

ORDER FOR SUPPLIES OR SERVICES

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

BPA NO.

1. DATE OF ORDER <i>1/16/2009</i>		2. CONTRACT NO. (If any) NRC-42-07-036		6. SHIP TO:	
3. ORDER NO. 0066		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: Jeffrey R. Mitchell, 301-492-3639 Mail Stop T-7-I-2 Washington, DC 20555		4. REQUISITION/REFERENCE NO. 42-07-036T066 FFS: 09703666026		b. STREET ADDRESS Attn: Richard Daniel Mail Stop: T6-C34	
7. TO:		c. CITY Washington		d. STATE DC	e. ZIP CODE 20555
a. NAME OF CONTRACTOR INFORMATION SYSTEMS LABORATORIES, INC ISL		f. SHIP VIA		8. TYPE OF ORDER	
b. COMPANY NAME ATTN: DR. JAMES F. MEYER		<input type="checkbox"/> a. PURCHASE		<input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 11140 ROCKVILLE PIKE, SUITE 500		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 ROCKVILLE	e. STATE MD	f. ZIP CODE 20852			
9. ACCOUNTING AND APPROPRIATION DATA B&R:925-15-171-107; JC:Q4026; BOC 252A; 31X0200.925 Obligate: \$40,000.00 Contractor DUNS: 107928806		10. REQUISITIONING OFFICE NRO			
11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT 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 SMALIBUSINESS	
<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)	
a. INSPECTION		b. ACCEPTANCE		16. DISCOUNT TERMS	

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)
	Issuance of Task Order No.66 under Contract No. NRC-42-07-036 Title: "Technical Assistance with Project Reporting to Assist the Office of New Reactors Support AP1000" Period of Performance: 01/12/2009 - 2/11/2010 Estimated Reimbursable Cost: \$168,208.00 Fixed Fee:\$11,622.00 Total Cost Plus Fixed Fee:\$179,830.00 Funds in the amount of \$40,000.00 is provided. See Continuation Pages					

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.	
21. MAIL INVOICE TO:					
a. NAME U.S. Nuclear Regulatory Commission Payment Team, Mail Stop T-7-I-2					
b. STREET ADDRESS (or P.O. Box) Attn: (NRC-42-07-036 Task Order No.66)					
c. CITY Washington		d. STATE DC		e. ZIP CODE 20555	
22. UNITED STATES OF AMERICA BY (Signature) 				23. NAME (Typed) Jeffrey R. Mitchell Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER	

AUTHORITARY FEDERAL RESERVE PREVIOUS EDITIONS NOT USABLE

SI INSI REVIEW COMPLETE

FEB 03 2009

OPTIONAL FORM NO. 346 (3-06) PRESCRIBED BY GSA FPMR (41 CFR) 101-11.6

TASK ORDER TERMS AND CONDITIONS

In accordance with Section G.4, Task Order Procedures, of Contract No. NRC-42-07-036, this definitizes Task Order No. 66. The effort shall be performed in accordance with the attached Statement of Work.

Task Order No. 66 shall be in effect from January 12, 2009 through February 11, 2010, with a cost ceiling of \$179,830.00. The amount of \$168,208.00 represents the estimated reimbursable costs, and the amount of \$11,622.00 represents the fixed fee.

The amount obligated by the Government with respect to this task order is \$40,000.00, of which \$37,414.89 represents the estimated reimbursable costs, and the amount of \$2,585.11 represents the fixed fee.

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

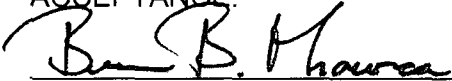
Your contacts during the course of this task order are:

Technical Matter: Richard Daniel
Project Officer
301-415-6319

Contractual Matters: Jeffrey R. Mitchell
Contract Specialist
301-492-3639

Acceptance of Task Order No. 66 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 at the address identified in Block No. 5 of the OF 347. You should retain the third copy for your records.

ACCEPTANCE:



NAME

V.P.

TITLE

1/9/2009

DATE

3.0 WORK REQUIREMENTS, SCHEDULE AND DELIVERABLES

Tasks/Standards	Scheduled Completion	Deliverables
<p>1. REQUIREMENT: Monthly Letter Status Reports. Provide the details necessary to inform NRO on the status of each and all awarded tasks. Complete Sections A thru G with a consistent, thorough and informative method. In Section A, Spending Plan table, perform an insightful analysis based on knowledge of workflow requirements. In Section B, ensure EPM input is consistent with EPM milestone chart. In Section D, detail any instances where estimated hours from the task order subtasks are exceeded and why.</p> <p>Section Descriptions: Section A: Task Order Identification and Financial Summary Information Section B: EPM Schedule Milestone Information Section C: Summary of work performed during the reporting period Section D: Explanation of missed milestone(s), problem(s), or delay(s) and recommendations for resolution Section E: Information on travel during the reporting period Section F: Plans for next reporting period Section G: The amount of hours each staff charged for this reporting period</p> <p>STANDARD: Conform to format and content defined by SOW Attachment.</p>	<p>Monthly, to be issued no later than 20th of the month.</p>	<p>MLSR in format established in Attachment 1.</p>
<p>2a. REQUIREMENT: Populate historical data in Electronic Spending Plan (ESP)</p> <p>STANDARD: Conform to format and content defined by ESP.</p>	<p>30 days following task award.</p>	<p>ESP format in attached Excel file</p>

Tasks/Standards	Scheduled Completion	Deliverables
2b. REQUIREMENT: Monthly ESP Update STANDARD: Conform to format and content defined by ESP.	Monthly, to be issued no later than 20 th of the month.	ESP format in attached Excel file.
3. REQUIREMENT: Special and Quarterly reports STANDARD: Completed reports as designated by NRC.	Ten day following the end of the quarter or if Special (TBD)	Quarterly report summary of contract activities, Special Reports, if required

Any modifications to the scope of work, cost or period of performance of this task order must be issued by the CO and will be coordinated with the NRO Project Officer.

4.0 TECHNICAL AND OTHER SPECIAL QUALIFICATIONS REQUIRED

As specified in the base contract, the contractor shall provide individuals who have the required educational background and work experience to meet the objectives of the work specified in this task order. Specific qualifications for this effort include:

The contractor shall provide a contractor project manager (PM) to oversee the effort and ensure the timely submittal of quality deliverables so that all information is accurate and complete as defined in the base contract.

The NRC will rely on representations made by the contractor concerning the qualifications of the personnel assigned to this task order, including assurance that all information contained in the technical and cost proposals, including resumes, is accurate and truthful. The resume for each professional proposed to work under this task order (contractor, subcontractor, or consultant) shall describe the individual's experience in applying his or her area of engineering specialization to work in the proposed area. The use of particular personnel on this contract is subject to the NRC technical monitor's (TM's) approval. This includes any proposed changes to key personnel during the life of the task order.

5.0 REPORTING REQUIREMENTS

Task Order Progress Report

The contractor shall submit monthly letter status reports (MLSR) as specified in Attachment 1 within the SOW. The contractor shall issue each MLSR no later than the 20th of the month by e-mail to the NRC Task Order Project Officer and NRC TM. Also copies shall be sent to the Contracting Officer, TAPM, and NCPM Branch Chief.

The Technical status section of the attached MLSR format shall incorporate the following:

- Section A: Task Order Identification and Financial Summary Information
- Section B: EPM Schedule Milestone Information
- Section C: Summary of work performed during the reporting period
- Section D: Explanation of missed milestone(s), problem(s), or delay(s) and recommendations for resolution
- Section E: Information on travel during the reporting period
- Section F: Plans for next reporting period
- Section G: The amount of hours each staff charged for this reporting period

Rollup of all Task Orders

The contractor shall populate the ESP on a monthly basis as specified in the Instruction & Logistics sheet of the excel file. This file shall remain in electronic form and attached to the electronic version of the MLSR when e-mailed to NRC Task Order Project Officer and NCPM Branch Chief.

E-mail progress report

E-mail progress reports are described under the Reporting Requirements section of each individual task order. This task order does not include nor affect individual semi-monthly task order reporting requirements.

Technical reporting requirements

In all correspondence, include identifying information: JCN Q-4026 and Task Order 66.

6.0 MEETINGS AND TRAVEL

One (1) one-day meeting per quarter is anticipated among the NRC TM and the contractor Project Manager or deputy to assess the status of all active tasking. A program review meeting involving NRC and contractor Senior Management should be anticipated biennially. At the discretion of the NRC TM, meetings may be conducted via teleconference or video conference.

7.0 NRC FURNISHED MATERIAL

The following NRC furnished materials will be provided to the contractor together with SOW:

- Electronic copy of the MLSR and Electronic Spending Plan templates

8.0 PERIOD OF PERFORMANCE

The period of performance is from January 12, 2009 through February 11, 2010.

9.0. OTHER APPLICABLE INFORMATION

a. License Fee Recovery

All work under this task order is not fee recoverable.

Attachments:

1. MONTHLY LETTER STATUS REPORT (MLSR) Format
2. Electronic Spending Plan (Excel file)

MONTHLY LETTER STATUS REPORT (MLSR)

PROJECT TITLE: [Project Title]

CONTRACT NO.: [Contract No.]

A. TASK ORDER IDENTIFICATION AND FINANCIAL SUMMARY INFORMATION

Note: There shall be 1 MLSR for every Task Order

TASK ORDER TITLE: [Task Order Title]

TASK ORDER NO.: [TO#]

JOB CODE NO. (JCN): [JCN#]

TECHNICAL ASSIGNMENT

CONTROL NUMBER (TAC): [TAC#]

PERIOD OF PERFORMANCE: [TO start date to TO finish date]

PERIOD COVERED: [Month 1st to Month 31st]

NRC TECHNICAL MONITORS: [Name of TM]

NRC TECHNICAL ASSISTANCE [Name of TAPM or PO]
PROJECT MANAGER/
PROJECT OFFICER:

PRINCIPAL INVESTIGATOR: [Contractor Lead Reviewer]

CONTRACTING ORGANIZATION: [Contractor Business Name]

1.	Task Order Amount:	\$
2.	Funds Obligated to Date:	\$

		Cost This Period	Cumulative Cost to Date
3.	Total Direct Costs	\$	\$
4.	Total Indirect Costs	\$	\$
5.	Total Cost Incurred [Item3+Item4]	\$	\$
6.	Percent Expended (%) [Item5/Item2]		
7.	Balance of Obligation Funds Remaining [Item2-Item5]		\$
8.	Balance of Funds Required for Completion [Item1-Item5]		\$

Spending Plan:

Month/Year	Oct 08	Nov 08	Dec 08	Jan 09	Feb 09	Mar 09	Apr 09	May 09	Jun 09	Jul 09	Aug 09	Sep 09
Planned (\$)												
Revised (\$)												
Actual (\$)												

Month/Year	Oct 09	Nov 09	Dec 09	Jan 10	Feb 10	Mar 10	Apr 10	May 10	Jun 10	Jul 10	Aug 10	Sep 10
Planned (\$)												
Revised (\$)												
Actual (\$)												

Month/Year	Oct 10	Nov 10	Dec 10	Jan 11	Feb 11	Mar 11	Apr 11	May 11	Jun 11	Jul 11	Aug 11	Sep 11
Planned (\$)												
Revised (\$)												
Actual (\$)												

Plan Total: \$ [Sum of planned(\$)]
 Revised Total: \$ [Sum of Revised(\$)]
 Actual Total: \$ [Sum of Actual(\$)]

B. EPM SCHEDULE MILESTONE INFORMATION

SER DEVELOPMENT

Milestone	Percent Complete				
	0%	30%	60%	90%	100%
ACCEPTANCE REVIEW					
AR	Planned Date				
	Actual Date				
SER DEVELOPMENT					
P1	Planned Date				
	Actual Date				
P2	Planned Date				
	Actual Date				
P3	Planned Date				
	Actual Date				
P4	Planned Date				
	Actual Date				
P5	Planned Date				
	Actual Date				
P6	Planned Date				
	Actual Date				

Note: Input date where appropriate. Refer to Attachment 1.1 for description.

Monthly Letter Status Report: 20th day of each month

C. WORK PERFORMED/ DESCRIPTION

Title	Description

D. PROBLEM(S)/ RESOLUTION(S)

1.	
2.	
3.	
4.	

E. TRAVEL FOR THIS PERIOD

Staff	Start Date	End Date	Destination/ Activity

Print out from contractor's data collection program is acceptable if equivalent to above table.

F. PLANS FOR NEXT PERIOD

1.	
2.	
3.	
4.	

G. STAFF HOURS SUMMARY

Subtask/ Phase	Staff Assigned	Hours Budgeted	Hours Expended This Period	Total Cumulative Hours Expended	Note(s)

Print out from contractor's data collection program is acceptable if equivalent to above table.

Milestone	Percent Complete				
	0	30	60	90	100
ACCEPTANCE REVIEW					
Acceptance Review (AR)	Not Started	N/A	N/A	N/A	Contractor provides AR input to NRC staff. Contractor status marked 100%.
SER DEVELOPMENT					
P1	Not Started	Read application and sent draft TER and RAIs to TM	Incorporated TM's comments and issued final TER and RAIs to TM	TM notified Contractor that PSER and last RAIs submitted to BC	TM notified Contractor that PSER and last RAIs issued to Projects. Contractor status marked 100%. Issues related to PSER and RAIs are charged to P2.
P2	Not Started	RAI responses that have been received have been reviewed. Sent draft TER w/OI to TM	Incorporated TM's comments and issued final TER w/OI to TM	TM notified Contractor that SER w/OI submitted to BC	TM notified Contractor that SER w/OI issued to Projects. Contractor status marked 100%. Issues related to SER w/OI are charged to P4.
P3	Not Started	-	-	-	ACRS briefing completed
P4	Not Started	All OI responses have been received and reviewed. Sent draft TER w/o OI to TM	Incorporated TM's comments and issued final TER w/o OI to TM	TM notified Contractor that SER w/o OI submitted to BC	TM notified Contractor that SER w/o OI issued to Projects. Contractor status marked 100%.
P5	Not Started	-	-	-	ACRS briefing completed
P6	Not Started	All RAI responses addressing ACRS issues have been received and reviewed. Sent draft TER to TM	Incorporated TM's comments and issued final TER to TM	TM notified Contractor that Final SER submitted to BC	TM notified Contractor that Final SER issued to Projects. Contractor status marked 100%.