

ORDER FOR SUPPLIES OR SERVICES

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

BPA NO.

1. DATE OF ORDER MAR 28 2008		2. CONTRACT NO. (If any) NRC-38-05-364		6. SHIP TO:	
3. ORDER NO. NRC-T0010		MODIFICATION 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: Contract Management Branch No. 4 Mail Stop T-7-I-2 Washington, DC 20555		4. REQUISITION/REFERENCE NO. HR-05-364-021 DATED 1/3/2008		b. STREET ADDRESS Professional Development Center Mail Stop GW5-A06 ATTN: Mrs. Carolyn Bassin	
7. TO:		c. CITY Washington		d. STATE DC	e. ZIP CODE 20555
a. NAME OF CONTRACTOR VANTAGE HUMAN RESOURCE SERVICES, 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 1725 DESALES ST NW STE 806		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 WASHINGTON	e. STATE DC	f. ZIP CODE 200364424			
9. ACCOUNTING AND APPROPRIATION DATA 8-8415-5C1114, T8438, 252A, 31x0200, Amount Obligated: \$117,095.06		\$117,095.06		10. REQUISITIONING OFFICE HR Office of Human Resources	

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"/> g. SERVICE-DISABLED VETERAN-OWNED		
<input checked="" 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) June 2008		16. DISCOUNT TERMS Net 30 days
a. INSPECTION	b. ACCEPTANCE				

17. SCHEDULE (See reverse for Rejections) See CONTINUATION Page

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Issuance of Task Order No. 010 for Curriculum Design and Development for Leadership Training Courses. Total Contract Price; \$117,095.06 Period of Performance: 3/24/2008 -- 9/23/2009. CONTRACTOR SIGNATURE REQUIRED ON PAGE 3 OF 3. DUNS NO.: 072654999					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		\$117,095.06	17(h) TOTAL (Cont. pages)	
	21. MAIL INVOICE TO:								
	a. NAME U.S. Nuclear Regulatory Commission Payment Team, Mail Stop T-7-I-2							\$117,095.06	17(i). GRAND TOTAL
	b. STREET ADDRESS (or P.O. Box) Attn: NRC-38-05-364								
c. CITY Washington		d. STATE DC	e. ZIP CODE 20555						

22. UNITED STATES OF AMERICA BY (Signature) 	23. NAME (Typed) Donald A. King Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER
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In accordance with Section C.13, Task Order Procedures, of the contract number NRC-38-05-364, this definitizes Task Order No. 010. This Task Order No. 010 shall be executed in accordance with the attached statement of work.

Task Order No. 10 shall be effective from March 24, 2008 through September 23, 2009. The contractor will design and deliver the pilot courses in accordance with the schedule per the Statement of Work. The total price ceiling for Task Order No. 010 is \$117,095.06, which consists of the following prices:

Development of Courses:

Item No.	Course Titles	Amount
1	NRC Orientation Module 1-6 (2 day Custom Course)	\$ [REDACTED]
2	Self Assessment (2 day Custom Course)	\$ [REDACTED]
3	Interpersonal Communications (2 day Custom Course)	\$ [REDACTED]
4	Conflict Management (2 day Custom Course)	\$ [REDACTED]
5	Recruitment (2 day Custom Course)	\$ [REDACTED]
SUBTOTAL DESIGN OF COURSES:		\$ 95,481.39

Pilot Courses:

Item No.	Course Titles	Amount
1	NRC Orientation Module 1-6 (2 day Course)	\$ [REDACTED]
2	Self Assessment (3 day Course)	\$ [REDACTED]
3	Interpersonal Communications (2 day Course)	\$ [REDACTED]
4	Conflict Management (2 day Course)	\$ [REDACTED]
5	Recruitment (2 day Course)	\$ [REDACTED]
SUBTOTAL PILOT COURSES:		\$ 21,613.67

TOTAL COSTS FOR LEADERSHIP TRAINING AND DEVELOPMENT: \$ 117,095.06

The following individuals are considered to be essential to the successful performance for work hereunder: [REDACTED] The Contractor agrees that such personnel shall not be removed from the effort under the task order without compliance with Contract Clause C.12, Key Personnel.

The contract deliverables must be submitted in accordance with Section B.3.3.9 of the Basic Contract. In addition, the contractor must attend at least five (5) meetings at the NRC to share information and progress.

The issuance of this task order does not amend any terms or conditions of the subject contract.

Your contacts during the course of this task order are:

Technical Matters: Carolyn Bassin
Project Officer
(301) 415-2954

Contractual Matters: Monique B. Williams
Contract Specialist
(301) 415-0250

Acceptance of Task Order No. 010 should be made by having an official, authorized to bind your organization, execute three copies of this document in the space provided and return two copies to the Contract Specialist. You should retain the third copy for your records.

ACCEPTED: Task Order No. 010

Mary Ann Wilkerson
NAME

President
TITLE

4/10/08
DATE

STATEMENT OF WORK

Leadership Curriculum Development

Background

The Nuclear Regulatory Commission (NRC) licenses and inspects nuclear reactors, materials, and waste facilities to ensure compliance with applicable codes and standards. It oversees all phases of construction, testing, and decommissioning operations, thereby protecting the public health and safety and the environment from the effects of radiation. To further its mission, the Commission conducts training courses for its managers and supervisors that strengthen the participants' effectiveness and efficiency in their current positions and also develop their skills and knowledge for future work activities.

The agency's goal is to design a leadership development curriculum for supervisors and managers by tying the NRC's goals, needs, and objectives to the OPM Executive Core Competencies. In Q2 and Q3 of FY2007, Vantage Human Resource Services, Inc. (VHRS) completed a comprehensive management needs assessment to thoroughly analyze and evaluate NRC's unique needs for supervisory training and its organizational culture, including its strengths and pressures. They developed and administered a survey to 200 managers for review and comment on the master list of objectives and content for the new supervisory curriculum framework. Eighty six percent of the 200 managers surveyed agreed with the topic areas and terminal and enabling objectives. VHRS studied each manager's comments in depth and brought the resulting suggestions for additions, deletions, and recommendations for augmenting the material forward to NRC.

Altogether, the contractor identified fourteen topic areas from the analysis of NRC's existing training programs and the supervisory needs assessment. The topical areas were classified under the four major OPM core competencies, and terminal and enabling objectives were developed for each area.

Objectives

This Statement of Work (SOW) identifies and executes specific work outlined in Vanatge's deliverables and recommendations. Five of the fourteen topic areas identified by analyzing NRC's existing training programs and the supervisory needs assessment are identified as critical courses requiring low involvement with the Subject-Matter-Expert (SME).

This SOW is based on the OPM Leadership Framework as the OPM Executive Core Qualifications, the OPM Leaderships Competencies, and the OPM diagram entitled "The Leadership Journey: Focusing Your Learning for Job and Organizational Success".

The target audience for this curriculum is newly-promoted team leaders, supervisors, and participants in the Leadership Potential Program (LPP), who have not served as team leaders or supervisors, but who were competitively selected to prepare for such positions.

Scope of Work

The contractor is responsible for performing the following activities:

Curriculum Design and Develop

- Design all courses specified in Table 1.
- Work with NRC Subject Matter Experts (SMEs) to identify course content.
- Develop Leader's Guides for courses specified in Table 1.
- Develop Participant's Guides for courses identified in Table 1.
- Design evaluation tools to capture invaluable inputs to fine-tune courses.

The contractor shall utilize the instructional system design (ISD) approach in design and developing courses. Development of the courses in Table 1 shall follow these steps:

1. Develop Course;
2. Submit to Project Officer for review and approval;
3. Modify course materials per feedback from the Project Officer's review;
4. Conduct Pilot course for approximately 30 participants; and
5. Prepare final course based on pilot feedback.

Deliverables

1. NRC anticipates that it needs at least five meetings held at NRC to share information and discuss progress.
2. NRC requires precise and concise progress reports on a monthly basis.

Use terminal and enabling objectives identified in deliverables from Task 3 (NRC 38-05-364) to form courses and assessments. See Appendix A for details.

TABLE 1: Course Summary

Deliverable Sequence	Course Titles	Training Modality	OPM Competency
1	NRC (Leadership) Orientation, Module 1 to 6 only.	Instructor-led training (ILT)	Fundamental Competence
2	Self Assessment	ILT	Continual Learning
3	Interpersonal Communications	ILT	Fundamental Competence
4	Conflict Management	ILT	Leading People
5	Recruitment, Behavioral Interviewing, and Selection	ILT, not blended, no online module	Business Acumen

Period of Performance

Work on this task order shall begin within 2 weeks of its issuance. The first pilot course must be delivered to the target audience within 3 months and the last pilot course delivered within 6 months.