

ORDER FOR SUPPLIES OR SERVICES

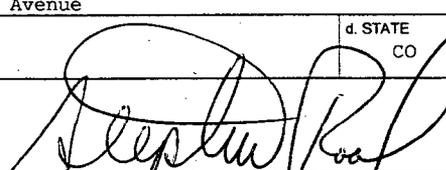
IMPORTANT: Mark all packages and papers with contract and/or order numbers.

BPA NO. N/A

1. DATE OF ORDER AUG 03 2008		2. CONTRACT NO. (if any) NRC-07-08-145		6. SHIP TO:	
3. ORDER NO. NRC-T002		MODIFICATION NO.		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission	
4. REQUISITION/REFERENCE NO. NRS-08-145		5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div. of Contracts Attn: Adelis M Rodriguez, 301-492-3623 Mail Stop TWB-01-B10M Washington, DC 20555		b. STREET ADDRESS Division of Contracts Mail Stop T-4-A-57 Attn: Roya Noory	
7. TO:		c. CITY Washington		d. STATE DC	e. ZIP CODE 20555
a. NAME OF CONTRACTOR HUMANTOUCH LLC		f. SHIP VIA N/A		8. TYPE OF ORDER	
b. COMPANY NAME		<input type="checkbox"/> a. PURCHASE		<input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 6420 CROSSWOODS DR		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 FALLS CHURCH	e. STATE VA	f. ZIP CODE 220441214			
9. ACCOUNTING AND APPROPRIATION DATA Attention NRC Accounting Office - See block 17 (b) for appropriation data. DUNS: 843919197		10. REQUISITIONING OFFICE NSR			
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 checked="" 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. N/A		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION Destination	b. ACCEPTANCE Destination			16. DISCOUNT TERMS See Base Contract	

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)
001	Senior PMO Consultant - Estimated				\$25,793.28	
002	Helpdesk Tech Support II				\$33,968.00	
003	Helpdesk Tech Support I				\$30,060.80	
<p>This Task Order is to perform the requirements of the attached Statement of Work related to Records Management Support. The NRC hereby accepts Humantouch's proposal dated July 22, 2008.</p> <p>***NOTICE TO NRC ACCOUNTING OFFICE***</p> <p>ACCOUNTING AND APPROPRIATION DATA \$89,822.08 previously obligated to task order 001 is to be transferred to this task order (note Mod 001 to task order 001 of this contract NRC-07-08-145 requests the transfer).</p> <p>B&R: 811-15-5E1-385 Job: I111 BOC: 2572 Approp: 31X0200.811 FFS: NSR-08-145 DUNS: 843919197</p> <p>Total Obligated Amount: \$89,822.08 Total Ceiling: \$89,822.08 Period of Performance: award date - 12/30/09.</p>						

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 Department of Interior National Business Center			
	b. STREET ADDRESS (or P.O. Box) Attn: Fiscal Services Branch - D2770 7301 W. Mansfield Avenue			
c. CITY Denver	d. STATE CO	e. ZIP CODE 80235-2230	\$89,822.08	
22. UNITED STATES OF AMERICA BY (Signature) 		23. NAME (Typed) Stephen Pool Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER		

**STATEMENT OF WORK
FOR CONTRACTOR TO PROVIDE
RECORDS MANAGEMENT SUPPORT
TASK ORDER 2**

I. SCOPE

This task provides support for the retirement of NSIR's eligible Safeguards Information (SGI) records. The contractor shall facilitate the appropriate responsiveness to project officer and all users requesting assistance in the retirement of SGI records. In addition the contractor shall coordinate with other NRC Offices to develop procedures for retirement of empty safe and lockbar cabinets.

II. REQUIREMENTS

The contractor shall work individually with users on the retirement of NSIR SGI records. Additionally, the contractor shall meet with users to determine the appropriate time to perform the retirement of records for each specific user. The contractor shall also perform duplicate check of paper records against the Safeguards LAN Electronic Safe (SLES) system to make sure the same exact version of the document is available in the system before the document is retired. Any documents identified in this process that doesn't exist in the system needs to be coordinated with E-Safe Processing Center in order to make sure the documents are scanned. The contractor shall coordinate with the project officer to gather and analyze documents already in place for the retirement of NSIR records, the contractor may accept or provide recommendation on how best this task can be performed.

III. DELIVERABLES

The contractor shall work with NSIR File Custodians (SGI document holders), and staff in the OIS Records Management program, to follow procedures for retiring NSIR SGI records. The contractor shall study NSIR's SGI retention policy in order to perform retirement of inactive NSIR SGI records and active SGI records. The contractor shall obtain staff and management consensus and retire inactive NSIR records based on specific retirement recommendations identified in the updated Inventory Worksheets. The contractor shall perform boxing and Archival Facility Accountability System (AFAS) data entry activities to retire inactive SGI records based on inventory recommendations, subject to NSIR coordination and approval. The OIS Records Management staff will handle the logistics of the records retirement as they are moved to the NRC records center or to federal off site storage.

Deliverables and due dates are summarized below.

DELIVERABLE	SCHEDULE
Kick-off meeting	1 week after the award
Procedures for retirement of records	2 weeks after the kick-off
Monthly Status Report	Monthly on the 10 th day of the month
Weekly Status Reports	Weekly on Friday of each week