

**ORDER FOR SUPPLIES OR SERVICES**

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**IMPORTANT:** Mark all packages and papers with correct order numbers.

BPA NO.

1. DATE OF ORDER <b>2/28/05</b>		2. CONTRACT NO. (If any) NRC-10-04-398		4. SHIP TO:	
3. ORDER NO. 13		MODIFICATION NO.		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission ATTN: Donald Hall	
4. REQUISITION/REFERENCE NO. ADM-04-398 and 2/18		b. STREET ADDRESS Division of Administrative Services, ADM Mail Stop 17D25		c. CITY Washington	
6. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div. of Contracts Attn: Debbie Neff Mail Stop 1-7-1-2 Washington, DC 20555		b. STATE DC		e. ZIP CODE 20555	
7. TO:		f. SHIP VIA		8. TYPE OF ORDER	
NAME OF CONTRACTOR  SFS CONSULTING, LLC  7810 WOODMONT AVENUE SUITE 1100 BETHESDA MD 208143063		<input type="checkbox"/> a. PURCHASE ORDER 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.		<input checked="" type="checkbox"/> b. DELIVERY/TASK ORDER 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 APFN: 21X0200 B&R: 57P-15-5C2-320 BOC: 252A JOB CODE: N7233 FFS #: SBC05309 Obligated Amt.: \$29,244.80		10. REQUISITIONING OFFICE ADM  Office of Administration			
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED		12. F.O.B. POINT N/A		14. GOVERNMENT BIL NO.	
13. PLACE OF		15. DELIVER TO F.O.B. POINT ON OR BEFORE		16. DISCOUNT TERMS	
a. INSPECTION		b. ACCEPTANCE  Debbie Neff 301-415-8160		FOR INFORMATION CALL: (No collect calls)	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	<p>See attached pages for terms and conditions of task order.</p> <p>Please indicate your acceptance of this task order by having an official authorized to bind your organization, execute three copies of this document in the space provided and return two copies to the Contract Specialist at the address in Block No. 5 above. You should retain the third copy for your records.</p> <p>ACCEPTANCE OF TASK ORDER NO. 13:</p> <p><i>[Signature]</i> _____ President 3/3/05 _____ title</p> <p>_____ Date</p>					

18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.	SUBTOTAL
21. MAIL INVOICE TO:			
a. NAME U.S. Nuclear Regulatory Commission Payment Team, Mail Stop T-9-H-4			17(h) TOTAL (Cont. pages)
b. STREET ADDRESS (or P.O. Box) Attn: NRC-10-04-398 Task Order No. 13 Mail Stop T 7I2			17(i) GRAND TOTAL
c. CITY Washington	d. STATE DC	e. ZIP CODE 20555	\$29,244.80

22. UNITED STATES OF AMERICA BY (Signature) *[Signature]* 23. NAME (Typed) \_\_\_\_\_

TITLE: CONTRACTING/ORDERING OFFICER

In accordance with Section C.17, Task Order Procedures, and Section B.2.A, Price Schedule, of the subject contract, this definitizes Task Order No. 13. This effort shall be performed in accordance with the enclosed Statement of Work. The period of performance for Task Order No. 13 shall commence on February 28, 2005, and will expire on August 26, 2005. The total estimated cost for this period is \$29,244.80. Funds in the amount of \$29,244.80 are hereby obligated for performance of this task order. The obligated amount shall, at no time, exceed the task order ceiling. When and if the amount(s) 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 shall increase the amount obligated with respect to this task order. Any work undertaken by the Contractor in excess of the obligated amount specified above is done so at the Contractor's sole risk.

An option period may be exercised by the Government in accordance with Section C.7 of the contract, for the period August 27, 2005 through February 25, 2006, at an estimated cost of \$29,827.20.

The following individual is considered by the Government to be essential to the successful performance of the work hereunder:

[REDACTED]

The contractor agrees that such personnel shall not be removed from the effort under this task order without compliance with the contract.

The following Government Furnished Equipment/Property will be provided:

Work space located in TWFN 2<sup>nd</sup> Floor  
Personal Computer/Monitor/LAN printer  
Phone

The issuance of this task order does not amend any terms or conditions of the subject contract.

Your contacts during the course of this task order are:

NRC Project Officer: Donald Hall  
(301) 415-6220

Technical Monitor: Mauricio Vera  
(301) 415-7160

Alternate Technical Monitor: Jacqueline Jones  
(301) 415-7384

Contractual Matters: Debbie Neff, Contract Specialist  
(301) 415-8160

**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



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.

During the option period (August 29, 2005 - February 25, 2006), 1,040 hours are anticipated. NRC reserves the right not to exercise any of the option periods.

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.