

# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 2

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

BPA NO.

1. DATE OF ORDER <b>02/26/2009</b>		2. CONTRACT NO. (if any) NRC-42-08-064		6. SHIP TO:	
3. ORDER NO. NRC-T007		MODIFICATION NO.		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission	
4. REQUISITION/REFERENCE NO. 42-08-064T007 09806407192				b. STREET ADDRESS Attn: Richard Daniel, 301 415 6319	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div. of Contracts Attn: Jeffrey R. Mitchell, 301-492-3639 Mail Stop TWB-01-B10M Washington, DC 20555				c. CITY Washington	d. STATE DC
7. TO:				e. ZIP CODE 20555	
a. NAME OF CONTRACTOR INFORMATION SYSTEMS LABORATORIES, INC ISL				f. SHIP VIA	
b. COMPANY NAME ATTN: DR. JAMES F. MEYER				8. TYPE OF ORDER	
c. STREET ADDRESS 11140 ROCKVILLE PIKE, SUITE 500				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY 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 See CONTINUATION Page See Block 17D Below 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"/> g. SERVICE-DISABLED VETERAN-OWNED		
<input type="checkbox"/> d. WOMEN-OWNED	<input type="checkbox"/> e. HUBZone	<input type="checkbox"/> f. EMERGING SMALL BUSINESS			
13. PLACE OF		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	16. DISCOUNT TERMS	
a. INSPECTION	b. ACCEPTANCE				

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 7 under Contract No. NRC-42-08-064  Title: Technical Assistance with Project Reporting to Assist the Office of New Reactors Support US-APWR  Period of Performance: 01/28/2009 - 02/28/2010 Estimated Reimbursable Cost: \$57,448.00 Fixed Fee: \$4,565.00 Total Cost Plus Fixed Fee: \$62,012.00  Funding in the amount of \$20,000.00 is provided  * * * NOTE TO NRC ACCOUNTING OFFICE * * * Please transfer \$20,000.00 for the basic contract award NRC-42-08-064 to this task order.  825-15-171-107; Q-4192; 252A; 31x0200; \$20,000.00  SEE CONTINUING PAGES			See CONTINUATION Page		

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.	
21. MAIL INVOICE TO:					
a. NAME Department of Interior / NBC NRCPayments@nbc.gov					
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		

17(h)  
TOTAL  
(Cont. pages)

17(i).  
GRAND  
TOTAL

22. UNITED STATES OF AMERICA BY (Signature) 	23. NAME (Typed) Jeffrey R. Mitchell Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER
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SUNSI REVIEW COMPLETE

MAR 11 2009

OPTIONAL FORM NO. 34 (REV. 4/2006)  
PREPARED BY GSA/FAR 48 CFR 53.213(f)

This confirms the verbal authorization that was provided to Information Systems laboratories, Inc., on January 28, 2009, to begin work under the subject task order, with a temporary ceiling of \$10,000.00.

In accordance with Section G.4, Task Order Procedures, of Contract No. NRC-42-08-064, this definitizes Task Order No. 7. The effort shall be performed in accordance with the attached Statement of Work.

Task Order No. 7 shall be in effect from January 28, 2009 through February 28, 2010, with a cost ceiling of \$62,012.00. The amount of \$57,448.00 represents the estimated reimbursable costs, and the amount of \$4,565.00 represents the fixed fee.

The amount obligated by the Government with respect to this task order is \$20,000.00, of which \$18,528.00 represents the estimated reimbursable costs, and the amount of \$1,472.00 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  
Task Order Project Officer  
301-415-6319

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

Acceptance of Task Order No. 7 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.

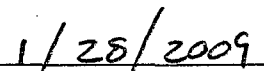
ACCEPTANCE:



NAME



TITLE



DATE

## TASK ORDER STATEMENT OF WORK

JCN Q-4192	Contractor Information Systems Laboratories, Inc.	Task Order No. NRC-42-08-064 (TO 7)
Applicant N/A	Design/Site APWR/NA	Docket No. N/A
Title/Description Technical Assistance with Project Reporting to Assist the Office of New Reactors Support US-APWR		
TAC No. N/A	B&R Number 825-15-171-107	SRP or ESRP Section(s) N/A
NRC Task Order Project Officer (PO) Richard Daniel                      301-415-6319                      Richard.Daniel@nrc.gov		
NRC Technical Monitor (TM) Charles Willbanks                      301-415-0494                      Charles.Willbanks@nrc.gov		

### 1.0 **BACKGROUND**

Combined Operating License (COL) Applications are submitted pursuant to Part 52 of Title 10 of the *Code of Federal Regulations* (10 CFR 52), "Early Site Permits; Standard Design Certifications; and Combined Licenses for Nuclear Power Plants." The U.S. Nuclear Regulatory Commission (NRC) reviews COL Applications based on information furnished by electric utility companies pursuant to 10 CFR 52.79, "Contents of Applications Technical Information."

A Standard Review Plan (NUREG-0800) is prepared for the guidance of staff reviewers in the Office of New Reactors in performing safety reviews of applications to construct or operate nuclear power plants and the review of applications to approve standard designs and sites for nuclear power plants. The principal purpose of the SRP is to assure the quality and uniformity of staff safety reviews.

An Environmental Safety Review Plan (NUREG-1555) is prepared for the guidance of staff reviewers in performing environmental reviews of applications related to nuclear power plants. The ESRPs are companions to regulatory guides that address siting and environmental issues. As with NUREG-0800 the purpose of the ESRP is to assure the quality and uniformity of environmental reviews.

The staff publishes the results of these reviews in a Safety Evaluation Report (SER).

### 2.0 **OBJECTIVE**

The objective of this task is for Information Systems Laboratories, Inc. (ISL) to assist NRC's Office of New Reactors (NRO) in analyzing and reporting activity on new reactor licensing work.

This Project Reporting task includes new reactor licensing support continuity (both period of performance and funding) throughout the entire project. This task only relates to reporting activity and special reports.

### 3.0 WORK REQUIREMENTS, SCHEDULE AND DELIVERABLES

Tasks/Standards	Scheduled Completion	Deliverables
<p>1. <b>REQUIREMENT: Monthly Letter Status Reports.</b> 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><b>STANDARD:</b> Conform to format and content defined by SOW Attachment.</p>	<p>Monthly, to be issued no later than 20<sup>th</sup> of the month.</p>	<p>MLSR in format established in Attachment 1.</p>
<p>2a. <b>REQUIREMENT:</b> Populate historical data in <b>Electronic Spending Plan (ESP)</b></p> <p><b>STANDARD:</b> 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: <b>Monthly ESP Update</b>  STANDARD: Conform to format and content defined by ESP.	Monthly, to be issued no later than 20 <sup>th</sup> of the month.	ESP format in attached Excel file.
3. REQUIREMENT: <b>Special and Quarterly reports</b>  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 20<sup>th</sup> 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-4192 and the Task Order; 7.

## **6.0 MEETINGS AND TRAVEL**

One (1) one-day meeting per quarter is anticipated between the NRC and contractor to assess the status of all active tasking. Also a program review meeting involving NRC and contractor Senior Management should be anticipated biennially. If an in-person meeting is scheduled at NRC headquarters local travel is allowed. Also 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 28, 2009 through February 28, 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 1<sup>st</sup> to Month 31<sup>st</sup>]**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%
<b>ACCEPTANCE REVIEW</b>						
AR	Planned Date					
	Actual Date					
<b>SER DEVELOPMENT</b>						
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: 20<sup>th</sup> 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
<b>ACCEPTANCE REVIEW</b>					
Acceptance Review (AR)	Not Started	N/A	N/A	N/A	Contractor provides AR input to NRC staff. Contractor status marked 100%.
<b>SER DEVELOPMENT</b>					
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%.