

# ORDER FOR SUPPLIES OR SERVICES

Contract No. **NRC-23-07-250**  
Task Order No. **NRC-T001**

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

BPA NO.

1. DATE OF ORDER March 1, 2008	2. CONTRACT NO. (If any) NRC-23-07-250	6. SHIP TO:	
3. ORDER NO. NRC-T001	4. REQUISITION/REFERENCE NO.	a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div. of Contracts Attn: James Leedom Mail Stop T-7-I-2 Washington, DC 20555		b. STREET ADDRESS Attn: John Harrison Mail Stop: O-16E15	
		c. CITY Washington	d. STATE DC
		e. ZIP CODE 20555	

7. TO:	f. SHIP VIA
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a. NAME OF CONTRACTOR STRATEGIC E-BUSINESS SOLUTIONS SEBS	8. TYPE OF ORDER
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b. COMPANY NAME	<input type="checkbox"/> a. PURCHASE 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.	<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.
c. STREET ADDRESS 3 BETHESDA METRO CENTER STE 700-A1		
d. CITY BETHESDA	e. STATE MD	f. ZIP CODE 208145330

9. ACCOUNTING AND APPROPRIATION DATA B&R#77M-15-511-384 JC#L1335 BOC#251A APPROP#31X0200 This funding is being transferred from the basic award. DUNS# 0127775125	10. REQUISITIONING OFFICE EDO Executive Director for Operations
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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) 06/30/2008	16. DISCOUNT TERMS N/A
a. INSPECTION Rockville, MD	b. ACCEPTANCE Rockville, MD		

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)
0001	<p>The Contractor shall facilitate a Lean Six Sigma project in accordance with the following Statement of Work and all requirements herein.</p> <p>All terms and conditions of NRC Contract #NRC-23-07-250 shall apply in performance of this task order.</p> <p>Reference Strategic e-Business Solutions, Incorporated's technical proposal, dated September 18, 2007.</p> <p>Signature Not Required</p>	1	LT	134,936.84	\$134,936.84	

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 Division of Contracts: T-7-I-2			
	b. STREET ADDRESS (or P.O. Box) Attn: NRC-23-07-250 T001			
	c. CITY Washington	d. STATE DC	e. ZIP CODE 20555	17(i). GRAND TOTAL \$134,936.84

22. UNITED STATES OF AMERICA  
BY (Signature)

4/2/08  
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23. NAME (Typed)  
ROMENA R. MOY  
Contracting Officer  
TITLE: CONTRACTING/ORDERING OFFICER

AUTHORIZED FOR LOCAL REPRODUCTION  
PREVIOUS EDITION NOT USED

TEMPLATE - ADM001 SUNSI REVIEW COMPLETE

MAY 02 2008

OPTIONAL FORM 347 (REV. 4/2006)  
PRESCRIBED BY GSA FPMR (41 CFR) 101-11.6

ADM002

## **1.0 BACKGROUND**

The Executive Director of Operations, in his role as the agency's Lean Six Sigma sponsor, has identified the Office of Investigations' Investigative Process as a process to which the NRC plans to apply the Lean Six Sigma process improvement methodology.

## **2.0 OBJECTIVE**

The objective of this Task Order is to obtain SeBS' Lean Six Sigma expertise to facilitate a Lean Six Sigma Kaizen event for the Office of Investigations' Investigative Process.

## **3.0 WORK REQUIREMENTS, SCHEDULE AND DELIVERABLES**

The work described by this Task Order and its associated Statement of Work (SOW) dated September 4, 2007, are addressed in section 3.2.2, LSS Kaizen Project Facilitation, of SeBS' Technical Proposal dated September 18, 2007.

A Project Plan shall be developed by the contractor specifically for facilitating a Lean Six Sigma Kaizen event for the Office of Investigations' Investigative Process. The Project Plan shall include all of the significant tasks, milestones, and deliverables required to accomplish this project and to fulfill the requirements of this Task Order and associated SOW. The Project Plan, and all other deliverables, shall be submitted to the NRC Project Officer for approval. The NRC Project Officer will review all deliverables, coordinate reviews with NRC staff, as necessary, and provide feedback to the contractor.

Any modifications to the scope of work, cost, period of performance, or Project Plan must be approved, in writing, by the NRC Project Officer.

## **4.0 TECHNICAL AND OTHER SPECIAL QUALIFICATIONS REQUIRED**

There are no requirements in addition to those already included in the SOW.

## **5.0 REPORTING REQUIREMENTS**

The contractor shall provide progress reports on the first and fifteenth of each month. The report shall be sent via e-mail to the NRC Contract Officer and the NRC Project Officer. Otherwise, there are no requirements in addition to those already included in the SOW.

## **6.0 MEETINGS AND TRAVEL**

Meetings shall be established as part of the Project Plan. Otherwise, there are no requirements in addition to those already included in the SOW.

## **7.0 NRC FURNISHED MATERIAL**

There are no requirements in addition to those already included in the SOW.

## **8.0 LEVEL OF EFFORT**

The level of effort for this project (766 hrs) was estimated by SeBS in their September 18, 2007 Technical Proposal with the cost of this project (\$134,936.43) estimated by SeBS in their September 18, 2007 Business Proposal.

## **9.0 PERIOD OF PERFORMANCE**

The projected period of performance for this Task Order is from March 1, 2008 through June 30, 2008.

## **10.0. OTHER APPLICABLE INFORMATION**

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Requirements of this Task Order shall take precedence over the requirements of its associated SOW when there are conflicts of information.

Lean Six Sigma is a new program that is being implemented at the NRC. Therefore, it may become necessary to make changes to tasks, timing of tasks, contractual requirements, etc. in order to successfully implement this process improvement program throughout the agency. Accomplishing the right tasks at the right time is of vital importance during these early stages and, therefore, additional flexibilities and considerations may be required by all involved parties until the program becomes more firmly established.

In addition to retaining outside expertise to facilitate Lean Six Sigma projects, part of the Lean Six Sigma program is to develop in-house expertise so that we can build a self-sustaining program. To that end, the NRC is in the process of selecting staff to be trained as Lean Six Sigma Black Belts. The facilitation of the project described by this Task Order will be performed by outside expertise but which also presents an opportunity for on-the-job training for NRC staff who have been selected to be trained as Lean Six Sigma Black Belts. Therefore, we plan to have two NRC trainees involved in this facilitation. The degree to which they may be involved will be the result of a mutual agreement among the NRC Project Officer, the organization that will be training and certifying the NRC Black Belts, and SeBS.

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## **WHISTLEBLOWER PROTECTION FOR NRC CONTRACTOR AND SUBCONTRACTOR EMPLOYEES (JULY 2006)**

(a) The U.S. Nuclear Regulatory Commission (NRC) contractor and its subcontractor are subject to the Whistleblower Employee Protection public law provisions as codified at 42 U.S.C. 5851. NRC contractor(s) and subcontractor(s) shall comply with the requirements of this Whistleblower Employee Protection law, and the implementing regulations of the NRC and the Department of Labor (DOL). See, for example, DOL Procedures on Handling Complaints at 29 C.F.R. Part 24 concerning the employer obligations, prohibited acts, DOL procedures and the requirement for prominent posting of notice of Employee Rights at Appendix A to Part 24.

(b) Under this Whistleblower Employee Protection law, as implemented by regulations, NRC contractor and subcontractor employees are protected from discharge, reprisal, threats, intimidation, coercion, blacklisting or other employment discrimination practices with respect to compensation, terms, conditions or privileges of their employment because the contractor or subcontractor employee(s) has provided notice to the employer, refused to engage in unlawful practices, assisted in proceedings or testified on activities concerning alleged violations of the Atomic Energy Act of 1954 (as amended) and the Energy Reorganization Act of 1974 (as amended).

(c) The contractor shall insert this or the substance of this clause in any subcontracts involving work performed under this contract.