

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 24

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

BPA NO.

1. DATE OF ORDER 12-28-2006		2. CONTRACT NO. (if any) GS10F0019J		6. SHIP TO:			
3. ORDER NO. DR-38-07-363		MODIFICATION NO.		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission			
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		4. REQUISITION/REFERENCE NO. HR-07-363 - 08/03/06		b. STREET ADDRESS 11545 Rockville Pike Mail Stop T-7-I-2 ATTN: Ms. Rhea Flanders			
7. TO:				c. CITY Washington		d. STATE DC	e. ZIP CODE 20555
a. NAME OF CONTRACTOR VANTAGE HUMAN RESOURCE SERVICES, INC				f. SHIP VIA			
b. COMPANY NAME				8. TYPE OF ORDER			
c. STREET ADDRESS 1725 DESALES ST NW STE 806				<input type="checkbox"/> 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.		<input checked="" type="checkbox"/> b. DELIVERY Except for billing instructions on the reverse, this delivery 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.	
d. CITY WASHINGTON		e. STATE DC	f. ZIP CODE 200364424				
9. ACCOUNTING AND APPROPRIATION DATA 7-8415-5C114 T8405 252A 31X0200 Obligate: \$20,000.00 DUNS: 072654999		See CONTINUATION Page		10. REQUISITIONING OFFICE HR Office of Human Resources			
11. BUSINESS CLASSIFICATION (Check appropriate box(es))						12. F.O.B. POINT	
<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	N/A			
<input checked="" 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) December 31, 2007		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)
	The contractor shall provide the necessary qualified personnel, management, materials, and services to provide one-on-one career counseling to approximately 35 NRC Headquarters employees in support of the NRC's Career Counseling Program in accordance with the Statement of Work (See Section C.)				See CONTINUATION Page	

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		\$54,219.30	17(h) TOTAL (Cont. pages) 17(i). GRAND TOTAL
	21. MAIL INVOICE TO:							
	a. NAME U.S. Nuclear Regulatory Commission Division of Contracts							
	b. STREET ADDRESS (or P.O. Box) Attn: (DR-38-07-363) Mail Stop T-7-I-2							
c. CITY Washington		d. STATE DC	e. ZIP CODE 20555		\$54,219.30		\$20,000.00	

22. UNITED STATES OF AMERICA BY (Signature) 	23. NAME (Typed) Carolyn A. Cooper Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER
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ADMOO2

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE
TEMPLATE ADMO01

SUNSI REVIEW COMPLETE

OPTIONAL FORM NO. 4 (2006)
PRESCRIBED BY 41 CFR 101-11.6
ADMO02

CONTINUATION PAGE

A.1 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 contract is \$54,219.30. 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 \$20,000.00. The Contracting Officer may issue orders for work up to the amount presently obligated. 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 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 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.2 DURATION OF CONTRACT PERIOD (MAR 1987) ALTERNATE 4 (JUN 1988)

The ordering period for this contract shall commence on January 1, 2007 and will expire on December 31, 2007. Any orders issued during this period shall be completed within the time specified in the order, unless otherwise specified herein. (See 52.216-18 - Ordering.) The term of this contract may be extended at the option of the Government for an additional four years.

A.3 SECURITY REQUIREMENTS FOR BUILDING ACCESS APPROVAL (MAR 2006)

The contractor shall ensure that all its employees, including any subcontractor employees and any subsequent new employees who are assigned to perform the work herein, are approved by the Government for building access. Timely receipt of properly completed security applications is a contract requirement. Failure of the contractor to comply with this condition within the ten work day period may be a basis to void the notice of selection. In that event, the Government may select another firm for award.

A contractor employee shall not have access to NRC facilities until he/she is approved by the Security Branch, Division of Facilities and Security (SB/DFS). Temporary access may be approved based on a favorable adjudication of their security forms. Final access will be approved based on favorably adjudicated background checks by the General Services Administration in accordance with the procedures found in NRC Management Directive 12.3, Part I. However, temporary access authorization approval will be revoked and the employee may subsequently be removed from the contract in the event the employee's investigation cannot be favorably adjudicated. Such employee will not be authorized to work under any NRC contract without the approval of SB/DFS. When an individual receives final access, the individual will be subject to a reinvestigation every five years.

The Government shall have and exercise full and complete control over granting, denying, withholding, or terminating building access approvals for individuals performing work under this contract. Individuals performing work under this contract for a period of 180 days or more shall be required to complete and submit to the contractor representative an acceptable OPM Form 85P (Questionnaire for Public Trust Positions), and two FD 258 (Fingerprint Charts). Non-U.S. citizens must provide official documentation to the DFS/SB, as proof of their legal residency. This documentation can be a Permanent Resident Card, Temporary Work Visa,

Employment Authorization Card, or other official documentation issued by the U.S. Citizenship and Immigration Services. Any applicant with less than two years residency in the U.S. will not be approved for building access. The contractor representative will submit the documents to the Project Officer who will give them to the SB/DFS. SB/DFS may, among other things, grant or deny temporary unescorted building access approval to an individual based upon its review of the information contained in the OPM Form 85P. Also, in the exercise of its authority, GSA may, among other things, grant or deny permanent building access approval based on the results of its investigation and adjudication guidelines. This submittal requirement also applies to the officers of the firm who, for any reason, may visit the work sites for an extended period of time during the term of the contract. In the event that SB/DFS and GSA are unable to grant a temporary or permanent building access approval, to any individual performing work under this contract, the contractor is responsible for assigning another individual to perform the necessary function without any delay in the contract's performance schedule, or without adverse impact to any other terms or conditions of the contract. The contractor is responsible for informing those affected by this procedure of the required building access approval process (i.e., temporary and permanent determinations), and the possibility that individuals may be required to wait until permanent building access approvals are granted before beginning work in NRC's buildings.

The contractor will immediately notify the Project Officer when a contractor employee terminates. The Project Officer will immediately notify SB/DFS (via e-mail) when a contractor employee no longer requires building access and return any NRC issued badges to the SB/DFS within three days after their termination.

A.4 GOVERNMENT FURNISHED EQUIPMENT/PROPERTY (JANUARY 2001)

(a) The NRC will provide the contractor with the following items for use under this contract:

1. Office Space
2. Desk
3. Telephone

(b) The above listed equipment/property is hereby transferred from contract/agreement N/A.

(c) Only the equipment/property listed above in the quantities shown will be provided by the Government. The contractor shall be responsible and accountable for all Government property provided under this contract and shall comply with the provisions of the FAR Government Property Clause under this contract and FAR Subpart 45.5, as in effect on the date of this contract. The contractor shall investigate and provide written notification to the NRC Contracting Officer (CO) and the NRC Division of Facilities and Security, Physical Security Branch of all cases of loss, damage, or destruction of Government property in its possession or control not later than 24 hours after discovery. The contractor must report stolen Government property to the local police and a copy of the police report must be provided to the CO and to the Division of Facilities and Security, Physical Security Branch.

(d) All other equipment/property required in performance of the contract shall be furnished by the Contractor.

A.5 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.

A.6 2052.204-71 BADGE REQUIREMENTS FOR UNESCORTED BUILDING ACCESS TO NRC FACILITIES (MAR 2006)

During the life of this contract, the rights of ingress and egress for contractor personnel must be made available, as required, provided that the individual has been approved for unescorted access after a favorable adjudication from the Security Branch, Division of Facilities and Security (SB/DFS).

In this regard, all contractor personnel whose duties under this contract require their presence on site shall be clearly identifiable by a distinctive badge furnished by the NRC. The Project Officer shall assist the contractor in obtaining badges for the contractor personnel. All contractor personnel must present two forms of Identity Source Documents (I-9). One of the documents must be a valid picture ID issued by a state or by the Federal Government. Original I-9 documents must be presented in person for certification. A list of acceptable documents can be found at http://www.usdoj.gov/crt/recruit_employ/i9form.pdf. It is the sole responsibility of the contractor to ensure that each employee has a proper NRC-issued identification/badge at all times. All photo-identification badges must be immediately (no later than three days) delivered to SB/DFS for cancellation or disposition upon the termination of employment of any contractor personnel. Contractor personnel must display any NRC issued badge in clear view at all times during on site performance under this contract. It is the contractor's duty to assure that contractor personnel enter only those work areas necessary for performance of contract work, and to assure the protection of any Government records or data that contractor personnel may come into contact with.

A.7 2052.215-70 KEY PERSONNEL (JAN 1993)

(a) The following individuals are considered to be essential to the successful performance of the work hereunder:

[REDACTED]

[REDACTED]

The contractor agrees that personnel may not be removed from the contract work or replaced without compliance with paragraphs (b) and (c) of this section.

(b) If one or more of the key personnel, for whatever reason, becomes, or is expected to become, unavailable for work under this contract for a continuous period exceeding 30 work days, or is expected to devote substantially less effort to the work than indicated in the proposal or initially anticipated, the contractor shall immediately notify the contracting officer and shall, subject to the concurrence of the contracting officer, promptly replace the personnel with personnel of at least substantially equal ability and qualifications.

(c) Each request for approval of substitutions must be in writing and contain a detailed explanation of the circumstances necessitating the proposed substitutions. The request must also contain a complete resume for the proposed substitute and other information requested or needed by the contracting officer to evaluate the proposed substitution. The contracting officer and the project officer shall evaluate the contractor's request and the contracting officer shall promptly notify the contractor of his or her decision in writing.

(d) If the contracting officer determines that suitable and timely replacement of key personnel who have been reassigned, terminated, or have otherwise become unavailable for the contract work is not reasonably forthcoming, or that the resultant reduction of productive effort would be so substantial as to impair the successful completion of the contract or the service order, the contract may be terminated by the contracting officer for default or for the convenience of the Government, as appropriate. If the contracting officer finds the contractor at fault for the condition, the contract price or fixed fee may be equitably adjusted downward to compensate the Government for any resultant delay, loss, or damage.

A.8 PROJECT OFFICER AUTHORITY (FEB 2004)

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

Name: Rhea Flanders

Address: U.S. Nuclear Regulatory Commission
Office of Human Resources
11545 Rockville Pike, MS T-3-D-45
Rockville, MD 20850

Telephone Number: (301)415-5571

(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.

(2) Provide advice and guidance to the contractor in the preparation of drawings, specifications, or technical portions of the work description.

(3) Review and, where required by the contract, approval of technical reports, drawings, specifications, and technical information to be delivered by the contractor to the Government under the contract.

(c) Technical direction must be within the general statement of work stated in the contract. The project officer does not have the authority to and may not issue any technical direction which:

(1) Constitutes an assignment of work outside the general scope of the contract.

(2) Constitutes a change as defined in the "Changes" clause of this contract.

(3) In any way causes an increase or decrease in the total estimated contract cost, the fixed fee, if any, or the time required for contract performance.

(4) Changes any of the expressed terms, conditions, or specifications of the contract.

(5) Terminates the contract, settles any claim or dispute arising under the contract, or issues any unilateral directive whatever.

(d) All technical directions must be issued in writing by the project officer or must be confirmed by the project officer in writing within ten (10) working days after verbal issuance. A copy of the written direction must be furnished to the contracting officer. A copy of NRC Form 445, Request for Approval of Official Foreign Travel, which has received final approval from the NRC must be furnished to the contracting officer.

(e) The contractor shall proceed promptly with the performance of technical directions duly issued by the project officer in the manner prescribed by this clause and within the project officer's authority under the provisions of this clause.

(f) If, in the opinion of the contractor, any instruction or direction issued by the project officer is within one of the categories as defined in paragraph (c) of this section, the contractor may not proceed but shall notify the contracting officer in writing within five (5) working days after the receipt of any instruction or direction and shall request the contracting officer to modify the contract accordingly. Upon receiving the notification from the contractor, the contracting officer shall issue an appropriate contract modification or advise the contractor in writing that, in the contracting officer's opinion, the technical direction is within the scope of this article and does not constitute a change under the "Changes" clause.

(g) Any unauthorized commitment or direction issued by the project officer may result in an unnecessary delay in the contractor's performance and may even result in the contractor expending funds for unallowable costs under the contract.

(h) A failure of the parties to agree upon the nature of the instruction or direction or upon the contract action to be taken with respect thereto is subject to 52.233.1 . Disputes.

(i) In addition to providing technical direction as defined in paragraph (b) of the section, the project officer shall:

(1) Monitor the contractor's technical progress, including surveillance and assessment of performance, and recommend to the contracting officer changes in requirements.

(2) Assist the contractor in the resolution of technical problems encountered during performance.

(3) Review all costs requested for reimbursement by the contractor and submit to the contracting officer recommendations for approval, disapproval, or suspension of payment for supplies and services required under this contract.

(4) Assist the contractor in obtaining the badges for the contractor personnel.

(5) Immediately notify the Security Branch, Division of Facilities and Security (SB/DFS) (via e-mail) when a contractor employee no longer requires access authorization and return of any NRC issued badge to SB/DFS within three days after their termination."

(6) Ensure that all contractor employees that require access to classified Restricted Data or National Security Information or matter, access to sensitive unclassified information (Safeguards, Official Use Only, and Proprietary information) access to sensitive IT systems or data, unescorted access to NRC controlled buildings/space, or unescorted access to protected and vital areas of nuclear power plants receive approval of SB/DFS prior to access in accordance with Management Directive and Handbook 12.3.

A.9 2052.215-78 TRAVEL APPROVALS AND REIMBURSEMENT -ALTERNATE 1 (OCT 1999)

- (a) Total expenditure for travel may not exceed without the prior approval of the contracting officer.
- (b) All foreign travel must be approved in advance by the NRC on NRC Form 445, Request for Approval of Official Foreign Travel, and must be in compliance with FAR 52.247-63 Preference for U.S. Flag Air Carriers. The contractor shall submit NRC Form 445 to the NRC no later than 30 days prior to the commencement of travel.
- (c) The contractor will be reimbursed only for those travel costs incurred that are directly related to this contract and which are allowable subject to the limitations prescribed in FAR 31.205-46.
- (d) It is the responsibility of the contractor to notify the contracting officer in accordance with the FAR Limitations of Cost clause of this contract when, at any time, the contractor learns that travel expenses will cause the contractor to exceed the travel ceiling amount identified in paragraph (a) of this clause.
- (e) Reasonable travel costs for research and related activities performed at State and nonprofit institutions, in accordance with Section 12 of Pub. L. 100-679, shall be charged in accordance with the contractor's institutional policy to the degree that the limitations of Office of Management and Budget (OMB) guidance are not exceeded. Applicable guidance documents include OMB Circular A-87, Cost Principles for State and Local Governments; OMB Circular A-122, Cost Principles for Nonprofit Organizations; and OMB Circular A-21, Cost Principles for Educational Institutions.

A.10 52.216-18 ORDERING (OCT 1995)

- (a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from the effective date of the contract through the expiration date of the contract.
- (b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.
- (c) If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

A.11 52.216-19 ORDER LIMITATIONS (OCT 1995)

- (a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than \$30.74, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.
- (b) Maximum order. The Contractor is not obligated to honor--
 - (1) Any order for a single item in excess of 54,219.30;
 - (2) Any order for a combination of items in excess of 54,219.30;

(3) A series of orders from the same ordering office within five days that together call for quantities exceeding the limitation in subparagraph (b)(1) or (2) above.

(c) If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) above.

(d) Notwithstanding paragraphs (b) and (c) above, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within five days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

A.12 52.216-21 REQUIREMENTS (OCT 1995)

(a) This is a requirements contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies or services specified in the Schedule are estimates only and are not purchased by this contract. Except as this contract may otherwise provide, if the Government's requirements do not result in orders in the quantities described as "estimated" or "maximum" in the Schedule, that fact shall not constitute the basis for an equitable price adjustment.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. Subject to any limitations in the Order Limitations clause or elsewhere in this contract, the Contractor shall furnish to the Government all supplies or services specified in the Schedule and called for by orders issued in accordance with the Ordering clause. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(c) Except as this contract otherwise provides, the Government shall order from the Contractor all the supplies or services specified in the Schedule that are required to be purchased by the Government activity or activities specified in the Schedule.

(d) The Government is not required to purchase from the Contractor requirements in excess of any limit on total orders under this contract.

(e) If the Government urgently requires delivery of any quantity of an item before the earliest date that delivery may be specified under this contract, and if the Contractor will not accept an order providing for the accelerated delivery, the Government may acquire the urgently required goods or services from another source.

(f) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after .

A.13 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed five years.

A.14 52.224-1 PRIVACY ACT NOTIFICATION (APR 1984)

The Contractor will be required to design, develop, or operate a system of records on individuals, to accomplish an agency function subject to the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties.

A.15 52.224-2 PRIVACY ACT (APR 1984)

(a) The Contractor agrees to--

(1) Comply with the Privacy Act of 1974 (the Act) and the agency rules and regulations issued under the Act in the design, development, or operation of any system of records on individuals to accomplish an agency function when the contract specifically identifies--

(i) The systems of records; and

(ii) The design, development, or operation work that the contractor is to perform;

(2) Include the Privacy Act notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation, when the work statement in the proposed subcontract requires the design, development, or operation of a system of records on individuals that is subject to the Act; and

(3) Include this clause, including this subparagraph (3), in all subcontracts awarded under this contract which requires the design, development, or operation of such a system of records.

(b) In the event of violations of the Act, a civil action may be brought against the agency involved when the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency when the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act, when the contract is for the operation of a system of records on individuals

to accomplish an agency function, the Contractor and any employee of the Contractor is considered to be an employee of the agency.

(c) (1) "Operation of a system of records," as used in this clause, means performance of any of the activities associated with maintaining the system of records, including the collection, use, and dissemination of records.

(2) "Record," as used in this clause, means any item, collection, or grouping of information about an individual that is maintained by an agency, including, but not limited to, education, financial transactions, medical history, and criminal or employment history and that contains the person's name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a fingerprint or voiceprint or a photograph.

(3) "System of records on individuals," as used in this clause, means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

A.16 52.232-1 PAYMENTS (APR 1984)

The Government shall pay the Contractor, upon the submission of proper invoices or vouchers, the prices stipulated in this contract for supplies delivered and accepted or services rendered and accepted, less any deductions provided in this contract. Unless otherwise specified in this contract, payment shall be made on partial deliveries accepted by the Government if:

- (a) The amount due on the deliveries warrants it; or
- (b) The Contractor requests it and the amount due on the deliveries is at least \$1,000 or 50 percent of the total contract price.

A.17 52.237-2 PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT, AND VEGETATION (APR 1984)

The Contractor shall use reasonable care to avoid damaging existing buildings, equipment, and vegetation on the Government installation. If the Contractor's failure to use reasonable care causes damage to any of this property, the Contractor shall replace or repair the damage at no expense to the Government as the Contracting Officer directs. If the Contractor fails or refuses to make such repair or replacement, the Contractor shall be liable for the cost, which may be deducted from the contract price.

SECTION B. SUPPLIES AND/OR SERVICES AND PRICES/COSTS**SCHEDULE OF ITEMS AND PRICES****BASE YEAR (JANUARY 1, 2007 THROUGH DECEMBER 31, 2007)**

	Quantity	Unit	Unit Price	Amount
Individual Career Counseling	35	6 hours	\$ 858.16	\$30,035.60
Group Sessions	2	2 hours	\$1,251.43	\$ 2,502.86
No Show Fee (NRC will allow for one No Show Fee per participant)	35	each	\$ 135.84	\$ 4,754.40
Quarterly Reports for Individual Sessions	4	each	\$ 580.58	\$ 2,322.32
Quarterly Report for Group Counseling Session	4	each	\$ 580.58	\$ 2,322.32
Travel (estimated)	2	trips	\$ 2,500.00	\$ 5,000.00
Career Counseling Guide Book	35	each	\$ 52.78	\$ 1,847.30
Self Diagnostic Instruments	70	each	\$ 30.74	\$ 2,151.80
Conference Calls with Regional Offices	4	each	\$ 239.12	\$ 956.48
Meetings via Conference Calls	2	each	\$ 167.28	\$ 334.56
Oral Presentations	2	each	\$ 621.90	\$ 1,243.80
Annual Report	1	each	\$ 747.86	\$ 747.86
Development of NRC-Specific Workbook (Optional)	1	set	\$ 3,877.08	\$ N/A
TOTAL				\$54,219.30

OPTION YEAR ONE (JANUARY 1, 2008 THROUGH DECEMBER 31, 2008)

	Quantity	Unit	Unit Price	Amount
Individual Career Counseling	35	6 hours	\$ 875.37	\$30,637.95
Group Sessions	2	2 hours	\$ 1,276.34	\$ 2,552.68
No Show Fee (NRC will allow for one No Show Fee per participant)	35	each	\$ 138.57	\$ 4,849.95
Quarterly Reports for Individual Sessions	4	each	\$ 592.22	\$ 2,368.88
Quarterly Report for Group Counseling Session	4	each	\$ 592.22	\$ 2,368.88
Travel (estimated)	2	trips	\$ 2,500.00	\$ 5,000.00
Career Counseling Guide Book	35	each	\$ 53.84	\$ 1,884.40
Self Diagnostic Instruments	70	each	\$ 31.36	\$ 2,195.20
Conference Calls with Regional Offices	4	each	\$ 243.92	\$ 975.68
Meetings via Conference Calls	2	each	\$ 170.64	\$ 341.28
Oral Presentations	2	each	\$ 634.38	\$ 1,268.76
Annual Report	1	each	\$ 762.86	\$ 762.86
TOTAL				\$55,206.52

OPTION YEAR TWO (JANUARY 1, 2009 THROUGH DECEMBER 31, 2009)

	Quantity	Unit	Unit Price	Amount
Individual Career Counseling	35	6 hours	\$ 892.81	\$31,248.35
Group Sessions	2	2 hours	\$ 1,301.99	\$ 2,603.98
No Show Fee (NRC will allow for one No Show Fee per participant)	35	each	\$ 141.33	\$ 4,946.55
Quarterly Reports for Individual Sessions	4	each	\$ 604.02	\$ 2,416.08
Quarterly Report for Group Counseling Session	4	each	\$ 604.02	\$ 2,416.08
Travel (estimated)	2	trips	\$ 2,500.00	\$ 5,000.00
Career Counseling Guide Book	35	each	\$ 54.91	\$ 1,921.85
Self Diagnostic Instruments	70	each	\$ 31.99	\$ 2,239.30
Conference Calls with Regional Offices	4	each	\$ 248.78	\$ 995.12
Meetings via Conference Calls	2	each	\$ 174.04	\$ 348.08
Oral Presentations	2	each	\$ 647.02	\$ 1,294.04
Annual Report	1	each	\$ 778.06	\$ 778.06
TOTAL				\$56,207.49

OPTION YEAR THREE (JANUARY 1, 2010 THROUGH DECEMBER 31, 2010)

	Quantity	Unit	Unit Price	Amount
Individual Career Counseling	35	6 hours	\$ 910.67	\$31,873.45
Group Sessions	2	2 hours	\$ 1,327.87	\$ 2,655.74
No Show Fee (NRC will allow for one No Show Fee per participant)	35	each	\$ 144.16	\$ 5,045.60
Quarterly Reports for Individual Sessions	4	each	\$ 616.10	\$ 2,464.40
Quarterly Report for Group Counseling Session	4	each	\$ 616.10	\$ 2,464.40
Travel	2	trips	\$ 2,500.00	\$ 5,000.00
Career Counseling Guide Book	35	each	\$ 56.01	\$ 1,960.35
Self Diagnostic Instruments	70	each	\$ 32.63	\$ 2,284.10
Conference Calls with Regional Offices	4	each	\$ 253.75	\$ 1,015.00
Meetings via Conference Calls	2	each	\$ 177.52	\$ 355.04
Oral Presentations	2	each	\$ 659.96	\$ 1,319.92
Annual Report	1	each	\$ 793.62	\$ 793.62
TOTAL				\$57,231.62

OPTION YEAR FOUR (JANUARY 1, 2011 THROUGH DECEMBER 31, 2011)

	Quantity	Unit	Unit Price	Amount
Individual Career Counseling	35	6 hours	\$ 928.89	\$32,511.15
Group Sessions	2	2 hours	\$ 1,354.48	\$ 2,708.96
No Show Fee (NRC will allow for one No Show Fee per participant)	35	each	\$ 147.04	\$ 5,146.40
Quarterly Reports for Individual Sessions	4	each	\$ 628.43	\$ 2,513.72
Quarterly Report for Group Counseling Session	4	each	\$ 628.43	\$ 2,513.72
Travel (estimated)	2	trips	\$ 2,500.00	\$ 5,000.00
Career Counseling Guide Book	35	each	\$ 57.13	\$ 1,999.55
Self Diagnostic Instruments	70	each	\$ 33.28	\$ 2,329.60
Conference Calls with Regional Offices	4	each	\$ 258.84	\$ 1,035.36
Meetings via Conference Calls	2	each	\$ 181.08	\$ 362.16
Oral Presentations	2	each	\$ 673.18	\$ 1,346.36
Annual Report	1	each	\$ 809.51	\$ 809.51
Final Report (Year 5 only)	1	each	\$ 1,191.88	\$ 1,191.88
TOTAL				\$59,468.37

GRAND TOTAL BASE YEAR AND OPTION YEARS\$282,333.30

SECTION C - STATEMENT OF WORK

C.1 BACKGROUND

The Office of Human Resources, U.S. Nuclear Regulatory Commission (NRC), provides a Career Counseling Program (CCP) for its employees. The CCP allows employees to focus their talents, skills, and knowledge to advance their careers and to identify occupations within NRC that fit their skills, knowledge, and abilities, thus resulting in greater career success, mobility, productivity, job satisfaction, and continued personal growth. The CCP provides employees with opportunities to explore career-related issues in a confidential manner. The Office of Human Resources provides support to NRC regional offices to ensure that all career counseling methods and procedures are used consistently throughout the agency. The NRC seeks to obtain the services of a career counseling contractor to provide individual and group career counseling sessions.

C.2 SCOPE OF WORK

The contractor shall provide one-on-one career counseling for approximately thirty-five (35) NRC voluntary participants. Additional NRC voluntary participants may be counseled at the NRC's option. The one-on-one individual counseling program shall consist of a total of six one-hour sessions for each voluntary participant. In the event an individual participant elects to terminate his/her participation in the program the Government will be obligated to pay only for those sessions actually completed. Unused hours may be pooled and, at the NRC's option, additional participants may be selected for the counseling program.

The contractor shall conduct small and/or large group sessions designed to provide career information to NRC employees. These sessions shall, at a minimum, last from one to two hours. Session topics may vary depending upon current agency needs, and shall be approved by the NRC Project Officer (PO).

C.2.1 Program Description

The contractor shall provide the necessary qualified personnel, materials, and services to provide one-on-one career counseling to approximately thirty-five (35) NRC Headquarters employees per fiscal year. A unit price per session shall be indicated in the pricing of the one-on-one career counseling services. This would facilitate providing more sessions, if determined to be necessary by the NRC PO. Each participant shall receive a total of six individual one-hour counseling sessions. The first five sessions will capture the program. The sixth session will be held approximately two to three months after completion of the initial five sessions. The sixth session serves as a follow-up session for the participant and contractor. Should additional sessions be required, the career counselor will consult with the NRC PO, and if deemed appropriate, the NRC PO may grant an additional one-hour session to the individual.

Periodically, but not more than twice in any one-year period, the NRC may conduct group counseling sessions in order to reinforce individual counseling activities. In addition, the NRC may conduct group educational sessions related to career enhancement to remain current on career strategies and techniques.

C.2.2 Qualifications

The NRC seeks the services of a qualified counselor, holding a BS and MS degree in guidance and counseling, and at least five years of counseling experience, three of those years being in the Federal sector. Demonstrated knowledge of career counseling based on formal education, specific training in career counseling, and membership in relevant professional organizations, is required. Career counselors shall be certified.

Resumes shall identify and describe specific jobs and references. Related career counseling experience of key personnel must reflect specific experience indicating quantity and quality of one-on-one career counseling provided to individuals both in the Federal sector and in private industry.

C.3 CONTRACT OBJECTIVE

C.3.1 With built-in flexibility to meet individual needs, the contractor shall:

1. Assist employees in exploring career options within NRC.
2. Heighten employees' awareness of qualifications for positions of interest, including experience and education, and the ability to communicate them to others.
3. Assist employees in clarifying their traits, characteristics, priorities, and interest, related to career choices.
4. Provide information and resources related to career and occupational planning and job requirements for the position an individual holds now, or aspires to attain.
5. Assist employees in understanding how to bring more of their skills, talents, and energy to the work they do today and how to plan for applying their capabilities to work in the future.
6. Assist employees in understanding career opportunities available, as well as limitations, within the NRC, other federal agencies, and the private sector.
7. Provide employees with the knowledge and skill in resume preparation and interview techniques.
8. Assist employees in establishing their short-term and long-term goals to achieve optimum career and personal growth.
9. Assist employees in increasing their knowledge of job search techniques.
10. Provide assistance and guidance in developing Individual Development Plans (IDPs).

11. Assist employees selected for developmental programs in identifying and developing their supervisory and leadership skills.
12. Provide group career counseling sessions. Session topics may vary depending on agency needs, but may include best practices on current thinking in career development techniques.

Each participant's program will be tailored to meet the individual's specific counseling needs and will be totally confidential.

C.3.2 Individual Sessions

The NRC PO will issue a program enrollment order to the contractor that includes the names(s) of the interested participant (s), work phone number(s), and work e-mail(s). The contractor shall make all of the arrangements for career counseling appointments directly with the NRC participant. This should be accomplished within three days of issuance of the enrollment order. The contractor can schedule blocks of time, if so desired, as long as it is not too restrictive for allowing flexible scheduling of appointments by participants.

Each participant will complete six, one-hour individual counseling sessions. The contractor shall allow sufficient intervals between sessions as mutually agreed upon between participant and contractor so that participant may accomplish tasks assigned in previous counseling sessions. If a participant does not require all six sessions, the contractor shall stop at the appropriate number.

C.3.3 Career Counseling Session Content

As a minimum, the following is an outline of what the first individual session shall include:

1. Review of the career counseling program's format and content.
2. Review of participant's prior education and work experience.
3. Development of mutual goals and expectations from the counseling.
4. Ascertain areas that the participant would like to focus on, i.e., developing an IDP, writing a good resume, etc.

At the end of Session 1, the contractor shall provide instructions and guidance to the participant for completing the following prior to Session 2:

1. Self-assessment assignments; and
2. As appropriate, completion of any interest and/or personality preference inventories, and return to the counselor at the beginning of Session 2.

During Session 2, the contractor shall discuss (if applicable) with the participant the self-assessment instruments and clarify any questions the participant may have.

At Sessions 3, 4, and 5 the contractor shall provide discussions on:

1. Career goals and objectives;
2. Career research;
3. Ways to communicate one's skills, values, and goals; and
4. Ways to present one's resume in the best possible light.

Session 6 will be a follow-up session, which will occur two to three months after completion of Session 5.

C.3.4 Career Counseling Program Evaluation Questionnaire

When each counseling sessions is completed for an individual, an Evaluation Questionnaire will be given to each participant. This form shall have questions to indicate the degree to which a participant was able to fulfill his/her individual goals during the career counseling. Such evaluation shall ensure the anonymity of each participant and shall provide some of the data for the quarterly and annual reporting requirements.

Each participant will complete the approved evaluation form and give it to the counselor. To ensure more privacy to the employees, the counselor shall ask the employee to sit at the end of the conference table while filling out the form. The counselor shall provide an envelope to the employee in which to place the evaluation form. The employee will give the sealed evaluation form to the Career Counselor, who will submit it, unopened, to the NRC PO.

C.3.5 Group Sessions

As a minimum, participants in the CCP shall be taught to:

1. Shift thinking from entitlement to seeking new opportunities within today's Federal organizational realities;
2. Realize the sources of power within their career and the value they bring to the workplace by leveraging these sources;
3. Bring who they are to what they do;
4. Understand the Federal career system and how individuals can best use tools and resources; and

5. Realistically understand the underlying relationship between personal skills, motivation, and an organization's direction.

During the base year and each option year thereafter, the NRC may elect to hold at least two 2-hour career counseling/training group sessions for up to 25 individuals, designed to provide career information to NRC employees. Session topics will vary depending upon NRC's current needs, and topics will be approved by the NRC PO.

The contractor shall prepare appropriate handout materials for such sessions and develop a brief description of what the session will cover and submit to the NRC PO for approval prior to the date of the session(s).

C.4 MATERIALS

The contractor shall provide the Career Counseling Guidebook (CCGB) and self-diagnostic instruments to be administered.

The contractor shall distribute CCGBs and materials to each participant during individual and/or group sessions. The contractor shall develop, reproduce, and distribute all materials as appropriate. Materials shall be presented in a clean, clear, and legible manner. All career counseling materials shall be submitted to the NRC PO for approval prior to being distributed to the participants.

To ensure consistency of the CCP throughout the NRC, the NRC headquarter's contractor, shall provide the regional career counseling contractors copies of the CCGB and self-diagnostic instruments.

The CCP shall consist of the following materials:

1. The CCGB shall be provided to each participant enrolled in the career counseling program. The guidebook shall contain current up-to-date information about self-assessment activities, occupational search techniques, career decision making approaches, and communication and interview guidelines.
2. Self-assessment instruments will be provided to each participant (Myers-Briggs Type Indicator, Strong Interest Inventory, Campbell Interest and Skills Survey). The contractor may propose other inventories to NRC for the NRC PO's approval.
3. Counseling techniques shall assist participants in exploring their personal attributes through tests, inventories, probing questions, discovering more about jobs, occupational information, and interview. Also learning and decision making, relating jobs to self, identifying the pros and cons of job occupational information, and taking direct action to achieve career success.

C.5 MEETINGS

During the base year of the award, it is anticipated that a maximum of one (1) meeting between the contractor and NRC may be necessary to make certain the contractor understands the culture and environment of the NRC workplace.

If NRC exercises the option years one through four, it is anticipated that no more than four (4) meetings during the entire four-year period will be necessary to coordinate and discuss current career development and counseling techniques.

C.6 LOCATION

Assessment and counseling sessions shall be performed at any NRC facility located in the Washington Metropolitan area. The NRC may request services be provided by travel, Video Teleconferencing (VTC), or other interactive medium, to NRC Regional locations:

- (1) Region I - King of Prussia, PA
- (2) Region II - Atlanta, GA
- (3) Region III - Lisle, IL
- (4) Region IV - Arlington, TX
- (5) Technical Training Center (TTC) in Chattanooga, Tennessee.

C.7 TRAVEL

It is anticipated that travel will take place under the contract. Sessions shall be offered at any NRC facility located in the Washington Metropolitan area; the Technical Training Center (TTC); and in all of the four regions. For authorized travel, the prevailing Government rates shall apply. The traveler shall present documentation for lodging and transportation costs as part of the invoice. Each region will have varying rates depending on the distance from the Washington Metropolitan area, the number of travel days, price of airline tickets, and the allowed per diem for each area. If an instructor is away from his/her place of residence, the NRC will not be obligated to pay the increased costs.

C.8 TIME

Assessment and counseling sessions shall be scheduled during regular NRC working hours. Sessions held during other times require the prior approval of the NRC PO.

C.8.1 Career Counseling Session Times

The individualization of the CCP and the following general outline shall be used as the contractor's guide for the six hour-long sessions:

1. The contractor shall keep careful records of the counseling sessions.
2. If a participant does not need all six sessions, the contractor shall stop at the appropriate number mutually agreed upon by the contractor and the participant.

3. The contractor shall allow sufficient intervals between sessions, as mutually agreed upon between the participant and the contractor, to allow the participant to accomplish tasks assigned in previous counseling sessions.

C.9 REGIONAL CAREER COUNSELING SERVICES

Under separate purchase orders, the NRC conducts career counseling activities in each of the NRC's four regional offices. The region contractors for career counseling are independent contractors. The Headquarter's contractor in no way oversees the regional contractors' activities. The Headquarter's contractor **does** require input from each region in order to report quarterly and annually on the NRC's career counseling activities. The Headquarter's contractor shall be responsible for performing the services listed below on a quarterly basis where counseling has been conducted in any of the NRC's regional offices:

1. Providing integrated statistical data and reports from each regional contractor. Such reports shall be submitted to the NRC PO no later than fifteen (15) calendar days after the end of the quarter.
2. Analyzing client evaluation forms and quarterly reports (as well as, information derived from telephone contacts) submitted by the regional contractors, identify potential problem areas and inconsistencies in methods or career counseling procedures used in counseling regional personnel, discuss resolutions and provide recommendations to the NRC PO for overall improvement of the NRC CCP, as appropriate.

Upon appointment of regional contractors, the NRC headquarter's contractor shall meet with the regional counselors to provide orientation and information related to the CCP. The NRC will determine a meeting place. Travel expenses will be paid by the NRC in accordance with Government Travel Allowances. The NRC headquarters contractor will escort the regional contractor to the NRC headquarters in Rockville, MD for general introductions to key staff in the Office of Human Resources.

C.10 REPORTING REQUIREMENTS

All career counseling sessions are considered confidential. No individual identification of participants to particular results will be provided in these reports. However, the NRC requires the following records to be maintained and forwarded to the NRC PO:

- C.10.1 A quarterly report outlining the number of sessions completed, including gender, ethnic background, and participant's career field; a brief analysis of trends related to participant career concerns; status of contract activities; status of problems or issues the contractor has encountered; a copy of evaluation forms from participants completing the program; and a summary of the data therein. The report shall be submitted fifteen (15) calendar days after the end of each quarter.

C.10.1.1 Quarterly Reports shall contain:

1. Number of counseling sessions completed.
2. A brief discussion of session results for those participants whose sessions were completed. Participants will remain anonymous.
3. Evaluation forms from participants completing their sessions.
4. Statistics on each participant entering the program.
5. Number of attendees in group career counseling and career development sessions, stating discussion topics, and what was achieved during the session, based on feedback from attendees.
6. Statistical data and reports from regional counselors shall be integrated into the reports to include a summary of activities and findings resulting from career counseling services.

C.10.1.2 The NRC PO may call upon the contractor to make a one-hour oral presentation to higher level management, describing the career counseling program and its benefits. This would not be done more than twice in the year of the contract. If the NRC PO determines that such a presentation is necessary, a minimum of thirty (30) days' notice would be given to the contractor.

C.10.2 A quarterly report providing number of participants in group career counseling and career development sessions with purpose, goals, and discussion topics delineated and what was achieved during the session based on feedback from participants.

C.10.3 A yearly report providing a statistical summary of activities, to include number of sessions, gender, ethnic background, and participants career field; summary description of activities, trends and problems encountered. The report shall be submitted fifteen (15) calendar days after the contract year ends. If option years one through four are exercised, reports shall cover all counseling activities, to include the number of sessions, the number of voluntary participants counseled, and the results of the participants' evaluations of the counseling provided during the twelve-month period. The final report at the end of the contract shall cover the entire five-year period, analyzing the career counseling provided, and the outcomes, number of participants, by gender and ethnic background.

C.10.4 A final report shall be submitted to the NRC PO upon completion of the contract, reporting on the counseling activities and identifying benefits to NRC and its employees resulting from the career counseling as seen from the career counselor's point of view.

C.11 SCHEDULE CONFLICTS, CONFIRMING APPOINTMENTS, CANCELLATION FEE, & NO SHOW FEE

Should a conflict arise regarding the scheduled date for service, the contractor shall make every effort to accommodate NRC's request or a participant's request to provide the service on the date requested by NRC or the participant.

The contractor shall implement procedures to confirm scheduled appointments with participants to ensure attendance for appointments.

Cancellations are recognized as employee notification to the contractor more than 24 hours in advance. There is no charge for cancellations.

The contractor shall agree in case of an emergency, such as sudden illness or other emergencies, that no "no-show" fee shall be imposed. The contractor shall be allowed to charge for each "no show" where an emergency has not occurred. (The charge for each "no-show" is \$83.64 in the base year, Option Year 1: \$85.32; Option Year 2: \$87.02; Option Year 3: \$88.76; and Option Year 4: \$90.54).

The following will occur to reduce and monitor "no shows":

1. NRC will add employee email address to the registration form.
2. The contractor shall email the employee to request the reason for the no show and forward both the question and the response to the NRC PO. In situations where the employee has telephoned or written the contractor or their Career Counselor to offer the reason why, the contractor shall include this information in an e-mail to the NRC PO and cc the employee.
3. The contractor shall include the initials of the individual who no-shows without emergency on each invoice charge in the format of parenthesis and initials in lower case, eg: (rs).

C.12 DURATION OF CONTRACT

This contract shall consist of one base year and four option years to renew. The base year shall begin on October 1, 2006 and end on September 30, 2007. The NRC reserves the right to exercise the options listed above.

C.13 NRC-PROVIDED EQUIPMENT, MATERIALS, AND FACILITIES

C.13.1 Upon award, the NRC will provide the contractor with the following:

1. Meeting Facilities.

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2. Desk
3. Telephone

C.14 MONITORING THE CONTRACT

C.14.1 NRC PO shall monitor the services pursuant to the requirements of the contract to ensure that the quality of services are adequate, up to date, and meet NRC's requirements.

1. Review individual and program reports.
2. Seek clarification on report information and modify services to correct problems and improve services to participants.
3. Review participants evaluation forms and seek clarification to correct problems and improve services for participants.