

## ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

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

BPA NO. DR-38-06-376

1. DATE OF ORDER		2. CONTRACT NO. (If any) Q602F005DN		6. SHIP TO:	
3. ORDER NO. TASK ORDER 002		4. REQUISITION/REFERENCE NO. HR-03-376-02		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div. of Contracts Attn: Jeffrey R. Mitchell, 301-415-6465 Mail Stop T-7-I-2 Washington, DC 20555				b. STREET ADDRESS Attn: Leonard Carsley Mail Stop: T2-D13 11555 Rockville Pike	
7. TO:		c. CITY Rockville		d. STATE MD	e. ZIP CODE 20852
a. NAME OF CONTRACTOR YOUR RECRUITING COMPANY INC YRCI				f. SHIP VIA	
3. COMPANY NAME ATTN: LINDA SUE WEVER				8. TYPE OF ORDER	
c. STREET ADDRESS 3877 FAIRFAX RIDGE RD STE 300C				<input type="checkbox"/> a. PURCHASE <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 FAIRFAX	e. STATE VA	f. ZIP CODE 220307425		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 7-8415-5C1337 P8408 252A 31X0200 Obligate \$97,875.00 Contractors DUNS: 031777167				10. REQUISITIONING OFFICE HR	
11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT N/A	
<input checked="" type="checkbox"/> a. SMALL <input 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 SMALLBUSINESS <input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED					
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) As Stated	
a. INSPECTION	b. ACCEPTANCE			16. DISCOUNT TERMS Net 30	

## 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)
	REFER TO THE ATTACHED DEFINITIZED ORDER FOR TASK ORDER NO. 2.					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME U.S. Nuclear Regulatory Commission Payment Team, Mail Stop T-7-I-2						
	b. STREET ADDRESS (or P.O. Box) Attn: (DR-38-06-376 T002)						
	c. CITY Washington	d. STATE DC	e. ZIP CODE 20555				17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA  
BY (Signature)23. NAME (Typed)  
Donald A. King  
Contracting Officer  
TITLE: CONTRACTING/ORDERING OFFICER
 TEMPLATE - ADM000  
 AUTHORIZED FOR LOCAL REPRODUCTION  
 PREVIOUS EDITION NOT USABLE

SUNSI REVIEW COMPLETE

JUN 06 2007

OPTIONAL FORM 347 (REV. 4/2006)  
PRESCRIBED BY GSA/FAR 48 CFR 53.213(f)

ADM0002

DR-38-06-376  
GS-02F-0050N  
TASK ORDER NO. 02

In accordance with the Terms and Conditions, DELIVERY ORDER CLAUSES, of the subject contract, Task Order No. 02 is definitized. The effort shall be performed in accordance with the attached Statement of Work.

The period of performance: Day of acceptance (See Below) through May 1, 2008.

Not to exceed ceiling amount: \$124,725.00  
Obligated amount: \$ 97,875.00

The following is a summary of the labor categories, number of hours and hourly labor rates.

<u>LABOR CATEGORY</u>	<u>EST. HOURS</u>	<u>LABOR RATE</u>	<u>EST. COST</u>
SR HR SPECIALIST (STAFFING)			\$124,725.00
		<u>Total Est. Cost</u>	<u>\$124,725.00</u>

Your contacts during the course of the work order are:

Technical Matters: Leonard Carsley, Project Officer  
301-415-8588

Contractual Matters: Jeffrey R. Mitchell, Contract Specialist  
301-415-6465

The issuance of this work order does not amend any terms or conditions of the delivery order under the GSA FSS Contract.

Accepted Task Order No. 02:

John C. J. J.  
NAME

President  
Title

Date

4/5/07

(Effective Start Date of this Order)

**STATEMENT OF WORK:****DR-38-06-376****Task Order No. 2**

**Background:** The Office of Human Resources (HR) provides human resources management and administrative services to the U.S. Nuclear Regulatory Commission (NRC), including staffing and recruitment, among other HR functional areas.

**Objective:** Primarily to provide staffing and recruitment services to the NRC for a variety of types of positions/grade levels listed below.

**Description of Work:** The work required primarily is to perform basic qualifications analysis, in accordance with standard Federal government human resources procedures (including OPM's Operating Manual for the Qualifications Standards for General Schedule Positions), of the applications submitted through *NRCareers* for various vacancy announcements of which the following are representative but not exclusive: Secretary, GG-6/7/8; Reactor Systems Engineer, GG-14; Reliability & Risk Analyst, GG-14; Fire Protection Engineer, GG-13; Senior Health Physicist, GG-15; Program Manager/Security Specialist, GG-13/14; Security Specialist, GG-14/GG-13; IT Specialist, GG-14/15; Administrative Judge, SLS; Deputy Associate Chief Administrative Judge, SLS.

**Specific Tasks (Requirements):** The contractor will review each application and supporting documentation to determine whether the applicant meets all required basic educational and experience requirements, whether the applicant meets all requirements for experience at the next lower level (or as required in the vacancy notice), and whether the application readily indicates any disqualifying attributes (noncitizenship, etc.). Some vacancies involve multiple occupational series and/or multiple grades. The contractor will follow procedures contained in a variety of sources, including: relevant NRC Management Directives (e.g., 10.1, 10.15, 10.13) (<http://www.internal.nrc.gov/ADM/DAS/cag/mandirs/mdcat.html#c10.1>); Article 22 of the Collective Bargaining Agreement between the NRC and the National Treasury Employees Union (<http://www.internal.nrc.gov/HR/pdf/cba.pdf>); Standard Operating Procedures in HRSO; Office of Personnel Management Operating Manual for the Qualifications Standards for General Schedule Positions; and QuickHire guidance materials, to perform the work. Any aspects of the work not covered by these references will be explained by the HR Specialist regarding documentation of findings, preparation of candidate lists, disposition of applications, and other relevant factors. The vacancy announcement packages for which the work is required contain varying numbers of applications, usually averaging about 50 each with some receiving as many as 100 applications.

The contractor will have access to the *NRCareers* database and will use the database to download resumes and make on-line annotations of qualifications determinations, and/or print out application packages.

In addition to the basic qualifications analysis described above, the contractor may perform any or all of the following staffing and recruitment activities: develop vacancy announcements; develop crediting plans; conduct rating panels; update automated application system (Quickhire); correspond with job applicants; prepare selection certificates; make verbal and written employment offer; discuss compensation matters with selected applicant; initiate security clearance process; and, update NRC's Recruitment Activity Tracking system. The contractor will follow procedures contained in the above references regarding documentation of findings, disposition of applications, and other relevant factors.

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**Deliverables:** The deliverables will consist of tangible and intangible items. Tangible items include timely and properly constructed candidate lists, selection certificates, crediting plans, vacancy announcements, and e-mail notification to applicants. Intangible deliverables include appropriate updates to *NRCareers* and effective communication with HR staff, client managers, and applicants concerning qualifications determinations and status of vacancy handling/management. The deliverable dates for specific staffing actions will be determined in each case by consultation between the cognizant HR specialist and the contractor.

**Performance Measures:** The contractor assigned to this task should be a fully qualified, journeyman-level human resources specialist with experience in performing basic qualifications analysis for Federal positions at all grade levels. Work is subject to review by NRC HR staff members for timeliness and accuracy.

**Period of Performance:** The period of performance for this task order will commence on the day of award, however any effort will commence on the first business day after the day in which IT and facilities access is granted to the proposed contract personnel who will perform the work hereunder through 5/1/08.