

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 3

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

BPA NO.

1. DATE OF ORDER MAR 08 2007	2. CONTRACT NO. (if any) GS35F4453G	6. SHIP TO:	
3. ORDER NO. DR-33-06-378 T003	4. REQUISITION/REFERENCE NO. OIS-06-378 dtd: 2/06/2007	a. NAME OF CONSIGNEE U.S. NRC - Office of Information Systems	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div. of Contracts Attn: Jaye Seay Mail Stop T-7-I-2 Washington, DC 20555		b. STREET ADDRESS Attn: Helen Hughes, Mail Stop: T6-D23M	
7. TO:		c. CITY Washington	d. STATE DC
a. NAME OF CONTRACTOR CEXEC INC		e. ZIP CODE 20555	
b. COMPANY NAME		f. SHIP VIA	
c. STREET ADDRESS 11440 COMMERCE PARK DR STE 600		8. TYPE OF ORDER	
d. CITY RESTON	e. STATE VA	<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.	
9. ACCOUNTING AND APPROPRIATION DATA 610-15-5E1-332 J1193 252A 31X0200.610 (This action administratively transfers \$72,114.00 in funds previously obligated under Basic ID/IQ Order No. DR-33-06-378)		10. REQUISITIONING OFFICE CIO OIS/ICOD/DOB	
11. BUSINESS CLASSIFICATION (Check appropriate box(es))		12. F.O.B. POINT Destination	
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS <input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) As Stated in SOW	
13. PLACE OF		16. DISCOUNT TERMS NET 30	
a. INSPECTION Rockville, MD	b. ACCEPTANCE Rockville, MD	14. GOVERNMENT B/L NO.	
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)
	Task Order No. 003 entitled " ICOD INTEGRATED PROJECT PLANNING ," under ID/IQ Order No. DR-33-06-378. In accordance with Section 14.0, Task Order Procedures, this action definitizes Task Order No. 003. This effort shall be performed in accordance with the enclosed Statement of Work, the terms and conditions of Delivery Order No. DR-33-06-378, and GSA Schedule No. GS-35F-4453G, and at the prices stated in the SCHEDULE (Refer to Page 2). Task Order No. 003 shall be effective March 8, 2007 through September 8, 2007 with a total cost ceiling of \$72,114.00. DUNS #: 086356789				See CONTINUATION Page	

18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.	
21. MAIL INVOICE TO:			
a. NAME U.S. Nuclear Regulatory Commission Div. of Contracts, Mail Stop T-7-I-2			
b. STREET ADDRESS (or P.O. Box) Attn: (DR-33-06-378-T003)			
c. CITY Washington	d. STATE DC	e. ZIP CODE 20555	

22. UNITED STATES OF AMERICA BY (Signature) TEMPLATE - ADM001 <i>Eleni Jernell</i>	23. NAME (Typed) Eleni Jernell Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER
-------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------

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OPTIONAL FORM 347 (REV. 4/2006)
PRESCRIBED BY GSA FPMR (41 CFR) 101-11.6

ADM002

**ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION**

PAGE NO.
2

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

DATE OF ORDER _____ CONTRACT NO. **GS35F4453G** ORDER NO. **DR-33-06-378 T003**

ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
001	<p>SUBJECT MATTER SPECIALIST (GSA CLIN SM-02-H: Subject Matter Specialist)</p> <p>TOTAL ESTIMATED AMOUNT (CEILING).....\$72,114.00</p> <p>Reference is made to your proposal dated 2/23/2007 and revised proposal dated 3/8/2007, in response to this effort.</p> <p><u>NOTE TO NRC ACCOUNTING:</u></p> <p>Request funds in the amount of \$72,114.00 be administratively transferred from the Basic ID/IQ No. DR-33-06-378 dated 9/29/2006 to DR-33-06-378-T003 (Task Order No. 003).</p> <p>ACCEPTED:</p> <p align="center">MARIE DENOYER CONTRACTS MANAGER</p> <hr/> <p>PRINT NAME AND TITLE</p> <p><i>Marie Denoyer</i> 3/12/07 VMW</p> <p>SIGNATURE DATE</p>	[REDACTED]	[REDACTED]	[REDACTED]	\$72,114.00	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$72,114.00	

ADDITIONAL TERMS AND CONDITIONS

A.1 CONSIDERATION AND OBLIGATION – TASK ORDER

(a) The total estimated amount of this Task Order (ceiling) for the products/services ordered, delivered, and accepted under this contract is **\$72,114.00**. 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 Task Order is **\$72,114.00***. This obligated amount may be unilaterally increased from time to time by the Contracting Officer by written modification to this contract. The obligated amount shall, at no time, exceed the Task Order 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 at the Contractor's sole risk.

**Funds were previously obligated under ID/IQ Order No. DR-33-06-378 dated 9/29/2006 and are being administratively transferred to this task order.*

ICOD INTEGRATED PROJECT PLANNING
Statement of Work for Task Order No. 003, OIS-06-378

Objective:

To expand on the project plans for ICOD activities and integrate them to reflect overall schedule, resource commitment and utilization, and the capability to easily assess schedule and resource impacts against prioritized work activities by proposed new tasks.

Background:

The Infrastructure and Computer Operations Division (ICOD), within the Office of Information Services (OIS) at the Nuclear Regulatory Commission (NRC), manages various projects, activities, and budgetary data in order to accomplish its goals in support of OIS and the Agency.

Requirements:

The contractor shall expand upon the current project plans and integrate for ICOD activities using Microsoft Project Professional 2003 and WBA Chart Pro. This effort shall include the following:

- Provide support for Project Web Access in support of project updates, issued tracking, risk management and document management.
- Create various customized reports on resource allocation and utilization, assignment, and cost for individuals across the portfolio.
- Establish a standard method and procedure for dynamically linking project artifacts to project plans including document management through SharePoint Server.
- Determine, test, and implement effective and efficient techniques and methods for performance monitoring, performance reporting, and performance troubleshooting and resolution, for all applications on the enterprise project server which include, but is not limited to, Project Server, SQL Server Enterprise, Windows Server, SharePoint Server, Active directory, and Project Web Access.
- Explore technical resources such as the Project Server Development kit, MS opportunities, such as no-cost add-ons, tips and techniques, upgrade to Project Server 2007, etc., pertinent to our enterprise project server environment that would be of value to users. Make appropriate recommendations for effectiveness and efficiencies.
- Provide expert assistance in the design, configuration, and maintenance of global and project templates, outline codes, resource pools, and group accounts with appropriate permissions.
- Develop a life-cycle plan for the project server enterprise and associated software and hardware components, considering new products and upgrades, the benefits of enhanced functionality, NRC's current infrastructure and future plans, and potential caveats and risks.
- Develop end-user procedures, guidelines, and recommendations for using Portfolio Analyzer and Portfolio Modeler.

- Develop and recommend a process for managing and maintaining a development, test, and production environments for enterprise project server and associated software components.
- Provide support for Project Web Access for project updates, issue tracking, risk management and document management. Ensure that projects can utilize and share a common resource pool.
- Set up business rules for projects.
- Develop procedure for updating projects via the time sheet view in conjunction with OIS Technical Assignment Control codes.
- Applying resource and task costs.
- Set up and define group accounts and “user roles” in support of ICOD projects.
- Conduct workshops for user training and support.

Deliverables:

Item No	Deliverable Description	Estimated Due Date
1	Weekly Status Reports	Weekly; C.O.B. every Monday of every week

Meetings:

The contractor shall participate in task oriented meetings at the request of the Task Officer.

Period of Performance:

March 8, 2007 through September 8, 2007.

SYSTEMS FURNITURE PRODUCTS AND SERVICES STATEMENT OF WORK

1. BACKGROUND

The United States Nuclear Regulatory Commission (NRC) Headquarters is located at the White Flint Complex (WFC), in addition to interim and satellite buildings located outside of the WFC. Approximately 2800 employees and 260 contractors are currently housed in systems furniture in NRC headquarters buildings, with an anticipated growth of 200-300 employees to be hired annually within the next five years.

To meet the mandatory General Services Administration (GSA) space standard of 135 square feet per person when NRC consolidated and to provide maximum flexibility and durability, GSA and NRC determined that a system-furniture, open plan design, complemented by a demountable, movable, floor-to-ceiling partition system, will be used as office space.

To support this determination, the contractor shall provide all management, administrative and technical support, supervision, and labor, as well as all materials, supplies, and equipment to furnish components and accessories, install, reconfigure workstations and/or repair or replace workstation components at the NRC Headquarters buildings, including the installation of additional workstations, at the White Flint Complex and interim and satellite building space.

2. FURNITURE REQUIREMENTS

This is an indefinite quantity arrangement. The total estimated quantities of materials, services and maintenance cannot be determined at this time. The total quantities to be ordered under this contract can be any combination of the products and services identified in the Contractor's GSA Schedule. NRC will also purchase additional components to be placed in inventory for replacing worn or damaged furniture, furniture parts and providing flexibility for workstation/office changes.

The contractor shall furnish furniture components and accessories that are required to install, reconfigure workstations and/or repair or replace workstation components if and when ordered by the NRC Project Officer through work orders issued pursuant to this contract. In addition, the contractor shall furnish and provide other product line available for purchase to the NRC, such as freestanding desks, chairs, tables and file cabinets. Product line shall be compatible with existing finishes and furnishings in the NRC Headquarters buildings. The components and accessories shall be available for purchase by NRC at the unit price and discount established for this project and shall remain in effect for the duration of this delivery order.

3. DESIGN/LAYOUT ADAPTATION

Prior to issuance of a work order, the contractor will be contacted by the NRC Project Officer to provide design and layout support on various furniture projects. For major systems furniture projects, the NRC will provide the contractor with detailed specifications and workstation prototypes that represent the NRC's best estimate of the completed configuration. The design and layout support required will involve adapting the contractor's product to the physical conditions, configuration and actual floor plans. It shall be the responsibility of the contractor to provide for left-hand or right-hand configurations as required.

The contractor shall provide the services of a professional design staff with significant experience on major systems furniture projects, who will be required to review, adapt and overlay the specific manufacturer's components and products to generic layouts. The contractor shall conduct an on site review of existing conditions prior to design development. The generic layouts should not preclude the contractor from submitting to the NRC any suggestions or alternatives which would aid in adapting its components to the actual design.

A preliminary design will be submitted to the Project Officer for review and approval and shall be revised, if necessary, based on comments from NRC reviews. Following design approval, the contractor shall prepare a product requirement list along with a proposal that includes product cost, design and installation costs. In preparing the product requirement list, the contractor shall take into consideration warehouse inventory and inventory of existing product on the floor.

The contractor shall furnish computer-aided design (CAD) drawings, CAD drawing diskettes (readable by AutoCAD) and product specifications to the NRC Project Officer upon completion of the work order. The

Contractor shall provide monthly updates of the CAD product database, furniture symbol libraries and product data specifications required to maintain and update floor plans and furniture product data.

4. STANDARDS FOR FURNITURE AND COMPONENTS

a. This specification covers the requirements for workstation standards composed of connecting panels with attachable components. The minimum acceptable requirements for extent of the manufacturer's product line, design, materials, workmanship, performance safety and services are set forth in GSA's Federal Supply Service (FSS) schedule contracts for systems furniture.

b. Furniture provided by the contractor shall conform in all respects to the descriptions provided in Workstation Prototype standards, layout drawings and other specifications prepared and provided by the NRC. Any deviations due to production techniques or the inability of the manufacturer to meet these requirements shall immediately be brought to the Project Officer's attention. The Project Officer shall make the final determination of the acceptability of such deviations.

c. The contractor shall specify and supply all work surfaces, components, hardware, wire management and panels, as well as any and all parts required to assemble and to power the workstation configurations. Each element of the proposed installation shall be appropriately adapted to the building environment and to the demountable wall systems utilized throughout the buildings.

Particular care was paid by the space planners to avoid marginal dimensional problems and conflicts. It shall be the responsibility of the contractor to point out any and all problems and/or conflicts which may arise with a given furniture system and to resolve these with the Project Officer. The contractor shall field check all dimensions for problems and/or conflicts and bring them to the attention of the Project Officer along with a proposed solution.

d. The contractor shall verify all the components for each workstation depicted on approved layout drawings. In the event the contractor believes that any essential components have been inadvertently omitted from the workstation prototype, the contractor shall bring these items to the attention of the Project Officer.

5. STANDARDS FOR PANELS

a. Workstations which are grouped in a continuous arrangement shall share panels. Based on approved drawings, the contractor shall be responsible for preparing an actual count of panels, with a breakdown by variety of panel finish to be used. The contractor shall provide straight-run or multi-angled joints of two, three, or four panels as delineated on the drawings.

b. There are a range of different panel widths. Typical widths are 12 inches, 18 inches, 24 inches, 30 inches, 36 inches, 42 inches, 48 inches, 54 inches and 60 inches. Curved panels of varying heights may also be required. Wall brackets or tracks shall be available to attach a panel run to the building walls. The contractor shall determine the appropriate width for panels and connectors so that they will most closely meet the overall dimensions specified for each workstation.

c. There are a maximum of four different ranges of panel heights. Typical heights are 34-42 inches, 48 inches, 65-68 inches and 75-80 inches. The contractor shall determine the appropriate panel height based on the workstation type.

d. Unless otherwise noted, the standard panel shall have acoustical, bonded fabric whether they face the inside of a workstation or a corridor or are concealed from view in any way. The minimum noise reduction coefficient for acoustical panels shall be 0.80. The minimum acceptable sound transmission coefficient for acoustical panels shall be 14 and the minimum acceptable noise isolation class shall be 20. All panel components shall be provided with a light and sound barrier for the full height of the panel unless otherwise specified.

e. All panel surfaces shall have the same appearance with surface mounted tack boards. All panels shall maintain a level appearance at the top of the panel. Each panel shall have no less than two glides with a minimum vertical adjustment of two inches. Carpet grippers shall be provided for additional stability, if necessary.

f. Panel connectors are to be provided with each panel. At all angled connectors, it is desired that filler be used to cover and conceal the angled connection. All panels at the end of a panel run shall have a finished end trim. Where adjacent panels are not the same height, the exposed ends shall have a finished end trim.

g. All panels and work surfaces, and all components, shelves and storage bins hanging from them shall be leveled plumb, straight and true when all pieces are precisely located.

h. All panels, whether powered or non-powered, shall be provided with covered raceways. Base raceways shall be an integrated part of the panels and attached such that they have minimal floor clearance and such that they provide bottom-edge protection from maintenance equipment. The communications compartments shall each accommodate at least ten 25-pair communication cables with room for two 25-pin connectors side by side. These compartments shall be constructed to facilitate the installation of communication cables, and shall be designed to facilitate wire management and future maintenance and adaptability, i.e., there shall be an open channel that provides for cables to be laid in. The base trim should have access (knock-outs) for communications cabling, to accept both coaxial and telecommunications wires. The base wire raceway shall be at a single level,

providing a continuous straight cable run that avoids electrical outlets and other obstructions.

i. It is desired that all panels have internal vertical cable ways so that concealed cables may be run from the base raceways to the top cable ways. All cabling and wiring shall be concealed by wire managers.

j. The panels shall be capable of being installed, without using fasteners, on top of finished flooring or carpeting without penetration of either. There shall be complete flexibility for future changes in panel arrangement without having to patch the flooring materials. At junctions of architectural elements and at panel service entries, there shall be sufficient space to allow for cables to run.

6. ELECTRICAL

a. Each power panel shall be capable of accepting electrical duplex receptacles. It shall be the contractor's responsibility to furnish pre-wired panels in the workstations to provide from three to seven duplex accessible outlets per station, each tri-circuit capabilities that include a potential for dedicated lines and isolated ground as required. It is the contractor's responsibility to determine which panels should be powered and which are not. The contractor shall coordinate and confirm final panel plans with the Project Officer prior to ordering and final installation.

b. All non-powered panels shall be capable of being retrofitted in the field to a powered panel without altering the height of the panel or disassembling the panel run.

c. Cables to a power panel shall be provided, and pass-through or jumper cables shall be provided to transfer power from one power panel to another. All connections shall be contained within a covered raceway.

d. Power panels, light fixtures and non-metallic extension cords shall be Underwriters Laboratories approved, and wire managers shall be provided for all exposed wires.

e. Each branch circuit shall be limited to 10 duplex outlets. The contractor shall provide power supply components and an electrical plan to conform. The power will be supplied through the ceiling, interior walls, columns and/or exterior walls. All electrified panels shall be capable of having a minimum of three pre-wired circuits (120V, 20A) within the base raceway.

f. Panel-to-panel power connectors shall be designed so that when they are disconnected all points of connection are safe and electrically non-conductive. Hard-wire connections are accomplished by the Government who will connect the electrical entry whip to the circuit at the junction box. The contractor shall be responsible for final electrical hook-ups between the electrical panels and the owner-installed whip. The appropriate whips are specified and procured by the Government as part of the systems furniture package.

7. TASK LIGHTS

Task lights shall be provided in varying widths corresponding to the storage bins or shelf under which they are mounted. Task lights shall be supplied with a fluorescent tube, an on-off switch, rapid-start ballast and a heavy cord with ground. The cord shall be of sufficient length to reach a receptacle in the panel raceway. All task lights shall provide a minimum of 50 foot candles at the work surface with a low glare factor. The task light cord shall be wire mounted. Task lights should be separate from the panel hung components under which it is mounted.

8. WORK SURFACES

a. All work surfaces shall either be cantilevered from the panel or be end-supported by a panel to the floor for stability. It is desired that two adjacent work surfaces of different heights have fillers along the full depth of the work surfaces to close the vertical gap between them.

All work surfaces shall be adequately supported at each end so that they can bear, without noticeable deflection, the weight of video display terminals and/or desktop printers.

b. When two work surfaces are placed back to back and cantilevered from an open frame panel, a filler piece shall be provided. The filler piece shall be the full width and depth of the panel opening. The filler piece shall have "knock-outs" for cable access.

c. Turntables shall be provided for swiveling shared equipment. Each turntable shall measure a minimum of 1 inch by 24 inches and swivel to face any direction without moving its base. Turntables shall provide for wire management.

d. Work surfaces shall have a circular opening, a notched edge, or other design feature to accommodate the routing of wires. All edges shall be finished and covers shall be provided when the openings are not needed for wire management. Openings shall be located on the work surface to avoid conflicts with pedestals and/or storage units below the work surfaces.

e. Work surfaces for workstation types C-J shall be covered in high-pressure plastic laminate with underside backing sheets of laminate or steel, and shall be pre-drilled for mounting channels, components, drawers and other accessories. Work surfaces for workstation types A and B shall be wood or wood veneer.

f. Work surface widths are identified on the workstation drawings. All work surfaces shall be available in 24 inch and 30 inch depths. Corner surfaces shall be provided to connect two 24 inch deep surfaces that meet at a 90 degree angle.

g. The height of work surfaces shall be adjustable from 26 1/4 inches to 34 inches above the floor. A maximum gap of 1/8 inch between two contiguous work surfaces of the same height is a desirable feature.

9. STORAGE COMPONENTS

a. All storage components, such as pedestals, flipper doors storage binds, open shelves, vertical paper organizers and coat hooks, shall be constructed of materials certified to be in

accordance with GSA standards. All drawers, binder bins, flipper doors, shelves and other protruding edges shall have radius corners or other finished edges to prevent potential hazard to personnel or their clothing. All enclosed storage components shall be lockable.

b. Each workstation shall be keyed alike but different from nearby workstations. All locks shall be master-keyable. A minimum of two keys shall be provided for each station.

c. File drawers shall be capable of suspending legal- or letter-size file folders either side-to-side or front-to-back. It is desirable that these drawers have spring-activated compression dividers or similar mechanisms. File drawers shall operate on either full-travel or steel-ball-bearing suspension. All components suspended from workstations shall be as deep as the work surface to which are attached. It is desirable that file drawers be capable of being removed from the pedestal without removing the contents of the drawers. File drawers shall be provided with cross rails to permit either letter- or legal-size filing. Each file drawer shall have a safety catch to prevent accidental removal.

d. It is desirable that box drawers have a rear hood in order to prevent loose papers from being pushed over and behind the drawer. A minimum of two dividers shall be provided with each box drawer. Convenience trays shall be provided for the top box drawer in each pedestal. Box drawers shall operate on full travel or steel-ball-bearing suspension. All box drawers shall be lockable. The box drawers shall be capable of being removed from the pedestal without removing their contents. The box drawers shall have a G safety catch to prevent accidental removal.

e. All pedestals shall be interchangeable in the field from left to right or right to left and shall maintain their locking feature without damaging the work surface.

f. Drawer fronts for workstations A and B shall be wood or wood veneer. All others shall be a standard finish.

g. Flipper door storage bins shall be available in sizes corresponding to all panel widths, with the exception of the 12 inch. The minimum depth of the bins shall be 12 1/4 inches. Each bin shall be provided with three shelf dividers. Each bin shall have a safety catch to prevent accidental dislodgment. The flipper doors shall be operable from the center or either side and shall be operable by a seated person.

h. It is desirable that furniture include panel-hung vertical paper organizers and other accessories, as indicated on the workstation prototypes. The paper organizers should be capable of being angled either to the right or the left and their orientation should be readily reversible by the user. The paper organizer should hold either letter- or legal-size documents without causing them to be warped or bent.

10. INSTALLATION SPECIFICATIONS

- a. The contractor shall provide authorized and/or certified personnel/technicians as required to disassemble and assemble the workstations and their components. Necessary electrical power will be provided by the Government.
- b. The installation service to be provided by the contractor shall include unloading, movement of product to installation areas, unpacking of product, installation of product according to approved layout and removal of resulting debris from and about the building and floors. The contractor shall be responsible for providing sufficient refuse containers to accommodate discarded packing materials and other debris. The contractor shall leave the site "broom clean." Upon completion of installation, the contractor may be required to return excess product to the NRC warehouse, located on Boiling Brook Parkway, approximately two miles from the White Flint Complex.
- c. The product shall be rendered completely ready for use. All packing materials and labels shall be removed and furniture shall be cleaned and polished, adjusted, leveled and inspected for damage. The contractor shall, at no additional cost to the NRC, touch up nicks and scratches on the systems furniture that occur during handling and installation. The contractor shall clean or replace all fabric which may be marred during handling and installation. The contractor is responsible for cleaning and/or repairing any and all damages to the building and or floors which result from the installation process. Cleaning and repair work shall be made acceptable to the Project Officer before final payment is made.
- d. The contractor may be required to install white porcelain writing boards, computer keyboard trays and mouse trays as indicated on workstation specifications.
- e. The contractor shall fully accomplish each installation on the agreed upon date. Following installation, any problems that arise shall be resolved and completed within a maximum of 30 days from the installation date of the work order.
- f. Deliveries may be made directly to either building site at Rockville Pike and Marinelli Road or the NRC warehouse. A loading dock is provided behind both buildings with access to a freight elevator. Limited warehousing capabilities are available at the site but the Government will not accept responsibility for product until actual installation.

11. SERVICE

On a weekly basis, the contractor shall provide the services of a technician(s) to perform minor workstations modifications, reconfigurations and repairs in accordance with Service Requests issued by the NRC Project Officer. The service technician(s) will be reimbursed on a fixed price hourly rate during the duration of this agreement. The technician(s) will be required to pull, load, transport and update inventory as needed.

12. FINISHES AND MATERIALS

a. Panels

Trim color:	Standard manufacturer selections
Fabric:	Medium-grade (Guildford of Maine, SR-701 or equal)
Connector color:	Standard manufacturer selections

Receptacle color: Standard manufacturer selections to match raceway

b. Work surfaces

Top: Wood or wood veneer for workstation types A & B
Plastic laminate for workstation types C-J

Trim: Standard manufacturer selections

c. Storage Components Color

Standard manufacturer selections. Drawer fronts shall be wood or wood veneer for workstation types A & B or standard manufacturer finish for workstations C-J.

d. Flipper Doors

All flipper doors shall be wood or wood veneer for workstation types A & B, fabric-wrapped or standard manufacturer finish for workstations C-J.

A.2 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 this award through twelve (12) months thereafter.

(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.3 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 _____, 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 the established ceiling price;

(2) Any order for a combination of items in excess of the established ceiling price;

(3) A series of orders from the same ordering office within 10 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 _____ 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.4 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 6 months prior to the end of the current performance period.

A.5 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 6 months prior to the end of the current performance period.; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 6 months prior to the end of the current performance period. 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 (5) years.

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:

Account Executive:	Chip Robertson
In-House Program Manager:	Tina Ritchie
Sr. Interior Designers:	Tiffany Kaneko, Brigid Galford
Project Coordinator:	Valerie Baka

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:	Joanna Lilley
Address:	U.S. Nuclear Regulatory Commission Two White Flint North 11545 Rockville Pike, MS 7D24 Rockville, MD 20852-2738
Telephone Number:	301-415-6743
Email Address:	JEL1@nrc.gov

(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 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 \$3,729,000.00. 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 \$1,710,883.00. 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.10 Annual and Final Contractor Performance Evaluations

Annual and final evaluations of contractor performance under this contract will be prepared in accordance with FAR 42.15, "Contractor Performance Information," normally at the time the contractor is notified of the NRC's intent to exercise the contract option. If the multi-year contract does not have option years, then an annual evaluation will be prepared (state time for annual evaluation). Final evaluations of contractor performance will be prepared at the expiration of the contract during the contract closeout process.

The Contracting Officer will transmit the NRC Project Officer's annual and final contractor performance evaluations to the contractor's Project Manager, unless otherwise instructed by the contractor. The contractor will be permitted thirty days to review the document. The contractor may concur without comment, submit additional information, or request a meeting to discuss the performance evaluation. The Contracting Officer may request the contractor's Project Manager to attend a meeting to discuss the performance evaluation.

Where a contractor concurs with, or takes no exception to an annual performance evaluation, the Contracting Officer will consider such evaluation final and releasable for source selection purposes. Disagreements between the parties regarding a performance evaluation will be referred to an individual one level above the Contracting Officer, whose decision will be final.

The Contracting Officer will send a copy of the completed evaluation report, marked "For Official Use Only," to the contractor's Project Manager for their records as soon as practicable after it has been finalized. The completed evaluation report also will be used as a tool to improve communications between the NRC and the contractor and to improve contract performance.

The completed annual performance evaluation will be used to support future award decisions in accordance with FAR 42.1502(a) and 42.1503(c). During the period the information is being used to provide source selection information, the completed annual performance evaluation will be released to only two parties - the Federal government personnel performing the source selection evaluation and the contractor under evaluation if the contractor does not have a copy of the report already.

A.11 PLACE OF INSPECTION AND ACCEPTANCE (MAR 1987)

Inspection and acceptance of the deliverable items to be furnished hereunder shall be made by the Project Officer at the destination.

A.12 ORDERING PROCEDURES (MAY 1991)

(a) In addition to the contracting officer, contract administrator, and project officer, the following individuals are authorized to issue delivery orders under this contract:

JOANNA LILLEY

(b) All delivery orders shall be prepared in accordance with FAR 16.506 and may be issued in writing, orally, or by written telecommunications.

A.13 DURATION OF CONTRACT PERIOD (MAR 1987) ALTERNATE 4 (JUN 1988)

The ordering period for this contract shall commence on the effective date and will expire on 12 months thereafter. 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 (4) years.

A.14 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.15 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.16 COMPLIANCE WITH U.S. IMMIGRATION LAWS AND REGULATIONS

NRC contractors are responsible to ensure that their alien personnel are not in violation of United States Immigration and Naturalization (INS) laws and regulations, including employment authorization documents and visa requirements. Each alien employee of the Contractor must be lawfully admitted for permanent residence as evidenced by Alien Registration Receipt Card Form 1-151 or must present other evidence from the Immigration and Naturalization Services that employment will not affect his/her immigration status. The INS Office of Business Liaison (OBL) provides information to contractors to help them understand the employment eligibility verification process for non-US citizens. This information can be found on the INS website, <http://www.ins.usdoj.gov/graphics/services/employerinfo/index.htm#obl>.

The NRC reserves the right to deny or withdraw Contractor use or access to NRC facilities or its equipment/services, and/or take any number of contract administrative actions (e.g., disallow costs, terminate for cause) should the Contractor violate the Contractor's responsibility under this clause.

(End of Clause)

A.17 SAFETY OF ON-SITE CONTRACTOR PERSONNEL

Ensuring the safety of occupants of Federal buildings is a responsibility shared by the professionals implementing our security and safety programs and the persons being protected. The NRC's Office of Administration (ADM) Division of Facilities and Security (DFS) has coordinated an Occupant Emergency Plan (OEP) for NRC Headquarters buildings with local authorities. The OEP has been approved by the Montgomery County Fire and Rescue Service. It is designed to improve building occupants' chances of survival, minimize damage to property, and promptly account for building occupants when necessary.

The contractor's Project Director shall ensure that all personnel working full time on-site at NRC Headquarters read the NRC's OEP, provided electronically on the NRC Intranet at <http://www.internal.nrc.gov/ADM/OEP.pdf>. The contractor's Project Director also shall emphasize to each staff member that they are to be familiar with and guided by the OEP, as well as by instructions given by emergency response personnel in situations which pose an immediate health or safety threat to building occupants.

The NRC Project Officer shall ensure that the contractor's Project Director has communicated the requirement for on-site contractor staff to follow the guidance in the OEP. The NRC Project Officer also will assist in accounting for on-site contract persons in the event of a major emergency (e.g., explosion occurs and casualties or injuries are suspected) during which a full evacuation will be required, including the assembly and accountability of occupants. The NRC DFS will conduct drills periodically to train occupants and assess these procedures.

A.18 USE OF AUTOMATED CLEARING HOUSE (ACH) ELECTRONIC PAYMENT/REMITTANCE ADDRESS

The Debt Collection Improvement Act of 1996 requires that all Federal payments except IRS tax refunds be made by Electronic Funds Transfer. It is the policy of the Nuclear Regulatory Commission to pay government vendors by the Automated Clearing House (ACH) electronic funds transfer payment system. Item 15C of the Standard Form 33 may be disregarded.