

ORDER FOR SUPPLIES OR SERVICES

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

BPA NO. SBC-06315

1. DATE OF ORDER 09-25-2006	2. CONTRACT NO. (if any) NRC-10-04-398	6. SHIP TO:	
3. ORDER NO. TO19	MODIFICATION NO.	4. REQUISITION/REFERENCE NO. 10-04-398	

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		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission ATTN: Donald Hall		
		b. STREET ADDRESS Division of Administrative Services, ADM Mail Stop T-7D26		
		c. CITY Washington	d. STATE DC	e. ZIP CODE 20555

7. TO:		f. SHIP VIA		
a. NAME OF CONTRACTOR SPS CONSULTING, LLC		b. COMPANY NAME		

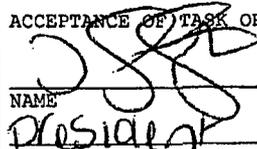
c. STREET ADDRESS 7910 WOODMONT AVE STE 1100		8. TYPE OF ORDER		
d. CITY BETHESDA		e. STATE MD	f. ZIP CODE 208143002	
		<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY Reference your _____ Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.		
		Except for billing instructions on the reverse, this delivery/task order is subject to Instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.		

9. ACCOUNTING AND APPROPRIATION DATA APPN: 31X0200 B&R: 67P-15-5C1-320 BOC: 252A JOB CODE: N7233 FFS #: SBC-06315 DUNS No.: 024599255 Obligated Amt.: \$20,239.00		10. REQUISITIONING OFFICE ADM Office of Small Business Civil Rights		
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11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT Destination	
<input checked="" type="checkbox"/> a. SMALL	<input type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED		
<input type="checkbox"/> d. WOMEN-OWNED	<input type="checkbox"/> e. HUBZone	<input type="checkbox"/> f. EMERGING SMALL BUSINESS			

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

17. SCHEDULE (See reverse for Rejections) See CONTINUATION Page

ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	See attached pages for terms and conditions of task order.					
	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.				\$15,178.80	
					\$4,954.30	
	ACCEPTANCE OF TASK ORDER NO. 19:  NAME _____ TITLE <u>President</u> DATE <u>10/12</u>					

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-9H4						
b. STREET ADDRESS (or P.O. Box) Attn: NRC-10-04-398 Task Order No. 19 Mail Stop T-7I2						
c. CITY Washington		d. STATE DC	e. ZIP CODE 20555		\$20,239.00	17(h) TOTAL (Cont. pages)
SEE BILLING INSTRUCTIONS ON REVERSE						17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature) 		23. NAME (Typed) Phyllis Bower Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER	
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**ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION**

PAGE NO.
2

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DATE OF ORDER

09-25-2006

CONTRACT NO.

NRC-10-04-398

ORDER NO.

T019

ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))						

**U.S. NUCLEAR REGULATORY COMMISSION
OFFICE OF SMALL BUSINESS AND CIVIL RIGHTS**

**PERFORMANCE WORK STATEMENT (PWS)
CLERICAL SUPPORT SERVICES**

1. **Background:** The U.S. Nuclear Regulatory Commission (NRC), Office of Small Business and Civil Rights (SBCR), is responsible for the development, implementation and management of three major programs - the Affirmative Employment and Managing Diversity Program, including affirmative employment initiatives and a managing diversity process; the Civil Rights Program, which includes the discrimination complaint process; and the Small Business Program, including the Historically Black Colleges and Universities (HBCU) initiative.

The mission of the Office of Small Business and Civil Rights is to:

- Facilitate equal employment opportunity for all NRC employees and applicants for employment through an on-going affirmative employment process.
- Provide for prompt, fair, and impartial processing of discrimination complaints filed under the various civil rights statutes, and to eliminate or modify procedures or practices giving rise to valid complaints.
- Ensure that small, minority, and women-owned businesses have full and fair opportunity to participate in NRC procurement activities.

2. **Objective:** The contractor shall provide qualified personnel necessary to successfully perform all administrative and clerical support tasks as defined in this PWS. The contractor shall assume the Government will make available all equipment and materials needed for performance of this work statement. The staff will be assigned to the NRC Headquarters in Rockville, Maryland.

3. **Contractor Responsibilities and Scope of Work:** The services performed under this task order by the contractor, contractor's personnel, consultants, or subcontractors are provided by the contractor and an independent contractor in performing the requirements set forth herein. The contractor is responsible for the management, supervision, benefits, employment, termination, oversight and decisions on assignments of the contractor's personnel. The contractor is responsible for its personnel's proper conduct and performance under this task order. The range of contractor administrative services and clerical support to SBCR that shall be provided under this task order include the following:

- 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 SBCR's goals and objectives:

- Corel Office 10/11/12 (WordPerfect, Presentations, QuattroPro)

- Microsoft Office 2000/XP(2002)/2003 (Word, Powerpoint, Excel, Access)
 - Electronic Mail System (GroupWise)
 - Electronic Calendar System (GroupWise)
 - Internet Browsers (primarily Internet Explorer 6)
 - Typing
 - Able to organize work assignments and operate independently
 - Ability to communicate orally and in writing with a wide variety of both internal and external customers.
 - Ability to utilize automatic communication techniques (fax, voice messaging, scanner, LCD computer projector, email, etc)
 - Ability to perform routine and preventive maintenance to replenish paper and toner for the copier, printer, and fax machines.
 - Ability to manage federal government office mail distribution services.
- The contractor shall provide the NRC onsite administrative, clerical, and office management support services to maintain critical day-to-day business operations. The contractor shall place clerical staff in response to work requests received from SBCR at locations and within time frames specified by the agency. The following are examples of specific tasks (known to date) to be associated with this contract:
 - Provide meeting and conference services. The contractor shall coordinate with SBCR 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.
 - Manage all incoming and outgoing telephone calls. Answer office telephone(s), courteously within 3 rings and transfer calls to appropriate individuals within SBCR. Performance shall include recording and transmitting messages in a timely manner.
 - Receive visitors in accordance with the NRC security procedures. Contractor shall greet visitors, respond to questions, refer more complex requests to higher-level staff, and direct or escort visitors to appropriate SBCR personnel.

- Office reproduction services. Perform reproduction tasks as requested, using a photocopier, scanner, and printer. Contractor shall reproduce letters, reports, directives, manuals, articles, bulletins, and other typed or handwritten documents within the time frame specified by the requester. Contractor shall clear paper jams and perform routine preventative maintenance to replenish paper and toner and ink cartridges. Makes appropriate contacts with both internal and external sources for needed repair and maintenance.
- 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.
- Process faxes. Incoming faxes will be retrieved and distributed to proper person upon receipt. Outgoing faxes will be sent according to specifications of the requester.
- Place request for office supplies, equipment, furniture, and services. Contractor shall monitor SBCR 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 SBCR's designated supply source(s).
- Prepare and manage staff calendars. Contractor shall manage SBCR 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.
- Process travel requests. The contractor shall process travel requests, travel vouchers, and make travel cost comparisons, record, and schedule and arrange travel for SBCR staff. 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 (3) business days. All associated travel documents will be prepared in accordance with appropriate NRC travel regulations and guidelines.
- 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 ADAMS, the Agency-wide Documents Access and Management System as well as the entry, retrieval, and return of documents and filing those materials in alphabetical, numerical or chronological order or 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.

- Serves as alternate timekeeper for SBCR. In the absence of the primary timekeeper, the contractor reviews SBCR employees' time sheets for accuracy of hours worked and leave taken. 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. Processes corrected time sheets if needed and provides assistance on SBCR personnel time and attendance reporting and tracking requirements.
- 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.
- Typing and proofreading. 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 is free of grammatical, format, and typographical errors. Correspondence is approved within the time frame indicated by the originator. Correspondence has correct signature and is properly routed.
- Provide basic clerical research. Contractor staff shall assist SBCR staff in researching information for internal and external customers. The requests shall range from identifying and retrieving a document in ADAMS to a more program specific request, such as assisting survey respondents in completing a form. 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.

4. **Estimated Level of Effort/Period of Performance:** The contractor will provide the services described above on a full time basis in accordance with the fixed priced Advanced Secretary at the rate specified in Section B of contract no. NRC-10-04-398. The base period of this task order is expected to commence on October 1, 2006 and expire on December 31, 2006. It is estimated that 520 hours shall be provided by one contractor personnel on a full-time basis. The contractor shall perform these services for NRC/SBCR between the hours of 8:15 am - 5:00 p.m., with a 45 minute lunch break,

Monday through Friday, 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 shall not charge or bill for contractor employee's absences, lunch breaks, and holidays.

Due to workload, occasional overtime may be required; however, it must be approved by the TM prior to commencement of any overtime. The Contractor shall be limited to ten (10) hours of overtime per week (130 hours) unless increased by later subsequent modification to this Task Order.

5. **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.
6. **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.
7. **Government-Furnished Equipment:** As part of contract performance the NRC shall 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, 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 contractor (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.

8. **Non-Disclosure/Confidentiality Agreement:** The contractor's personnel shall handle or have access to files or information that includes internal for official use only information, personal information subject to the Privacy Act, commercial, financial, scientific, technical and proprietary information that is subject to the Trade Secrets Act, and the economic Espionage Act. Unless provides with written permission by SBCR,

neither the contractor nor any of its personnel shall disclose or use this information or provide this information to anyone outside of SBCR.

9. **Non-Personal Services:** The contractor and the contractor's assigned personnel shall understand and acknowledge that the services provided under this task order to SBCR and/or NRC did not and will not create an employer-employee relationship between the government and the contractor's assigned personnel. The contractor's assigned personnel shall not address or identify themselves as NRC and/or SBCR employees.