

**ORDER FOR SUPPLIES OR SERVICES**

PAGE OF PAGES  
1 7

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

BPA NO.

|   |                |  |  |   |                      |
|---|----------------|--|--|---|----------------------|
| 1. DATE OF ORDER<br><b>MAY 05 2008</b>  |                | 2. CONTRACT NO. (If any)<br>GS33F0022P   |  | 6. SHIP TO:   |                      |
| 3. ORDER NO.<br>NRC-DR-09-08-330  |                | MODIFICATION NO.   |  | a. NAME OF CONSIGNEE<br>U.S. Nuclear Regulatory Commission  |                      |
| 5. ISSUING OFFICE (Address correspondence to)<br>U.S. Nuclear Regulatory Commission<br>Div. of Contracts<br>Attn: Danielle Emche, 301-415-0676<br>Mail Stop T-7-I-2<br>Washington, DC 20555 |                | 4. REQUISITION/REFERENCE NO.<br>CFO-08-346   |  | b. STREET ADDRESS<br>Attn: Michelle Curtis<br>Mail Stop: T-9-E-2<br>11555 Rockville Pike  |                      |
| 7. TO:  |                | c. CITY<br>Rockville   |  | d. STATE<br>MD  | e. ZIP CODE<br>20852 |
| a. NAME OF CONTRACTOR<br>CW GOVERNMENT TRAVEL, INC  |                | f. SHIP VIA  |  | 8. TYPE OF ORDER  |                      |
| b. COMPANY NAME   |                | <input type="checkbox"/> a. PURCHASE   |  | <input checked="" type="checkbox"/> b. DELIVERY   |                      |
| c. STREET ADDRESS<br>4300 Wilson Boulevard, Suite 500   |                | REFERENCE YOUR<br>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<br>Arlington  | e. STATE<br>VA | f. ZIP CODE<br>22203   |  |   |                      |
| 9. ACCOUNTING AND APPROPRIATION DATA<br>Job Code: N7217 87N-15-5H1-364<br>BOC: 252A App No: 31X0200<br>Duns: 785836151 Obligate \$33,510.50   |                | 10. REQUISITIONING OFFICE<br>CFO   |  |   |                      |
| 11. BUSINESS CLASSIFICATION (Check appropriate box(es))   |                |  |  | 12. F.O.B. POINT<br>Destination   |                      |
| <input type="checkbox"/> a. SMALL   |                | <input checked="" 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<br>ON OR BEFORE (Date)<br>As Stated Below   |                      |
| a. INSPECTION   |                | b. ACCEPTANCE  |  | 16. DISCOUNT TERMS<br>N/A   |                      |

17. SCHEDULE (See reverse for Rejections)

| ITEM NO.<br>(a) | SUPPLIES OR SERVICES<br>(b)  | QUANTITY ORDERED<br>(c) | UNIT<br>(d) | UNIT PRICE<br>(e) | AMOUNT<br>(f) | QUANTITY ACCEPTED<br>(g) |
|-----------------|--|-------------------------|-------------|-------------------|---------------|--------------------------|
|                 | The Contractor shall provide the NRC with training services in accordance with GSA contract No.:<br>GS-33F-0022A   |                         |             |                   |               |                          |
| 0027            | Supplemental Training Services Est. Hrs.   |                         |             |                   | \$19,256.00   |                          |
| 0026            | Supplemental Customer Support Services Est. Hrs.   |                         |             |                   | \$ 3,300.00   |                          |
| 0025AA          | Travelling Cost Est. to be reimbursed per Per Federal Travel Regulations<br><br>Enclosure 1 - Statement of Work<br>Enclosure 2 - Labor Hour Billing<br><br>Period of Performance: 05/05/2008 - 11/11/2008<br><br>Project Officer: Michelle Curtis - 301-415-7607<br>Alternate: Victor Kochuba - 301-415-6270 |                         |             |                   | \$10,954.50   |                          |

|  |   |                |                           |  |  |  |                                     |                                 |
|--|---|----------------|---------------------------|--|--|--|-------------------------------------|---------------------------------|
| SEE BILLING INSTRUCTIONS ON REVERSE                | 18. SHIPPING POINT  |                | 19. GROSS SHIPPING WEIGHT |  | 20. INVOICE NO.  |  | NOT TO EXCEED<br><b>\$33,510.50</b> | 17(h)<br>TOTAL<br>(Cont. pages) |
|  | 21. MAIL INVOICE TO:  |                |                           |  |  |  |                                     |                                 |
|  | a. NAME<br>Department of Interior<br>National Business Center   |                |                           |  |  |  | 17(i).<br>GRAND<br>TOTAL            |                                 |
|  | b. STREET ADDRESS (or P.O. Box)<br>Attn: 7301 Mansfield Avenue<br>Fiscal Services Branch - D2770 (NRC-DR-09-08-330) |                |                           |  |  |  |                                     |                                 |
| c. CITY<br>Denver                                  |   | d. STATE<br>CO | e. ZIP CODE<br>80325      |  | 23. NAME (Typed)<br>Stephen Pool<br>Contracting Officer<br>TITLE: CONTRACTING/ORDERING OFFICER |  |                                     |                                 |
| 22. UNITED STATES OF AMERICA<br>BY (Signature)<br> |   |                |                           |  |  |  |                                     |                                 |

**ADMO02**

**TASK ORDER TERMS AND CONDITIONS**

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**A.1 NRC Acquisition Clauses - (NRCAR) 48 CFR Ch. 20**

**A.2 2052.215-70 KEY PERSONNEL (JAN 1993)**

(a) The following individuals are considered to be essential to the successful performance of the work hereunder:

- ██████████ – Training Specialist
- ██████████ – Business Solutions Analyst
- ██████████ – E2 Solutions Project Manager

Alternates:

- ██████████ – E2 Solutions Training Specialist
- ██████████ – Manager E2 Solutions Customer

The contractor agrees that personnel may not be removed from the contract work or replaced without compliance with paragraphs (b) and (c) of this section.

(b) If one or more of the key personnel, for whatever reason, becomes, or is expected to become, unavailable for work under this contract for a continuous period exceeding 30 work days, or is expected to devote substantially less effort to the work than indicated in the proposal or initially anticipated, the contractor shall immediately notify the contracting officer and shall, subject to the concurrence of the contracting officer, promptly replace the personnel with personnel of at least substantially equal ability and qualifications.

(c) Each request for approval of substitutions must be in writing and contain a detailed explanation of the circumstances necessitating the proposed substitutions. The request must also contain a complete resume for the proposed substitute and other information requested or needed by the contracting officer to evaluate the proposed substitution. The contracting officer and the project officer shall evaluate the contractor's request and the contracting officer shall promptly notify the contractor of his or her decision in writing.

(d) If the contracting officer determines that suitable and timely replacement of key personnel who have been reassigned, terminated, or have otherwise become unavailable for the contract work is not reasonably forthcoming, or that the resultant reduction of productive effort would be so substantial as to impair the successful completion of the contract or the service order, the contract may be terminated by the contracting officer for default or for the convenience of the Government, as appropriate. If the contracting officer finds the contractor at fault for the condition, the contract price or fixed fee may be equitably adjusted downward to compensate the Government for any resultant delay, loss, or damage.

**A.3 FEDERAL HOLIDAYS**

Unless specifically authorized in writing by the Contracting Officer, no services will be provided and no charges will be incurred and/or billed to any order on this BPA on any of the Federal Holidays listed below.

- |                        |                  |
|------------------------|------------------|
| New Years Day          | Labor Day        |
| Martin Luther King Day | Columbus Day     |
| Presidents' Day        | Veterans' Day    |
| Memorial Day           | Thanksgiving Day |
| Independence Day       | Christmas Day    |

#### **A.4 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es): <http://www.arnet.gov/far>

#### **A.5 SEAT BELTS**

Contractors, subcontractors, and grantees, are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented, or personally owned vehicles.

#### **A.6 CONSIDERATION AND OBLIGATION—LABOR HOUR (JUN 1988)**

The not to exceed ceiling of this contract \$33,510.50.

The Contractor shall not incur any amount in excess of the ceiling price in the Schedule, and the Contractor shall not be obligated to continue performance if to do so would exceed the ceiling price set forth in the Schedule, unless and until the Contracting Officer notifies the Contractor in writing that the ceiling price has been increased and specifies in the notice a revised ceiling that shall constitute the ceiling price for performance under this contract.

If at any time during performing this contract, the Contractor has reason to believe that the total price to the Government for performing this contract will be substantially greater or less than the then stated ceiling price, the Contractor shall so notify the Contracting Officer, giving a revised estimate of the total price for performing this contract, with supporting reasons and documentation. If at any time during performing this contract, the Government has reason to believe that the work to be required in performing this contract will be substantially greater or less than the stated ceiling price, the Contracting Officer will so advise the Contractor, giving the then revised estimate of the total amount of effort to be required under the contract.

#### **A.7 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.

**NRC- E2 Training****GENERAL REQUIREMENTS**

The Nuclear Regulatory Commission (NRC) is requesting highly skilled E2 trainers to provide training as outlined in the attached NRC training plan. An estimate of eight (8) hours per class is used. If a trainer is expected to travel to a training site, NRC will fund a full 8-hour work day for each trainer on each class day. In addition, if the class schedule includes a gap in training dates within a one week timeframe at a particular location, NRC will fund the time and travel costs for the trainer to remain at that location during the gap. The trainer shall be available to support NRC E2 users by staging trip documents for future use, and providing basic support such as answering questions or providing over-the-shoulder support for new users during Go-Live dates. While at an NRC training location, these trainers will not be available to conduct training at other agencies unless agreed upon in advance by NRC. provide substitute trainers, agreed upon by the NRC PM, as promptly as possible in cases of emergencies or illness so as not to disrupt the NRC training plan. A review/collaboration/dry run period shall be scheduled prior to the beginning of training to ensure that the trainers are presenting the information conducive with the way the NRC conducts its travel.

**CONTRACTOR TASKS:****The contractor shall:**

- 1) Train new E2 users—travelers, travel arrangers, approvers—on system functionality and application work flow. Ensures consistency in application use through uniform training delivery. Trains solely on system functionality using NRC agreed upon curriculum (NRC will assign an Agency trainer to each classroom to answer questions related to NRC policy);
- 2) Provide support related to training when not in the classroom: creates and stages trip documents for use in future classes, creates user IDs, and provides basic support such as answering questions or providing over-the-shoulder assistance to new users during Go-Live dates;
- 3) Provide feedback to curriculum developers at NRC; gathers input from trainees and Carlson/NRC feedback systems to make recommendations for curriculum revisions and creation;
- 4) Identify training needs and makes recommendations to NRC E2 Migration Team;
- 5) Continually monitors training consumption against competency requirements of individuals;
- 6) Keep NRC E2 Migration team promptly and fully informed of all problems or unusual matters of significance and takes prompt corrective action where necessary or suggests alternative courses of action which may be taken; and,

**NRC- E2 Training**

7) Provide the NRC PM with resumes of all trainers for approval. If for any reason a trainer is substituted, a resume shall be provided to the NRC PM for review and agreement prior to training.

**Duration of Delivery Order**

The period of performance shall be from 5 May 2008 through 11 November 2008.

**Phase I: Estimated—5 May through 16 May, 2008.**

provide a highly qualified/lead trainer to review NRC training curriculum and materials to prepare for training classes to start. This trainer will then collaborate with the NRC E2 Migration team on training strategies, format, and delivery, while learning NRC-specific travel policies that will impact NRC use of E2. (Updates to training materials as a result of this review and collaboration period will be the responsibility of the NRC E2 Migration team). The lead trainer will then have the responsibility of communicating the training strategy and format to other trainers. This phase will culminate with a "dry-run," during which time trainers and the NRC E2 Migration team will review materials in detail.

**Phase II: Estimated—19 May 2008 through 11 November 2008:**

provide trainers to conduct classes as outlined in the attached training schedule.

**PROJECT OFFICER AUTHORITY ALTERNATE 2 (FEBRUARY 2004)**

(a) The contracting officer's authorized representative hereinafter referred to as the PO for this contract is: Michelle Curtis

(b) The PO shall:

- (1) Monitor contractor performance and recommend changes in requirements to the contracting officer.
- (2) Inspect and accept products/services provided under the contract.
- (3) Review all contractor invoices/vouchers requesting payment for products/services provided under the contract and make recommendations for approval, disapproval, or suspension.

## BILLING INSTRUCTIONS FOR LABOR HOUR TYPE CONTRACTS

General: The contractor shall prepare vouchers/invoices for reimbursement of costs in the manner and format described herein or a similar format. **FAILURE TO SUBMIT VOUCHERS/INVOICES IN ACCORDANCE WITH THESE INSTRUCTIONS WILL RESULT IN REJECTION OF THE VOUCHER/INVOICE AS IMPROPER.**

Number of Copies: An original and three copies, including supporting documentation shall be submitted. A copy of all supporting documents must be attached to each copy of your voucher/invoice. Failure to submit all the required copies will result in rejection of the voucher/invoice as improper.

Designated Agency Billing Office: Vouchers/invoices shall be submitted to the following address:

Department of Interior  
National Business Center  
7301 Mansfield Avenue  
Attn: Fiscal Services Branch – D2770 (NRC-09-08-330)  
Denver, CO 80325

Note that the official receipt date for hand-delivered vouchers/invoices will be the date it is received by the official agency billing office in the Division of Contracts and Property Management.

Frequency: The contractor shall submit claims for reimbursement once each month, unless otherwise authorized by the Contracting Officer.

Format: Claims should be submitted in the format depicted on the attached sample form entitled "Voucher/Invoice for Purchases and Services Other Than Personal" (see Attachment ) or a similar format. **THE SAMPLE FORMAT IS PROVIDED FOR GUIDANCE ONLY AND IS NOT REQUIRED FOR SUBMISSION OF A VOUCHER/INVOICE. ALTERNATE FORMATS ARE PERMISSIBLE PROVIDED ALL REQUIREMENTS OF THE BILLING INSTRUCTIONS ARE ADDRESSED.**

Billing of Costs After Expiration of Contract/Purchase Order: If the costs are incurred during the purchase order period and claimed after the purchase order has expired, the period during which these costs were incurred must be cited. To be considered a proper voucher/invoice, the contractor shall clearly mark it "EXPIRATION VOUCHER" OR "EXPIRATION INVOICE".

Currency: Billings may be expressed in the currency normally used by the contractor in maintaining his accounting records; payments will be made in that currency. However, the U.S. dollar equivalent for all vouchers/invoices paid under the purchase order may not exceed the total U.S. dollars authorized in the purchase order.

**ATTACHMENT**

**INVOICE/VOUCHER FOR PURCHASES  
AND  
SERVICES OTHER THAN PERSONAL**

**(SAMPLE FORMAT - COVER SHEET)**

Official Agency Billing Office  
Department of Interior  
National Business Center  
7301 Mansfield Avenue  
Attn: Fiscal Services Branch  
- D2770 (NRC-09-08-330)  
Denver, CO 80325

(a) Purchase Order No:  
(b) Voucher/Invoice No:  
(c) Date of Voucher/Invoice:

Payee's Name and Address

(d) Individual to Contact Regarding Voucher/Invoice  
Name:  
Telephone No:

(e) This voucher/invoice represents reimbursable costs for the billing period  
\_\_\_\_\_ to \_\_\_\_\_.

|                          | <u>Amount Billed</u>  |                   |
|--------------------------|-----------------------|-------------------|
|                          | <u>Current Period</u> | <u>Cumulative</u> |
| (f) <u>Direct Costs:</u> |                       |                   |
| (1) Direct Labor*        | \$ _____              | \$ _____          |
| (2) Travel*              | \$ _____              | \$ _____          |
| Total Direct Costs:      | \$ _____              | \$ _____          |

\* The contractor shall submit as an attachment to its invoice/voucher cover sheet a listing of labor categories, hours billed, fixed hourly rates, total dollars, and cumulative hours billed to date under each labor category, authorized under the purchase order for each of the three activities to be performed under the purchase order. In addition, the contractor shall include travel and other direct costs incurred with the required supporting documentation, as well as, the cumulative total of travel and other direct costs billed to date by activity.