

**ORDER FOR SUPPLIES OR SERVICES**

PAGE OF PAGES  
1 5

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

BPA NO.

1. DATE OF ORDER <b>SEP 11 2006</b>	2. CONTRACT NO. (If any) GS35F4414G	6. SHIP TO:	
3. ORDER NO. DR-38-06-398	MODIFICATION NO.	4. REQUISITION/REFERENCE NO. HR-06-398 7/26/2006	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div. of Contracts Attn: Contract Management Branch No. 1 Mail Stop T-7-I-2 Washington, DC 20555		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission Attn: Elinor Cunningham	b. STREET ADDRESS 11545 Rockville Pike Mail Stop: 012E5
		c. CITY Rockville	d. STATE MD
		e. ZIP CODE 20852	

7. TO:	f. SHIP VIA
a. NAME OF CONTRACTOR LEARNING TREE INTERNATIONAL, USA, INC	8. TYPE OF ORDER

b. COMPANY NAME	<input type="checkbox"/> a. PURCHASE	<input checked="" type="checkbox"/> b. DELIVERY
c. STREET ADDRESS 1831 MICHAEL FARADAY DR	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.	
d. CITY RESTON	e. STATE VA	f. ZIP CODE 201900530
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 68415-5C1114 T8423 252A 31X0200 Obligate \$33,190.00	10. REQUISITIONING OFFICE NRR Nuclear Reactor Regulation
--	---

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

13. PLACE OF	14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) January 17, 2006	16. DISCOUNT TERMS Net 30 Days
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)
1	DUNS: 784896508 The Contractor shall provide the facilities, personnel, material and management necessary to perform the training requirements as outlined in the statement of work which is incorporated herein and made apart of this delivery order.  Period of Performance is from September 18, 2006 through January 17, 2007  NRC Project Officer for this order is Elinor Cunningham. She can be reached on 301-415-6580  The option period will be exercised at the discretion of the Government in accordance with FAR 52.217-7, Option for Increased Quantity - Separately Priced Line Item  Base Period (09/18/2006 through 01/17/2007)	2	Courses	16,595.00	\$33,190.00	
2	Option Period (01/18/2007 through 09/30/2007)	4	Courses	16,595.00	\$66,380.00	

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.		\$33,190.00	17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:					
	a. NAME U.S. Nuclear Regulatory Commission Payment Team, Mail Stop T-9-H-4					17(i). GRAND TOTAL
	b. STREET ADDRESS (or P.O. Box) Attn: (DR-38-06-398)					
c. CITY Washington		d. STATE DC	e. ZIP CODE 20555			

22. UNITED STATES OF AMERICA BY (Signature) 	23. NAME (Typed) Carolyn A. Cooper Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER
--	---

**U.S. Nuclear Regulatory Commission (NRC)  
Office of Nuclear Reactor Regulation (NRR)**

**STATEMENT OF WORK  
FOR  
MICROSOFT PROJECT SERVER/ENTERPRISE TRAINING**

## **1.0 Background**

The U.S. Nuclear Regulatory Commission (NRC) Office of Nuclear Reactor Regulation (NRR) has a new requirement for Microsoft Project Server Training that will provide staff the skills required for pending New Reactor work. As the Nuclear Power industry responds to recent legislative changes, the industry predicts that up to 13 new nuclear power reactors will be constructed. Toward that end, staff recently began developing detailed MS-Project schedules that may eventually include as much as 200,000 lines of tasks and subtasks. The breadth of planning required for a new reactor far exceeds that of most planning efforts and therefore requires an enterprise-wide solution as well as specialized expertise. This training will provide staff with the skills necessary to evaluate this IT solution, and develop the expertise required to deploy an enterprise-wide planning effort of this magnitude. Attendees working on the New Reactor program possess differing backgrounds, but all are proficient in Microsoft Project, which is the software generally used to plan schedules and workloads and generate management reporting tools such as Gantt charts.

## **2.0 Scope of Work**

The Contractor shall provide qualified instructor(s) with skills and experience in conducting training in the Microsoft software product, Microsoft Project Server for the Enterprise. The training will be for NRC employees and will consist up to twenty employees in the course. The NRC is requesting a total of six (6) training courses with a four month base period of consisting of two (2) courses and an eight month option period consisting of four (4) courses.

In addition, the NRC requires a training course that provides the following information content relative to implementing an enterprise-wide project environment with Microsoft Project Server:

- Planning a project
- Creating a project
- Assigning and modifying resources: FTE, and costs
- Importing existing projects
- Collaboration and web-based information-sharing
- Generating Information and Management Reports
- Identifying and managing risk items

The NRC has an on-site Professional Development Center (PDC) for training and maybe used if available. If the PDC is not available, the Contractor shall provide the training facilities for this training. The PDC training rooms will be equipped with standard training equipment (e.g., white board and markers, overhead projector, easels with large writing pad, and flip-charts).

The Contractor shall:

- Prepare and provide all training materials
- Provide all classroom equipment, including but not limited to: laptop computers and cabling for connectivity from instructor's machine to student laptops

- Provide all audio-visual equipment necessary to conduct off-site training, including but not limited to: overhead projectors, easel stands, easel paper, etc.
- Provide the First Course (base) in September, 2006, and the second course (base) in late October or November 2006
- Provide training material to the NRC Technical Monitor one month prior to the class for review. NRC will review the materials and provide comments back to the contractor within one week.

### **3.0 Period of Performance**

The period of performance is one year from date of award. NRC is requesting a total of six (6) training courses with a four-month base period of consisting of two (2) courses, and an eight-month option period consisting of four (4) courses. NRC reserves the right to exercise options during the option period.

#### **Base - Training Courses - Two Courses**

##### **(First Training Course)**

The training described shall be performed at an agreed upon location between the NRC Technical Monitor and the Contractor in the month of on September 2006 for three consecutive days. The training will be for up to twenty employees.

##### **(Second Training Course)**

The training described shall be performed at an agreed upon location between the NRC Technical Monitor and the Contractor in the month of October (later part of the month) or November 2006 for three consecutive days. The training will be for up to twenty employees.

If the courses are provided at the NRC, classroom will be setup for the training and the NRC Technical Monitor should be responsible to ensure the room is setup prior to the training. If training will be held at the Contractor off-site location, it is the responsibility of the Contractor to make arrangement for the classroom to be setup prior to the beginning of the class.

#### **Option Period - Training Courses - 4 Courses**

The FOUR optional training sessions shall be performed at an agreed upon locations by the NRC Technical Monitor and the contractor for up to twenty people at a time. If the courses are provided at the NRC, classroom will be setup for the training and the NRC Technical Monitor should be responsible to ensure the room is setup prior to the training. If training will be held at the Contractor off-site location, it is the responsibility of the Contractor to make arrangement for the classroom to be setup prior to the beginning of the class.

The schedule for the optional training will be performed beginning in January 2007 or at an agreed upon time. NRC reserves the right to exercise option period up to the four (4) optional training courses.

NRC may request the contractor to have more than one training sessions running concurrently.

### **4.0 Place of Performance**

The Contractor shall perform work under this delivery order at training facilities location agreed upon between the NRC Technical Monitor and the contractor. If the NRC's Professional Development Center (PDC) is available, the training maybe held at the facility, however, if the PDC is not available, the contractor shall provide the training facilities. The Contractor's training facility shall: (1) accommodate up to twenty participants, (2) must be located in the Washington metropolitan area (3) must be easily accessible from NRC's Headquarters, and (4) within two blocks of a metro stop.

The NRC's PDC address is listed below:

U.S. Nuclear Regulatory Commission  
11545 Rockville Pike  
Rockville, Maryland 20852

The NRC's PDC training rooms will be equipped with standard training equipment (e.g., white board and markers, overhead projector, easels with large writing pad, flip-charts, and laptop computers and cabling for connectivity from the instructor's machine to the student computers).

The Contractor shall begin the classes at 8:30 a.m. and end the classes on or before 4:00 p.m. The Contractor shall arrive well in advance of the scheduled class time to prepare necessary training equipment, set up, and to lay out participant materials.

The Contractor shall mail course catalog and training course materials to the NRC Technical Monitor at the U.S. Nuclear Regulatory Commission, Attn: Elinor Cunningham, Mail Stop: O-12E5, 11555 Rockville Pike, Rockville, MD 20852. The telephone number for Elinor is 301-415-6580

### **5.0 Security Requirements**

There are no security requirements. Contractors will be escorted at all times while at the NRC facility.

### **6.0 Deliverables**

The Contractor shall provide a list of students that attend the course each day, and a student critique form upon completion of the course.

The Contractor shall provide all training materials, computers, audio-visual equipment, and all ancillary training materials such as easel paper, easel stands, etc.

Should the training be provided at the Contractor facility, the contractor shall perform equipment set-up on the day before the course and break-down on the day after the course.

The Contractor shall provide course catalog two weeks after acceptance of the delivery order.

The Contractor shall provide training material to the NRC Project Officer one month prior to the class for review. NRC will review the materials and provide comments back to the contractor within one week.

The Contractor shall report any outstanding issues to the NRC Technical Monitor promptly upon learning of such issues, so that they may be resolved as soon as possible.

The NRC will prepare course evaluation questionnaires to be completed by participants at the end of the sessions. The questionnaires will elicit participants' comments as to the value of the material taught, the quality of the instructor(s) personnel, and changes and additions recommended. The NRC will collect course evaluations. Copies of the evaluations will be sent to the Contractor within two weeks after the completion of the course sessions.

### **7.0 NRC Technical Monitor**

The NRC Technical Monitor is: Elinor Cunningham  
Telephone no: (301) 415- 6580

## **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

**\*\*\*\*\* Begin Inserted Clause (Full Text) '522177' \*\*\*\*\***

### **A.3 52.217-7 OPTION FOR INCREASED QUANTITY--SEPARATELY PRICED LINE ITEM (MAR 1989)**

The Government may require the delivery of the numbered line item, identified in the Schedule as an option item, in the quantity and at the price stated in the Schedule. The Contracting Officer may exercise the option by written notice to the Contractor within Thirty Business Days. Delivery of added items shall continue at the same rate that like items are called for under the contract, unless the parties otherwise agree.

**\*\*\*\*\* End Inserted Clause '522177' \*\*\*\*\***

#### **A.4 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.