

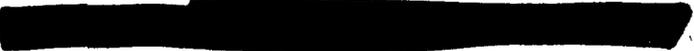
ORDER FOR SUPPLIES OR SERVICES

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

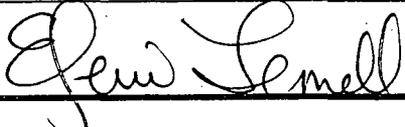
BPA NO.

1. DATE OF ORDER JAN 30 2008		2. CONTRACT NO. (if any) GS10F0201J		6. SHIP TO:	
3. ORDER NO. NRC-33-05-402-T003		4. REQUISITION/REFERENCE NO. CIO-05-402 03/13/08		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				b. STREET ADDRESS Attn: Tracy Clark, OIS/IRSD Mail Stop T-5-F-27 11545 Rockville Pike	
7. TO:		c. CITY Rockville		d. STATE MD	e. ZIP CODE 20852
a. NAME OF CONTRACTOR MILLICAN, DENNIS & ASSOCIATES INC MILLICAN AND ASSOCIATES				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER	
c. STREET ADDRESS 2699 STIRLING RD STE C106				<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.	
d. CITY FORT LAUDERDALE		e. STATE FL	f. ZIP CODE 333126546		
9. ACCOUNTING AND APPROPRIATION DATA B&R: 810-15-5G1-348 JCN: D1871 BOC: 252A APP NO: 31X0200.810 FFS #10870557C DUNS #052463114				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	
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 01/30/08 - 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)
	DUNS # 052463114 Issuance of Task Order No. 003 under Order NRC-33-05-402. Title: "Prepare Disposition Schedules for Records in Electronic Information Systems." Period of Performance: January 30, 2008, through September 29, 2008. Task Order 3's ceiling is \$149,537.56. The task order is fully funded in the amount of \$149,537.56. Task Order 3 is described on the following page. Reference Millican's proposal for Task Order 3 dated March 21, 2008.  NRC Project Officer: Tracy Clark, phone 301-415-1474, email Tracy.Clark@nrc.gov	1	lot	149,537.56	\$149,537.56	

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		\$149,537.56	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-T003							
c. CITY Washington		d. STATE DC	e. ZIP CODE 20555		\$149,537.56		17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature) 			23. NAME (Typed) Eleni Jernell Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER		
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In accordance with the task order procedures of Delivery Order NRC-33-05-402, this definitizes Task Order No. 3. 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. An Authorization to Proceed was issued to the contractor on January 30, 2008, to begin work under Task Order 3 effective January 30, 2008.

Period of Performance and Estimated Cost

Task Order No. 3 shall be in effect from January 30, 2008, through September 29, 2008, with an estimated cost ceiling not to exceed \$149,537.56. The task order is to be performed on a time and materials basis. The amount of \$149,537.56 represents the estimated labor cost for 1,184 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	Period	Hourly Rate	Est. Hours	Est. Cost
Managing Consultant 3	01/30/08 – 08/31/08	[REDACTED]	[REDACTED]	\$130,903.61
Managing Consultant 3	09/01/08 – 09/29/08	[REDACTED]	[REDACTED]	\$18,633.95
			[REDACTED]	\$149,537.56

Consideration and Obligation

This task order is fully funded in the amount of \$149,537.56 with FY 2008 funding.

Key Personnel

The following individual is 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. 3 does not change any terms and conditions of the subject delivery order.

NRC contacts during the course of this task order are:

Technical Matters:

Tracy L. Clark, Project Officer, phone 301-415-1474, OIS/IRSD, Mail Stop T-5-F-27, email Tracy.Clark@nrc.gov.

Contractual Matters:

Manon L. Butt, Contract Specialist, phone 301-415-7035, ADM/DC/CMB3, Mail Stop T-7-I-2, email Manon.Butt@nrc.gov.

STATEMENT OF WORK

Task Order 3 under Contract NRC-33-05-402

PROJECT TITLE: Prepare Disposition Schedules for Records in Electronic Information Systems

1.0 Background

The U.S. Nuclear Regulatory Commission's (NRC) mission is to ensure adequate protection of the public health and safety, the common defense and security, and the environment in the use of nuclear materials in the United States. The NRC's scope of responsibility includes regulation of commercial nuclear power reactors; test and training reactors; fuel cycle facilities; medical, academic, and industrial uses of nuclear materials; and the transport, storage, and disposal of nuclear material and waste.

The Office of Information Services (OIS), Information and Records Services Division (IRSD), Records and FOIA/Privacy Services Branch (RFPSB), supports the NRC's mission by administering the agency's records management program, including the management of records throughout the NRC in all formats and media, records requests operations, and coordinating the retirement of inactive records from the NRC offices to off-site storage. The branch provides assistance to the NRC staff for the creation, collection, maintenance, retrieval, access, and disposition of records required by the NRC legal and technical programs as well as the administrative functions. The RFPSB requires contractor support with its records management related tasks.

2.0 Objective

The objective of this Statement of Work (SOW) is to obtain contractor support to assist NRC in establishing and maintaining 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 NRC has approximately 515 electronic information systems that support various administrative and programmatic functions which remain to be scheduled.

As directed by Section 207(e) of the E-Government Act of 2002, [44 U.S.C. 3601], all electronic records created and received by agencies are subject to the same existing statutory and regulatory records management requirements as records in other formats and on other media. By September 30, 2009, agencies must have the National Archives and Records Administration (NARA) approved records schedules for all records in existing electronic information systems. All electronic information systems, as well as related documentation, indexes, inputs and outputs, are to be covered by a NARA approved records disposition schedule.

The electronic information systems at NRC have been identified, surveyed, and analyzed during Task Order 1 of Contract NRC-33-05-402.

This task order requires the preparation of Files Records Retention Schedules that reflect the authorized disposition of the system information using the data obtained under Task Order 1.

The Contractor shall:

- Prepare Records Retention Schedules based on the NRC Project Officer approved recommendations derived from the Final Inventory Report submitted under Task Order 1,
- Distribute the Records Disposition Schedules to the System Program Managers and NRC Project Officer for review, consistent with the guidance contained in NRC Management Directive 3.53, "NRC Records and Document Management Program, Handbook 1, Part II, Section (C), "Records Disposition Objectives and Procedures," http://www.internal.nrc.gov/ADM/DAS/cag/Management_Directives/md3.53.pdf
- Make appropriate changes to the Records Disposition Schedules as necessary,
- Submit the final record schedule packages, to be submitted to NARA, to the NRC Project Officer.

4.0 NRC Government Furnished Material and Equipment

The NRC Project Officer 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. The Contractor will be provided access to the NRC Internal web site in order to access the NRC Comprehensive Records Disposition Schedule.

5.0 Period of Performance

The period of performance of Task Order 3 is from January 30, 2008 through September 29, 2008.

6.0 Travel Requirements

The contractor shall attend one (1) kick-off meeting at the NRC Headquarters. No trips to the regional offices are anticipated. Some work can be completed at a remote location; however, local commuting expenses to the Headquarters, NRC 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 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 NRC Project Officer with a monthly status report at the end of each month as outlined in 10.0 below.

9.0 Deliverables

All deliverables shall be submitted to the NRC Project Officer. The acceptance criteria for the deliverables are that all comments and changes recommended by RFPSB and other NRC staff are incorporated into the final product. The final product will be turned over to RFPSB 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 draft Records Retention Schedules for the Electronic Information Systems for each system. This is an on-going project and the schedules should be submitted as they are complete and not wait until September 29, 2008 to submit the schedules all at once.
- Provide RFPSB with the final Records schedule packages ready for submittal to NARA. Again, this is an on-going project and the schedules should be submitted as they are complete and not wait until September 29, 2008 to submit the schedules all at once.

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.

The contractor shall discuss monthly with the Project Officer and provide a written update discussing:

- Task status, to include where each schedule is in the development and approval process,
- Risks, such as NRC 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.

11.0 Accepted Level of Performance

An accepted level of performance consists of a thorough understanding and agreement between the contractor and the Project Officer 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 submitted and used without changes are all indicative of unacceptable performance.

12.0 Key Personnel

The following individual is considered to be essential to the successful performance of work hereunder: Jay A. Blewett. 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 the basic Delivery Order NRC-33-05-402.