

ORDER FOR SUPPLIES OR SERVICES

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

BPA NO.

1. DATE OF ORDER 10/30/07		2. CONTRACT NO. (If any) NRC-10-07-414		6. SHIP TO:	
3. ORDER NO. HR-001		MODIFICATION NO.		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission	
4. REQUISITION/REFERENCE NO. See Below		b. STREET ADDRESS			
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div. of Contracts Attn: Robin T. Barnes Mail Stop T-7-1-2 Washington, DC 20555				c. CITY Washington	d. STATE DC
7. TO:				e. ZIP CODE 20555	
a. NAME OF CONTRACTOR PHACIL, INC.				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER	
c. STREET ADDRESS ACIN CAMDEN CENTER				<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. 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 CAMDEN	e. STATE NJ	f. ZIP CODE 081030000			
9. ACCOUNTING AND APPROPRIATION DATA \$115,492.40 31X0200 B&R:8-8415-5C111A BOC:252A JCN: T8410 Obl:\$57,746.00 31X0200 B&R:8-8415-5C111A BOC:252A JCN: Z8410 Obl:\$57,746.00 DUNS: 054885111				10. REQUISITIONING OFFICE HR Task Order for 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) See Below	
a. INSPECTION		b. ACCEPTANCE		16. DISCOUNT TERMS N/A	

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)
0001AC	In accordance with Section C.3 52.216-8 Order clause, this Task Order is for administrative office support for HR. Advanced Services - Long Term 2 people				\$105,362.40	
0001AD	Advanced Services - Overtime				\$10,130.00	
	In accordance with the attached is the Statment of Work, the amount of funds obligated under this task order is \$115,492.40. The estimated ceiling amount of this task order is \$115,492.40. The project officer is Catherine Blakeney (301) 415-1491 The T. O. Manager for HR is Donna Lam on (301) 492-2001.					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		\$115,492.40	17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:							
	a. NAME U.S. Nuclear Regulatory Commission. Division of Contracts						17(i). GRAND TOTAL	
	b. STREET ADDRESS (or P.O. Box) Attn: NRC-10-07-414/HR-001							
c. CITY Washington		d. STATE DC	e. ZIP CODE 20555		\$115,492.40			
22. UNITED STATES OF AMERICA BY (Signature) 				23. NAME (Typed) Sharlene McCubbin Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER				

TEMPLATE - ADM001

SUNSI REVIEW COMPLETE

DEC 31 2007

ADM002

TASK ORDER STATEMENT OF WORK
For NRC 10-7-414
SCOPE OF WORK
TASK ORDER FOR OFFICE OF Human Resources

In accordance with Section C.3, 52.216-18 Ordering Clause and Section B.1 Statement of Work under contract number NRC-10-07-414, the contractor shall provide the onsite office support services for Office of Human Resources (HR).as follows:

<i>Item No.</i>	<i>Type of Support</i>	<i>Short Term Assignment</i>	<i>Long Term Assignment</i>	<i>Estimated Hrs</i>	<i>Hourly Rate</i>	<i>Amount</i>
0001AA	Basic Services					
0001AB	Overtime Basic Services					
0001AC	Advanced Services					\$105,362.40
0001AD	Overtime Advanced Services					\$10,130.00
TOTAL ESTIMATED CEILING						\$115,492.40

(Estimated Hrs BASIC:

(Estimated Hrs ADVANCED: 2 people @ [REDACTED] hours per person- total hours [REDACTED]
 OT.: 2 people @ [REDACTED] hours per person- total hours [REDACTED])

Period of Performance: November 1, 2007 through October 31, 2008

The Task Order shall be in effect from the date of this Task Order for one year.

SPECIFIC OFFICE REQUIREMENT/NEEDS

The work in this office requires much data input to the training records system and the new Learning Management System for course enrollments, completions, and updating of course descriptions and other related information. In addition to this effort the daily requirement of keeping training materials up to date and converted to MS Word is a big part of the tasks to be performed by the person hired. Specific skills with Adobe Acrobat to create electronic (PDF) files for course manuals and for sending these to the reproduction facility of NRC are a necessary requirement. Since this person will interface with a variety of levels of NRC staff, good communication skills are critical.

ROLES AND RESPONSIBILITIES

Attachment A, B, and C are hereby provided In order to assist the NRC offices to understand the roles and responsibilities of the NRC Project Officer, NRC Task Order Manager, and the On-Site Project Manager for Phacil.

CONSIDERATION AND OBLIGATION--TASK ORDERS (JUN 1988)

(a) The total estimated amount of this task order (ceiling) for the products/services ordered, delivered, and accepted under this contract is **\$115,492.40**. 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 \$115,492.40. The Contracting Officer may issue delivery 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 task order. 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 task order. Any work undertaken by the Contractor in excess of the obligated amount specified above is done so at the Contractor's sole risk.

POINTS OF CONTACT:

Your contacts during the course of this task order are:

Project Officer: Catherine Blakeney
(301) 415-1491

Task Order Manager(s): HR/PDKM Task Order Manager
Donna Lam
(301) 492-2001

Contractual Matters: Sharlene McCubbin
Contract Specialist
(301) 415-6565

And Robin T. Barnes
Contract Specialist
(301) 415-5578

OPTION TO EXTEND THE TERM OF THIS TASK ORDER

The subject task order term will be extended by the Government unilaterally should the government exercise its option under the basic contract, unless provided otherwise in writing to the contractor. The total duration of this task order, including the exercise of any options under the basic contract, shall not exceed five years.