

ORDER FOR SUPPLIES OR SERVICES

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

BPA NO.

1. DATE OF ORDER SEP 10 2008	2. CONTRACT NO. (If any) NRC-38-05-364	6. SHIP TO:	
3. ORDER NO. NRC-T0011	MODIFICATION NO.	4. REQUISITION/REFERENCE NO. HR-05-364-023 DATED 08/01/2008	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			b. STREET ADDRESS Professional Development Center Mail Stop GW5-A06 ATTN: Mrs. Carolyn Bassin
7. TO:			c. CITY Washington
a. NAME OF CONTRACTOR VANTAGE HUMAN RESOURCE SERVICES, INC.			d. STATE DC
b. COMPANY NAME			e. ZIP CODE 20555
c. STREET ADDRESS 1050 17TH ST NW STE 600			f. SHIP VIA
d. CITY WASHINGTON			8. TYPE OF ORDER
e. STATE DC			<input type="checkbox"/> a. PURCHASE
f. ZIP CODE 200364424			<input checked="" type="checkbox"/> b. DELIVERY
9. ACCOUNTING AND APPROPRIATION DATA 8-8415-5CE114, 28438, 252A, 31X0200, Obligate: \$59,037			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.
10. REQUISITIONING OFFICE HR Office of Human Resources			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.

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 14, 2009	16. DISCOUNT TERMS N/A
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. 011 for project titled, "Leadership Curriculum Development, NRC Leadership Orientation Course, Module 7. Total Contract Price: \$59,037.00 Period of Performance: September 15, 2008 - June 14, 2009 DUNS No.: 072654999					

18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.	\$59,037.00
21. MAIL INVOICE TO:			
a. NAME Department of Interior/NBC NRcpayments@nbc.gov			17(h) TOTAL (Cont. pages)
b. STREET ADDRESS (or P.O. Box) Attn: Fiscal Services Branch - D2770 7301 W. Mansfield Avenue			
c. CITY Denver			17(i). GRAND TOTAL
d. STATE CO	e. ZIP CODE 80235-2230	\$59,037.00	

22. UNITED STATES OF AMERICA BY (Signature) <i>Monique B. Williams</i>	23. NAME (Typed) Monique B. Williams 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. 011. This Task Order No. 011 shall be executed in accordance with the attached statement of work.

The period of performance for Task Order No. 11 shall be effective from September 15, 2008 to June 14, 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. 011 is \$59,037, which consists of the following prices:

Development of Courses:

Item No.	Course Titles	Amount
1	Module 7, Web-Based HRMP Toolkit, Web Based Courses, 2-Hour Course	\$ [REDACTED]
2	Module 7, How to Use the Human Resources Mgmt. Practices Toolkit	\$ [REDACTED]
3	Travel Costs (COST REIMBURSABLE) - The government will pay up to the rates specified in the Government Federal Travel Regulations (FTR) for travel destinations. Hotel reservations will be made by the contractor and will be reimbursed for actual costs only, with back up documentation/receipts attached to the invoice.	\$ [REDACTED]
SUBTOTAL DESIGN OF COURSES:		\$ 55,820

Pilot Courses:

Item No.	Course Titles	Amount
1	Module 7, Human Resources with Web-Based HR Toolkit; Pilot for New and Revised Courses	\$ [REDACTED]
2	Travel Costs (COST REIMBURSABLE) - The government will pay up to the rates specified in the Government Federal Travel Regulations (FTR) for travel destinations. Hotel reservations will be made by the contractor and will be reimbursed for actual costs only, with back up documentation/receipts attached to the invoice.	\$ [REDACTED]
SUBTOTAL PILOT COURSE:		\$ 3,217

TOTAL PRICE: \$ 59,037

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,

Deliverables

The contractor shall be responsible for delivering the following under this task order:

- (1) Project management, coordinate and work with NRC Subject Matter Experts (SMEs) to identify and gather course content for the HRMP Toolkit
- (2) Design and create the HRPM Toolkit;
- (3) Pilot HRPM Toolkit online to a selected group to review and provide feedback;
- (4) Prepare final HRMP Toolkit;
- (5) Design and develop module 7 to embrace the HRPM Toolkit;
- (6) Design evaluation tools to capture invaluable inputs to fine-tune courses. (7) Pilot course (Module 7 with HRMP Toolkit); and
- (8) Prepare final course based in pilot.

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 6 months.

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

Your NRC points of contact during the course of this task order are:

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

Contractual Matters: Monique B. Williams
 Senior Contracts Specialist
 (301) 492-3640

Acceptance of Task Order No. 011 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. 011

Margaret Williamson

NAME

President

TITLE

Sept. 16, 2008

DATE

**STATEMENT OF WORK
Task Order 11**

**Leadership Curriculum Development
NRC Leadership Orientation Course, Module 7**

Background

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

By analyzing NRC's existing training programs and the supervisory needs assessment, five of the fourteen topic areas are identified in Task Order 9. All five courses in Task Order 9 are critical courses requiring low involvement with the Subject-Matter-Expert (SME). "NRC Leadership Orientation" is one of the five courses and there are seven modules in this course. Since Module 7, Human Resources Practice Toolkit, requires high involvement with the SME, it is not included in Task Order 9. This Statement of Work (SOW), Task Order 11 identifies and executes Module 7 and all necessary tools and support required to materialize the final course delivery.

Scope of Work

Module 7 of the "NRC Leadership Orientation" course is a 3-hour instructor-led training. It can also be taught as a standalone 6-hour module depending on the needs of the target audience. The module will be built around an online Human Resource Management Practices (HRMP) Toolkit consisting of detailed rules, regulations and guidelines on specific employment and staffing practices, and appropriately applies those rules. In the past, VHRS developed the current "Human Resource Management Practice" course and has been delivering the course since 1980. The latest content update took place during the summer of 2007. The HRMP Toolkit requires transferring existing content from the course to online access to include revision and updates from the Human Resources SME at NRC.

The HRPM Toolkit will include, but is not limited to the following subject areas:

- (1) Statutory and Regulatory Framework
- (2) Position Classification, Evaluation and Management
- (3) Employment and Merit staffing
- (4) Performance Management
- (5) Conduct and Discipline
- (6) Hours of Duty, Absence and Leave
- (7) Labor-Management Relations
- (8) Time and Labor
- (9) Time and Attendance

Deliverables

The contractor shall be responsible for performing the following activities:

- (1) Project manage, coordinate and work with NRC Subject Matter Experts (SMEs) to identify and gather course content for the HRMP Toolkit
- (2) Design and create the HRPM Toolkit.
- (3) Pilot HRPM Toolkit online to a selected group to review and provide feedback.
- (4) Prepare final HRMP Toolkit.
- (5) Design and develop module 7 to embrace the HRPM Toolkit.
- (6) Design evaluation tools to capture invaluable inputs to fine-tune courses.
- (7) Pilot course (Module 7 with HRMP Toolkit).
- (8) Prepare final course based in pilot.

Use terminal and enabling objectives identified in deliverables from Task 3 (NRC 38-05-364) to form courses and assessments. See below for the enabling objectives for module 7:

- (1) Review the major content categories contained in the Human Resource Management Practices Toolkit

Instructor guides participants on locating specific rules in the online toolkit

- Statutory and regulatory framework
- Position classification, evaluation and management
- Employment and merit staffing
- Performance management
- Conduct and discipline
- Labor-management relations
- Time and attendance
- Managers' Retention Toolkit

(2) Practice the application of the rules, regulations and guidelines on NRC specific cases. NRC cases (instructor guides participants through a series of cases to demonstrate the application of rules, regulations and guidelines.)

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 6 months.

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