

**ORDER FOR SUPPLIES OR SERVICES**

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

BPA NO.

1. DATE OF ORDER <b>MAR 26 2008</b>		2. CONTRACT NO. (If any) GS10F0201J		6. SHIP TO:	
3. ORDER NO. NRC-33-05-402-T004		4. REQUISITION/REFERENCE NO. CIO-05-402 02/21/08		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div. of Contracts, CMB3 Attn: Manon Butt, Cont Spc, 301-415-7035 Mail Stop T-7-I-2 Washington, DC 20555		7. TO:		b. STREET ADDRESS Attn: Tracy Clark, OIS/IRSD Mail Stop T-5-F-27 11545 Rockville Pike	
				c. CITY Rockville	d. STATE MD
				e. ZIP CODE 20852	
a. NAME OF CONTRACTOR MILlicAN, DENNIS & ASSOCIATES INC MILlicAN AND ASSOCIATES		b. COMPANY NAME		f. SHIP VIA	
c. STREET ADDRESS 2699 STIRLING RD STE C106		d. CITY FORT LAUDERDALE		e. STATE FL	
		f. ZIP CODE 333126546		8. TYPE OF ORDER	
9. ACCOUNTING AND APPROPRIATION DATA B&R: 830-15-6ZZ392 JCN: L3038 BOC: 252A APP NO: 31X0200 FFS #08IGRECORDS DUNS #052463114		\$25,000.00		10. REQUISITIONING OFFICE CIO Office of Information Services	
11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT Destination	
<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) 03/26/08 - 09/29/08	
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)
	<p>DUNS # 052463114 Issuance of Task Order No. 004 under Order NRC-33-05-402.</p> <p>Title: "Review and Revise the Comprehensive Records Disposition Schedule for the Office of the Inspector General."</p> <p>Period of Performance: March 26, 2008, through September 29, 2008.</p> <p>Task Order 4's ceiling is \$25,762.70. The obligated amount is \$25,000.00.</p> <p>Task Order 4 is described on the following page.</p> <p>Reference Millican's proposal for Task Order 4 dated March 10, 2008.</p> <p>[REDACTED]</p> <p>NRC Project Officer: Tracy Clark, phone 301-415-1474, email Tracy.Clark@nrc.gov</p>				\$25,762.70	

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		\$25,762.70	17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:							
a. NAME U.S. Nuclear Regulatory Commission Division of Contracts, Mail Stop T-7-I-2		b. STREET ADDRESS (or P.O. Box) Attn: NRC-33-05-402-T004		c. CITY Washington		22. UNITED STATES OF AMERICA BY (Signature)  <i>Eleni Jernell</i>	17(i). GRAND TOTAL
d. STATE DC		e. ZIP CODE 20555		23. NAME (Typed) Eleni Jernell Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER			

22. UNITED STATES OF AMERICA BY (Signature)

23. NAME (Typed)  
Eleni Jernell  
Contracting Officer  
TITLE: CONTRACTING/ORDERING OFFICER

In accordance with the task order procedures of Delivery Order NRC-33-05-402, this definitizes Task Order No. 4. This effort shall be performed in accordance with the enclosed Statement of Work, the terms and conditions of Delivery Order NRC-33-05-402, and GSA Schedule No. GS-10F-0201J.

**Period of Performance and Estimated Cost**

Task Order No. 4 shall be in effect from March 26, 2008, through September 29, 2008, with an estimated cost ceiling not to exceed \$25,762.70. The task order is to be performed on a time and materials basis. The amount of \$25,762.70 represents the estimated labor cost for 290 labor hours. No other expenses will be incurred. Local travel expenses will not be paid.

Estimated effort and cost for labor is as follows, based on rates identified in Millican's GSA MOBIS Contract GS-10F-0201J:

Labor Category	Hourly Rate	Est. Hours	Est. Cost
Managing Consultant 1	[REDACTED]	[REDACTED]	\$24,502.80
Managing Consultant 3	[REDACTED]	[REDACTED]	\$1,259.90
Total		[REDACTED]	\$25,762.70

**Consideration and Obligation**

This task order is funded in the amount of \$25,000.00 with FY 2008 funding. 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 task order ceiling. 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 is done so at the Contractor's sole risk.

**Key Personnel**

The following individuals are considered to be essential to the successful performance of work hereunder: [REDACTED] The Contractor agrees that such personnel shall not be removed from the effort under the task order without compliance with Section 16.0, Key Personnel, of the Statement of Work in basic Delivery Order NRC-33-05-402.

The issuance of Task Order No. 4 does not change any terms and conditions of the subject delivery order.

NRC contacts during the course of this task order are:

Technical Matters:

NRC Project Officer: Tracy L. Clark, phone 301-415-1474, OIS/IRSD, Mail Stop T-5-F-27, email [Tracy.Clark@nrc.gov](mailto:Tracy.Clark@nrc.gov).

NRC Technical Project Manager: Lynn Marie Fort, phone 301-415-5973, OIG/RMOS, Mail Stop O-5-E-13, email [Lynn.Fort@nrc.gov](mailto:Lynn.Fort@nrc.gov).

Contractual Matters:

NRC Contract Specialist: Manon L. Butt, phone 301-415-7035, ADM/DC/CMB3, Mail Stop T-7-I-2, email [Manon.Butt@nrc.gov](mailto:Manon.Butt@nrc.gov).

The NRC Technical Project Manager (TPM) is responsible for providing technical guidance to the contractor regarding the technical aspects of the requirements, along with relevant information when requested by the contractor. All work products must be reviewed and approved by the NRC TPM before they are submitted as final documents. All technical directions given to the contractor must be consistent with the work scope and schedule. The NRC TPM is not authorized to unilaterally make changes to the approved work scope or schedule, or give the contractor any direction that would increase costs over approved levels. The Contracting Officer is the only individual authorized to make such changes to this task order.

## U.S. Nuclear Regulatory Commission

Task Order No. 4 under NRC Delivery Order NRC-33-05-402

### STATEMENT OF WORK

PROJECT TITLE: Review and Revise the Comprehensive Records Disposition Schedule for the Office of the Inspector General

#### 1.0 Background

Congress established the Nuclear Regulatory Commission (NRC) Office of the Inspector General (OIG) through the 1988 amendment to the Inspector General Act of 1978. Established as permanent, independent, nonpartisan, and objective overseers, each Inspector General (IG) is tasked with combating waste, fraud, and abuse within the Federal Government and its programs. In order to accomplish this broad mandate, the IGs have been granted operational independence.

The OIG's primary mission is to assist the NRC by independently evaluating the agency's programs and operations to ensure their efficiency and effectiveness, and by investigating allegations of fraud, waste, and abuse. The OIG accomplishes this mission by performing audits, special evaluations, investigations, event inquiries, legislative and regulatory review, and management support programs. To increase its efficiency and effectiveness in conducting and managing investigations and audits, the OIG implemented an electronic management information system (OIGMIS). The system utilizes customized commercial-off-the-shelf (COTS) databases in a Lotus Notes/Domino environment.

The NRC Office of Information Services (OIS), Information and Records Services Division (IRSD), Records and FOIA/Privacy Services Branch (RFPSB), administers the NRC's records management program and provides assistance to NRC program offices and staff for the creation, collection, maintenance, retrieval, access, and disposition of records. RFPSB, as the liaison with National Archives and Records Administration (NARA), coordinates NRC concurrence and NARA approval of new and revised records retention schedules.

#### 2.0 Objective

The objective of this Statement of Work (SOW) is to obtain contractor support to review and revise the OIG's records disposition schedules to reflect the office's current records environment and maintain compliance with all applicable records management laws, regulations and policies.

#### 3.0 Scope of Work

The contractor shall provide the necessary personnel, materials, and facilities to provide support for the records management tasks as described below. Specifically, the contractor shall review and revise the records disposition schedule for the Office of the Inspector General, contained in NUREG-0910, Revision 4, NRC Comprehensive Records Disposition Schedule.

The NUREG-0910 provides the authorized disposition for all NRC records, including those of the OIG. Each record schedule must be approved by the appropriate NRC official, the General Accounting Office, when appropriate, and is authorized by the Archivist of the United States. Application of the disposition schedules is mandatory and is in accordance with the National Archives and Records Administration's regulations provided in 36 CFR Part 1228, "Disposition of Federal Records" and statutory requirements set forth in Title 44 U.S. Code, "Public Printing and Documents." NRC's implementing policies are contained in NRC Management Directive 3.53, "NRC Records Management Program."

Known issues with the OIG's records retention schedule include, but are not limited to, the following:

1. It does not accurately identify OIG's records.
2. It does not accurately represent OIG's current records management practices.
3. It does not reference the OIGMIS.
4. The structure and index are difficult to use.
5. Implementation of the ADAMS schedules caused complications for use and do not accurately describe OIG's use of ADAMS.

The Contractor shall:

- Prior to commencement of work, the contractor shall provide NRC with the proposed methodology for accomplishing the deliverables.
- Identify and categorize OIG records, regardless of format.
- Assess the OIG's existing records retention schedules.
- Make a recommendation to the OIG regarding the structure and format for a revised records retention schedule(s) covering all OIG records, regardless of format.
- Coordinate with RFPSB regarding the proposed structure and format of OIG's records retention schedule(s) to ensure consistency with standard formats, retentions and processes.
- Write drafts of new and revised records disposition schedules for all OIG records, regardless of format.
- Work with staff from OIG for clarification or guidance as needed.
- Assist OIG in coordinating with RFPSB to obtain their concurrence with the revised schedules (e.g. prepare and distribute review packages, collect and reconcile comments, recommended changes, and revise as appropriate).
- Deliver final product(s) with revisions as approved by OIG.

- Make a recommendation to the OIG for applying the records retention schedule(s) and managing electronic records, and related metadata and queries, contained in the OIGMIS, ADAMS, and/or other recordkeeping system.

#### 4.0 NRC Government Furnished Material and Equipment

RFPSB will provide a workstation, as well as standard office equipment (i.e. desk, telephone, and copier) and supplies; solely for the purpose of use under this contract when the contractor is on site. The Contractor will be provided access to the NRC Internal web site in order to access the NRC NUREG-0910.

#### 5.0 Period of Performance

The period of performance of this Task Order is from date of award through September 29, 2008.

#### 6.0 Travel Requirements

The contractor shall attend one (1) kick-off meeting at the NRC Headquarters. Trips to the regional offices are not needed. Some work can be completed at the contractor's location, however, some work will be completed at NRC Headquarters. Commuting expenses to NRC Headquarters will not be paid.

#### 7.0 Personnel Requirements

The contractor shall have sufficient knowledge of Federal records management requirements and guidance to perform any required analysis and to provide useful final products, with minimal input from the OIG or RFPSB staff. The contractor shall have experience in developing retention schedules.

In addition, the contractor shall be responsible for ensuring that its employees conduct themselves in a courteous, responsive, and professional manner at all times while working at NRC's facilities during performance of work under this contract.

#### 8.0 Reporting

The contractor shall provide the OIG Task Manager with a written status report at the end of each month, including:

- Task status
  - hours and costs for the month and project to date
  - accomplishments for the month
  - deliverables
- Risks, such as OIG personnel availability for answering questions, requests for additional materials, and other events or conditions that could impact the schedule and the quality of the deliverables,
- Opportunities for accelerating the schedule or improving the materials,
- Possible adjustments to the schedule because of realized risks.

## 9.0 Deliverables

All deliverables shall be submitted to the OIG Task Manager. The acceptance criteria for the deliverables are that all comments and changes recommended by OIG and RFPSB are incorporated into the final product. The final product will be turned over to the OIG Task Manager in the format that is acceptable for immediate use and no further changes will be required by NRC staff.

The contractor shall provide the following deliverables:

- Provide the OIG Task Manager with a list of OIG records to be included in the OIG records retention schedule(s).
- Provide OIG with a recommendation for managing electronic records contained in the OIGMIS.
- Prepare drafts of new and revised records disposition schedules for OIG Task Manager review.
- Prepare and distribute draft schedules to appropriate OIG and RFPSB staff. Incorporate their comments and recommended changes in final OIG records retention schedules.
- Provide OIG with the final OIG records retention schedule(s). An original, one hard copy, and one electronic copy of the records retention schedule(s) will be provided to the OIG Task Manager. In addition, the deliverables shall be submitted electronically in Microsoft Office formats.

The contractor shall propose due dates for the deliverables for OIG Task Manager approval within 15 days of task order award.

## 10.0 Performance Standards

The performance standard for all tasks is the timely delivery of a high quality, comprehensive product as described above. Deliverables will be in concise language free of verbiage and using language understandable to non-technical individuals.

## 11.0 Accepted Level of Performance

An accepted level of performance consists of a thorough understanding and agreement between the contractor and the OIG Task Manager about the scope, schedule, quality, and depth of the work performed. Last minute changes in project schedule, sudden requests for additional information and documentation, failure to deliver on time, failure to deliver a product that can be accepted and used without changes are all indicative of unacceptable performance.