

**ORDER FOR SUPPLIES OR SERVICES**

PAGE OF PAGES  
1 8

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

BPA NO. DR-38-06-376

1. DATE OF ORDER <b>AUG 09 2007</b>		2. CONTRACT NO. (if any) GS02F0050N		6. SHIP TO:	
3. ORDER NO. TASK ORDER 003		4. REQUISITION/REFERENCE NO. HR-03-376-03		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				i. SHIP VIA	
b. 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	
d. CITY FAIRFAX		e. STATE VA	f. ZIP CODE 220307425		
9. ACCOUNTING AND APPROPRIATION DATA 7-8415-5CE114 P8408 252A 31x0200 Obligate \$127,125.00 Contractors DUNS: 031777167				10. REQUISITIONING OFFICE HR	
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 type="checkbox"/> d. WOMEN-OWNED	<input type="checkbox"/> e. HUBZone	<input type="checkbox"/> f. EMERGING SMALLBUSINESS			
13. PLACE OF		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS
a. INSPECTION	b. ACCEPTANCE		As Stated		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. 3. 					

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)				
21. MAIL INVOICE TO:										
SEE BILLING INSTRUCTIONS ON REVERSE						17(i) GRAND TOTAL				
						a. NAME U.S. Nuclear Regulatory Commission Payment Team, Mail Stop T-9-H-4				
						b. STREET ADDRESS (or P.O. Box) Attn: (DR-38-06-376 Task Order No. 3)				
c. CITY Washington		d. STATE DC	e. ZIP CODE 20555							
22. UNITED STATES OF AMERICA BY (Signature) 				23. NAME (Typed) Donald A. King Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER						

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

**TEMPLATE - ADM001**

**SUNSI REVIEW COMPLETE**

NOV 29 2007

**ADM002**

DR-38-06-376  
 GS-02F-0050N  
 TASK ORDER NO. 03

In accordance with the Terms and Conditions, DELIVERY ORDER CLAUSES, of the subject contract, Task Order No. 03 is definitized. The effort shall be performed in accordance with the attached Statement of Work.

The period of performance: October 1, 2007 through May 9, 2009.

Not to exceed ceiling amount: \$466,684.16  
 Obligated amount: \$127,125.00

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

PRICING SCHEDULE 10/01/07 - 04/04/08				
LABOR CATEGORY	EST. QTY	UNIT	UNIT PRICE	TOTAL
Sr. Human Resources Specialist (Staffing)				\$195,200
Human Resources Specialist (Specialist Classification and Position Evaluation)				\$93,696
		TOTAL		\$288,896

PRICING SCHEDULE 04/05/08 - 05/09/09				
LABOR CATEGORY	EST. QTY	UNIT	UNIT PRICE	TOTAL
Sr. Human Resources Specialist (Staffing)				\$80,812.80
Human Resources Specialist (Specialist Classification and Position Evaluation)				\$96,975.36
		TOTAL		\$177,788.16

		GRAND TOTAL		\$466,684.16
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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. 03:

Marcia Sal Kidd  
 NAME

VP HR Services  
 Title

8-14-07  
 Date

**STATEMENT OF WORK:**

**DR-38-06-376  
Task Order No. 3**

**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 and position classification services to the NRC for a variety of types of positions/grade levels listed below.

**Description of Work:** The contractor must be technically competent with standard Federal government human resources procedures. Positions will be required to provide staffing and positions classification services to the NRC for a variety of types of positions (engineering, scientific, supervisory, administrative, and support), at GG 5-15 grade levels. The contractor shall follow procedures explained by the Office of Human Resources (OHR) Specialist regarding documentation of findings, disposition of applications, and other relevant factors.

**Specific Tasks (Requirements):** The contractor will perform any or all of the following activities: develop vacancy announcements; develop crediting plans; screen applications to evaluate basic qualifications; 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. 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 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.

The contractor will also be required to work directly with NRC managers to provide classification services in one or more of the following areas: conducting position and organizational management studies; developing and/or classifying position descriptions in accordance with the NRC's six-factor evaluation system as described in MD 10.37, for a variety of federal occupations; conducting desk audits with employees; interviewing first-line supervisors to verify duties and responsibilities; and preparing written evaluation statements in accordance with NRC standards. The work required is to perform position evaluation analysis, in accordance with NRC position evaluation guidelines, of various position descriptions, of which the following are representative but not exclusive:

- I. Reactor Systems Engineer, GG-14
- II. Reliability & Risk Analyst, GG-14
- III. Fire Protection Engineer, GG-13
- IV. Senior Health Physicist, GG-15
- V. Program Manager/Security Specialist, GG-13/14
- VI. Emergency Preparedness Specialist, GG-13/14
- VII. IT Specialist, GG-14/15

The contractor will review each position description and any supporting documentation as well as applicable NRC position evaluation guidelines. The contractor will exercise judgment to determine what, if any additional information is necessary. The contractor will contact supervisors and/or incumbent(s), if any, of positions, perform desk audits, compare the position under evaluation to other NRC positions, review paperwork such as work products, and/or talk with OHR staff, as deemed necessary to gain a full understanding of the requirements of the position, and to reach a decision as to its proper occupational series, grade, and status under the Fair Labor Standards Act.

For each position evaluated, the contractor will recommend appropriate classification and will prepare a written position evaluation statement similar in level of detail and content to the attached sample.

**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, position descriptions and position evaluation statements, and e-mail notification to applicants. Intangible deliverables include appropriate updates to *NRCareers* and effective communication with HR staff, client managers, and applicants concerning and status of vacancy handling and position descriptions. The deliverable dates for specific staffing and classification 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 or classification analysis and 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 5/9/09.

**Level of Effort:** The contractor's services for the classification work are estimated to be needed for up to 1,500 hours per year at an average of three days per week. The services for the staffing work are estimated to be needed for one full-time and one part-time contractor for up to 2,500 hours per year.

## **SAMPLE POSITION EVALUATION**

### **POSITION EVALUATION**

IT Assistant, GG-335-6  
Information Resources Branch  
Division of Resource Management and Administration

### **Background:**

The Region has established an information technology (IT) help desk to provide customer assistance to employees who are experiencing IT software and hardware problems. The help desk troubleshoots and resolves problems in response to customer reported incidents. The incumbent of this position is a member of the help desk staff. Her position was previously classified as an Office Automation Assistant, GG-326-05. The position description was updated to show what current duties and responsibilities are assigned. Audits of the incumbent and the supervisor were conducted to gather and clarify facts about the position. The position was therefore evaluated to ensure proper title, series, and grade.

### **Reference:**

- a. OPM Handbook of Occupational Groups and Families, GS-0326 -- Office Automation Clerical and Assistance Series, dated January 1999.
- b. OPM Handbook of Occupational Groups and Families, GS-0335 -- Computer Assistant Series, dated January 1999.
- c. OPM Handbook of Occupational Groups and Families, GS-0303 -- Miscellaneous Clerk and Assistant Series, dated January 1999.
- d. NRC Management Directive 10.37, NRC Appendix 4130-A, Pay Administration - Evaluation of Positions, GS- 1-15, dated April 30, 1980.

### **Series and Title Determination:**

The primary purpose of this position is to provide first-line help desk support to the regional staff. This involves receiving first-line help desk calls, categorizing the nature of calls, tracking them, and solving those that are basic and clear-cut. Help desk calls of higher complexity are referred to technicians to handle.

In addition to the above duties, the incumbent also coordinates all regional video conference scheduling and set up which entails ensuring equipment availability, scheduling conference rooms for use in video conferencing, notifying participants of location of conference, and maintaining a schedule. The incumbent also performs some duties incidental to the information resources function such as assisting in maintaining time and attendance records and composing correspondence of a non-technical nature.

The position's current series, GS-326, is no longer appropriate. This series includes all positions which perform office automation work such as word processing either solely or in combination with general office clerical work. The primary duties of this position are more appropriately covered by the GS-335 series. This series includes positions that perform data processing support and services functions for users of digital computer systems or perform other support functions. The GS-303 series is not appropriate. This series is primarily used when no other series is appropriate.

The title *IT Assistant* is assigned to reflect the clerical work performed in the IT field. The term *Assistant* versus *Clerk* is assigned because of the position's grade level. Positions titled *Assistant* typically function at the GG-6 level and higher.

**Grade Determination:**

**Basic Skills:**

**Degree 4, 180 Points**

This factor measures the minimum amount of knowledge, mental ability, and manual skill required to perform the duties assigned to the position.

The incumbent of this position is required to have a basic knowledge of IT sufficient to provide simple, clear-cut, and basic first-line help desk support. They must have the ability to comprehend and follow general instructions and relay oral instructions accurately, and skill in meeting and dealing with persons at all levels within the organization.

The basic skills required by this position fall within the Degree 4 (180 - 225 points) range. The incumbent of the Regional position serves as a member of the IT help desk team and as such trouble shoots basic IT problems. The work requires the incumbent to understand the nature and cause of the user's problem and use judgment to determine the appropriate corrective action. The incumbent must also use judgment in deciding which problems are outside their scope of expertise and require referral to a higher graded IT Assistant or Specialist. At Degree 4, work requires knowledge of the principal techniques, work methods, or procedures involved in non-repetitive work. Activities are not controlled by well-defined procedures, and judgment is involved in getting the work done. This is the degree at which considerable clerical/technician judgment is required to carry out independently duties in a clerical or administrative field involving a wide body of instructions, procedures, and processes.

The basic skills of this position are comparable to those found in Benchmark S&C-130, Secretary, GS-318-6, 180 points. The incumbent in this benchmark, like the incumbent in the Regional position, must have organizational and subject matter knowledge sufficient to respond to staff inquiries. Because of the customer support aspect of the job, the incumbents in both positions must deal tactfully and effectively with people within and outside the organization. They must be able to follow general instructions and relay oral instructions accurately. In both positions, the incumbents must be cognizant as to when problems need to be referred to another person to deal with. Therefore, 180 points are assigned.

The basic skills of this position are not comparable to those found in Benchmark BAF-40, Voucher Examiner (Commercial Accounts), GG-540-6, 185 points. In this benchmark, the incumbent is required to know the statutes, Comptroller General Decisions, regulations, and policies governing their field of work and have the ability to apply them with judgment and discretion. By comparison, the incumbent in this position relies on rote memory, precedents, oral instructions and guidance to accomplish their work. In this benchmark, the incumbent handles unusual problems resulting from processing invoices. By comparison, the incumbent in this position will refer unusual problems to a higher graded employee for resolution.

**Contacts:**

**Degree 3, 60 Points**

This factor measures the type and level of contact normally required by the position in meeting and dealing with people inside or outside the organization.

The incumbent of this position has regular contacts with all regional employees to resolve "first-line" help desk calls. The incumbent also has contacts with members of the IRB staff to refer help desk calls of higher complexity, set up teleconference and arrange for materials in conjunction with such conferences.

The contacts found in this position fall within the Degree 3 (45 - 70 Points) range. Degree 3 contacts are for the purpose of resolving minor differences on relatively routine matters within the organization, to adjust factual discrepancies in reports or other data; or to obtain or give factual information susceptible to misinterpretation. If the position has contacts outside the agency, they require tact, diplomacy, and finesse to prevent damage to public relations, although on relatively routine matters involving giving and explaining factual information. In this position, the majority of the incumbents contacts are with persons located within the Region and its resident sites. By comparison, the contacts in this position are not comparable to positions having Degree 4 contacts. At this level, contacts are with responsible persons of the NRC, license applicants, licensees, contractors, outside agencies, the press, or representatives of the public with respect to requesting information for use in analysis or resolving technical problems; or reconciling divergent views or negotiating agreement; or presenting the organization's position on matters which require explanation.

The contacts found in this position are comparable to those of Benchmark A&S-20, Travel Clerk, GS-2132-5, 60 points. In both positions the work is primarily of a service nature and the contacts are with all levels of staff to discuss and resolve a variety of routine problems. By comparison, the contacts in the Regional position are not comparable to those found in Benchmark A&S-30, Personnel Clerk, GS-203-6, 65 points. In this benchmark, continuous contacts are with the service population to convey information on a multitude of personnel policy and procedural questions. There are frequent contacts with officials in other Federal agencies to exchange information relative to policy on personnel actions. Therefore, 60 points are assigned.

**Responsibility for Decisions:**

**Degree 2, 80 Points**

This factor measures any decision which reflects the independent action required by the assigned function, from independently furnishing or securing information, to finally approving programs and policies.

The incumbent of this position is given specific instructions by the Branch Chief and uses standard policies and practices requiring some interpretation to respond to first-line help desk calls from users and independently solve basic and clear-cut IT problems. Errors in the incumbent's judgment or advice to users would frustrate users, waste their time, and delay their ability to gain immediate access to information to carry out work assignments.

The level of responsibility found in this position fall within the Degree 2 (70 - 90 Points) range. In this degree, decisions are generally based on specific instructions and standards, some interpretation is required because of the non-routine nature of the work or the variety of regulations, procedures, or instructions which must be applied. Resulting errors may not be immediately apparent but usually would be revealed in subsequent operations of that particular office and would

result in minor confusion and delay or loss of materials. By comparison, the level of responsibility found in this position is not comparable to those having Degree 3 responsibility. Degree 3 decisions require constant interpretation of existing standards and procedures and their adaptation without guidance to problems of normal complexity. Errors would cause confusion, delay, or waste of materials in several offices.

Again, Benchmark A&S-20, Travel Clerk, GS-2132-5, 80 points is an appropriate match. In both positions, independence is exercised in making decisions with regard to solving routine problems consistent with standards and guides. Benchmark A&S-30, Personnel Clerk, GS-203-6, 85 points, is not an appropriate match. Here the incumbent uses judgment in the application of a wide variety of Federal regulations and other government-wide guidelines, and standards where agency guidelines may not address all pertinent aspects. Therefore, 80 points are assigned.

**Supervision Exercised:**

The incumbent exercises no supervision. Therefore, this factor is not considered in the evaluation of the position.

**Working Conditions:**

**Degree 1, 5 Points**

This factor measures the surrounding and physical conditions under which the job must be performed which have an effect on individual performance, and the extent to which these conditions make the job disagreeable or hazardous. The incumbent of this position works in a typical office environment where there is adequate heating, lighting, and ventilation. The number of points assigned for work situations such as this is 5.

**Effort:**

**Degree 1, 5 Points**

This factor measures the physical demand or the stamina required in the job performance and the extent to which work includes unusual or physical fatigue, or demands physical effort or endurance. The work places no unusual physical demands on the employee. The job requires no heavy lifting, excessive walking, climbing, crouching, or stooping. The number of points assigned for effort such as this is 5.

**Summary:**

Basic Skills	180
Contacts	60
Responsibility for Decisions	80
Supervision Exercised	0
Working Conditions	5
Effort	<u>5</u>
Total	330

Total points assigned under grade determination is 330. Under the Conversion Table - Total Point Score to Grade on pg. 51 of reference 3.b., 330 points equates to a GG-6 grade.

Final Determination: IT Assistant, GG-335-06.