disclosure of National Security Information, Restricted Data, and Formerly Restricted Data relating to the work or services ordered hereunder to any person not entitled to receive it, or failure to safeguard any Restricted Data, Formerly Restricted Data, or any other classified matter that may come to the contractor or any person under the contractor's control in connection with work under this contract, may subject the contractor, its agents, employees, or subcontractors to criminal liability under the laws of the United States. (See the Atomic Energy Act of 1954, as amended, 42 U.S.C. 2011 et seq.; 18 U.S.C. 793 and 794; and Executive Order 12958.)

Subcontracts and Purchase Orders. Except as otherwise authorized in writing by the contracting officer, the contractor shall insert provisions similar to the foregoing in all subcontracts and purchase orders under this contract.

In performing the contract work, the contractor shall classify all documents, material, and equipment originated or generated by the contractor in accordance with guidance issued by the Commission. Every subcontract and purchase order issued hereunder involving the origination or generation of classified documents, material, and equipment must provide that the subcontractor or supplier assign classification to all documents, material, and equipment in accordance with guidance furnished by the contractor.

A.4 52.232-19 -- Availability of Funds for the Next Fiscal Year (Apr 1984)

Funds are not presently available for performance under this contract beyond March 11, 2007. The Government's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise for performance under this contract beyond March 11, 2007, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

A.5 52.232-7 PAYMENTS UNDER TIME-AND-MATERIALS AND LABOR-HOUR CONTRACTS (DEC 2002)

The Government will pay the Contractor as follows upon the submission of invoices or vouchers approved by the Contracting Officer:

(a) Hourly rate. (1) The amounts shall be computed by multiplying the appropriate hourly rates prescribed in the Schedule by the number of direct labor hours performed. The rates shall include wages, indirect costs, general and administrative expense, and profit.
Fractional parts of an hour shall be payable on a prorated basis. Vouchers may be submitted once each month (or at more frequent intervals, if approved by the Contracting Officer), to the Contracting Officer or designee. The Contractor shall substantiate vouchers by evidence of actual payment and by individual daily job timecards, or other substantiation approved by the Contracting Officer. Promptly after receipt of each substantiated voucher, the Government shall, except as otherwise provided in this contract, and subject to the terms of (e) below, pay the voucher as approved by the Contracting Officer.

(2) Unless otherwise prescribed in the Schedule, the Contracting Officer shall withhold 5 percent of the amounts due under this paragraph (a), but the total amount withheld shall not exceed $50,000. The amounts withheld shall be retained until the execution and delivery of a release by the Contractor as provided in paragraph (f) below.

(3) Unless the Schedule prescribes otherwise, the hourly rates in the Schedule shall not be varied by virtue of the Contractor having performed work on an overtime basis. If no overtime rates are provided in the Schedule and overtime work is approved in advance by the Contracting Officer, overtime rates shall be negotiated. Failure to agree upon these overtime rates shall be treated as a dispute under the Disputes clause of this contract. If the Schedule provides rates for overtime, the premium portion of those rates will be reimbursable only to the extent the overtime is approved by the Contracting Officer.

(b) Materials and subcontracts. (1) The Contracting Officer will determine allowable costs of direct materials in accordance with Subpart 31.2 of the Federal Acquisition Regulation (FAR) in effect on the date of this contract. Direct materials, as used in this clause, are those materials that enter directly into the end product, or that are used or consumed directly in connection with the furnishing of the end product.

(2) The Contractor may include reasonable and allocable material handling costs in the charge for material to the extent they are clearly excluded from the hourly rate. Material handling costs are comprised of indirect costs, including, when appropriate, general and administrative expense allocated to direct materials in accordance with the Contractor's usual accounting practices consistent with Subpart 31.2 of the FAR.

(3) The Government will reimburse the Contractor for supplies and services purchased directly for the contract when the Contractor--

(i) Has made payments of cash, checks, or other forms of payment for these purchased supplies or services; or

(ii) Will make these payments determined due--
(A) In accordance with the terms and conditions of a subcontract or invoice; and
(B) Ordinarily within 30 days of the submission of the Contractor's payment request to the Government.

(4)(i) The Government will reimburse the Contractor for costs of subcontracts that are authorized under the subcontracts clause of this contract, provided that the costs are consistent with paragraph (b)(5) of this clause.

(ii) The Government will limit reimbursable costs in connection with subcontracts to the amounts paid for supplies and services purchased directly for the contract when the Contractor has made or will make payments determined due of cash, checks, or other forms of
payment to the subcontractor--
(A) In accordance with the terms and conditions of a subcontract or invoice; and
(B) Ordinarily within 30 days of the submission of the Contractor's payment request to the Government.

(iii) The Government will not reimburse the Contractor for any costs arising from the letting, administration, or supervision of performance of the subcontract, if the costs are included in the hourly rates payable under paragraph (a)(1) of this clause.

(5) To the extent able, the Contractor shall-

(i) Obtain materials at the most advantageous prices available with due regard to securing prompt delivery of satisfactory materials; and

(ii) Take all cash and trade discounts, rebates, allowances, credits, salvage, commissions, and other benefits. When unable to take advantage of the benefits, the Contractor shall promptly notify the Contracting Officer and give the reasons. The Contractor shall give
credit to the Government for cash and trade discounts, rebates, scrap, commissions, and other amounts that have accrued to the benefit of the Contractor, or would have accrued except for the fault or neglect of the Contractor. The Contractor shall not deduct from gross costs the
benefits lost without fault or neglect on the part of the Contractor, or lost through fault of the Government.

(c) Total cost. It is estimated that the total cost to the Government for the performance of this contract shall not exceed the ceiling price set forth in the Schedule and the Contractor agrees to use its best efforts to perform the work specified in the Schedule and all obligations under this contract within such ceiling price. If at any time the Contractor has reason to believe that the hourly rate payments and material costs that will accrue in performing this contract in the next succeeding 30 days, if added to all other payments and costs previously accrued, will exceed 85 percent of the ceiling price in the Schedule, the Contractor shall notify the Contracting Officer giving a revised estimate of the total price to the Government for performing this contract with supporting reasons and documentation. If at any time during performing this contract, the Contractor has reason to believe that the total price to the Government for performing this contract will be substantially greater or less than the then stated ceiling price, the Contractor shall so notify the Contracting Officer, giving a revised estimate of the total price for performing this contract, with supporting reasons and documentation. If at any time during performing this contract, the Government has reason to believe that the work to be required in performing this contract will be substantially greater or less than the stated ceiling price, the Contracting Officer will so advise the Contractor, giving the then revised estimate of the
total amount of effort to be required under the contract.

(d) Ceiling price. The Government shall not be obligated to pay the Contractor any amount in excess of the ceiling price in the Schedule, and the Contractor shall not be obligated to continue performance if to do so would exceed the ceiling price set forth in the Schedule, unless and until the Contracting Officer shall have notified the Contractor in writing that the ceiling price has been increased and shall have specified in the notice a revised ceiling
that shall constitute the ceiling price for performance under this contract. When and to the extent that the ceiling price set forth in the Schedule has been increased, any hours expended and material costs incurred by

the Contractor in excess of the ceiling price before the increase shall be allowable to the same extent as if the hours expended and material costs had been incurred after the increase in the ceiling price.

(e) Audit. At any time before final payment under this contract the Contracting Officer may request audit of the invoices or vouchers and substantiating material. Each payment previously made shall be subject to reduction to the extent of amounts, on preceding invoices or vouchers, that are found by the Contracting Officer not to have been properly payable and shall also be subject to reduction for overpayments or to increase for under-payments. Upon receipt and approval of the voucher or invoice designated by the Contractor as the "completion voucher" or "completion invoice" and substantiating material, and upon compliance by the Contractor with all terms of this contract (including, without limitation, terms relating to patents and the terms of (f) and (g) below, the Government shall promptly pay any balance due the Contractor. The completion invoice or voucher, and substantiating material, shall be submitted by the Contractor as promptly as practicable following completion of the work under this contract, but in no event later than 1 year (or such longer period as the Contracting Officer may approve in writing) from the date of completion.

(f) Assignment. The Contractor, and each assignee under an assignment entered into under this contract and in effect at the time of final payment under this contract, shall execute and deliver, at the time of and as a condition precedent to final payment under this contract, a release discharging the Government, its officers, agents, and employees of and from all liabilities, obligations, and claims arising out of or under this contract, subject only to the following exceptions:

(1) Specified claims in stated amounts, or in estimated amounts if the amounts are not susceptible of exact statement by the Contractor.

(2) Claims, together with reasonable incidental expenses, based upon the liabilities of the Contractor to third parties arising out of performing this contract, that are not known to the Contractor on the date of the execution of the release, and of which the Contractor gives notice in writing to the Contracting Officer not more than 6 years after the date of the release or the date of any notice to the Contractor that the Government is prepared to make final payment, whichever is earlier.

(3) Claims for reimbursement of costs (other than expenses of the Contractor by reason of its indemnification of the Government against patent liability), including reasonable incidental expenses, incurred by the Contractor under the terms of this contract relating to patents.

(g) Refunds. The Contractor agrees that any refunds, rebates, or credits (including any related interest) accruing to or received by the Contractor or any assignee, that arise under the materials portion of this contract and for which the Contractor has received reimbursement, shall be paid by the Contractor to the Government. The Contractor and each assignee, under an assignment entered into under this contract and in effect at the time of final payment under this contract, shall execute and deliver, at the time of and as a condition precedent to final payment under this contract, an assignment to the Government of such refunds, rebates, or credits (including any interest) in form and substance satisfactory to the Contracting Officer.

(h) Interim payments. (1) Interim payments made prior to the final payment under the contract are contract financing payments. Contract financing payments are not subject to the interest penalty provisions of the Prompt Payment Act.

(2) The designated payment office will make interim payments for contract financing on the 30th day after the designated billing office receives a proper payment request. In the event that the Government requires an audit or other review of a specific payment request to ensure compliance with the terms and conditions of the contract, the designated payment office is not compelled to make payment by the specified due date.

The proposer/contractor must identify all individuals to work under this contract and propose the type of security clearance required for each. The NRC sponsoring office shall make the final determination of the type of security clearance required for all individuals working under this contract.

Such contractor personnel shall be subject to the NRC contractor personnel security requirements of NRC Management Directive (MD) 12.3, Part I and 10 CFR Part 10.11, which is hereby incorporated by reference and made a part of this contract as though fully set forth herein, and will require a favorably adjudicated Single Scope Background Investigation(SSBI) for "Q" clearances or a favorably adjudicated Limited Background Investigation (LBI) for "L" clearances.

A contractor employee shall not have access to classified information until he/she is granted a security clearance by the Security Branch, Division of Facilities and Security (SB/DFS), based on a favorably adjudicated investigation. In the event the contractor employee's investigation cannot be favorably adjudicated, their interim approval could possibly be revoked and the individual could be subsequently removed from the contract. The individual will be subject to a reinvestigation every five years for "Q" clearances and every ten years for "L" clearances.

The contractor shall submit a completed security forms packet, including the SF-86, "Questionnaire for National Security Positions," and fingerprint charts, through the Project Officer to SB/DFS for review and submission to the Office of Personnel Management for investigation. The individual may not work under this contract until SB has granted them the appropriate security clearance, read, understand, and sign the SF 312, "Classified Information Nondisclosure Agreement." The contractor shall assure that all forms are accurate, complete, and legible (except for Part 2 of the questionnaire, which is required to be completed in private and submitted by the individual to the contractor in a sealed envelope), as set forth in MD 12.3. Based on SB review of the applicant's investigation, the individual may be denied his/her security clearance in accordance with the due process procedures set forth in MD 12.3 Exhibit 1, E. O. 12968, and 10 CFR Part 10.11.

In accordance with NRCAR 2052.204-70 cleared contractors shall be subject to the attached NRC Form 187 (See Section J for List of Attachments) which furnishes the basis for providing security requirements to prime contractors, subcontractors or others (e.g., bidders) who have or may have an NRC contractual relationship which requires access to classified information; access on a continuing basis (in excess of 30 days) to NRC Headquarters controlled buildings; or otherwise requires NRC photo identification or card-key badges.

A.11 PROJECT OFFICER AUTHORITY (FEB 2004)

(a) The contracting officer's authorized representative, hereinafter referred to as the project officer, for this contract is:

Name:	Louise Lovell
Address:	U.S. Nuclear Regulatory Commission NRR/PMAS/PCMB Mail Stop T-6D30
Telephone Number:	(301) 415-7835

(b) Performance of the work under this contract is subject to the technical direction of the NRC project officer. The term "technical direction" is defined to include the following:

(1) Technical direction to the contractor which shifts work emphasis between areas of work or tasks, authorizes travel which was unanticipated in the Schedule (i.e., travel not contemplated in the Statement of Work (SOW) or changes to specific travel identified in the SOW), fills in details, or otherwise serves to accomplish the contractual SOW.