

ORDER FOR SUPPLIES OR SERVICES

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

BPA NO.

1. DATE OF ORDER MAR 20 2009	2. CONTRACT NO. (if any) NRC-38-05-364	6. SHIP TO:		
3. ORDER NO. NRC-T015	MODIFICATION NO.	4. REQUISITION/REFERENCE NO. 38-05-364T015 01/27/2009	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: Mr. Christopher Barry	
7. TO:			c. CITY Washington	d. STATE DC
			e. ZIP CODE 20555	

a. NAME OF CONTRACTOR VANTAGE HUMAN RESOURCE SERVICES, INC.	f. SHIP VIA
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b. COMPANY NAME	8. TYPE OF ORDER	
c. STREET ADDRESS 1050 17TH ST NW STE 600	<input type="checkbox"/> a. PURCHASE	<input checked="" type="checkbox"/> b. DELIVERY
d. CITY WASHINGTON	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.	
e. STATE DC	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.	
f. ZIP CODE 200364424		

9. ACCOUNTING AND APPROPRIATION DATA 9-8415-5C1154, T8475, 252A, 31X0200	\$70,790.00	10. REQUISITIONING OFFICE HR Office of Human Resources
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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)	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. 015 for project titled, "Leadership Curriculum Development." Total Task Order Price: \$70,790.00 Period of Performance: March 20, 2009 - September 30, 2009 DUNS No.: 072654999					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.	\$70,790.00	17(h) TOTAL (Cont. pages)
	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	\$70,790.00

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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OPTIONAL FORM 347 (REV. 4/2006) PRESCRIBED BY GSA FPMR (41 CFR) 101-11.6

SUNSI REVIEW COMPLETE

APR 8 2009

ADMOOZ

In accordance with Section C.15, Task Order Procedures, of the contract number NRC-38-05-364, this definitizes Task Order No. 015. This Task Order No. 015 shall be executed in accordance with the attached statement of work.

The period of performance for Task Order No. 15 shall be effective from March 20, 2009 to September 30, 2009. The contractor will provide curriculum design and development for the courses listed in the schedule below. The target audience for this curriculum is newly promoted team leaders, supervisors, executive managers and participants in the Leadership Potential Program (LPP).

The total ceiling price for Task Order No. 015 is \$70,790.00 which consists of the following prices:

COURSE TITLES	NO. OF DAYS	UNIT PRICE	AMOUNT
Motivating Others and Team Development	[REDACTED]	\$ [REDACTED]	\$ [REDACTED]
Coaching for Results	[REDACTED]	\$ [REDACTED]	\$ [REDACTED]
Performance Management	[REDACTED]	\$ [REDACTED]	\$ [REDACTED]
Employee Retention Tools and Techniques	[REDACTED]	\$ [REDACTED]	\$ [REDACTED]
Accountability and Time Management	[REDACTED]	[REDACTED]	[REDACTED]
TOTAL PRICE FOR TASK ORDER NO 15:			\$ 70,790

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.15, Key Personnel. The contract deliverables must be submitted in accordance with Section B.3.3.9 of the Basic Contract. For each course, the course goals, terminal and enabling objectives will be submitted first for project officer approval as they are completed, and the courses will be submitted to the project officer for review as they are completed. All courses are required to be submitted for final approval no later than September 30, 2009.

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

Technical Matters:	Christopher Barry Project Officer (301) 492-2238	Contractual Matters:	Monique B. Williams Senior Contracts Specialist (301) 492-3640
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The issuance of this task order does not amend any terms or conditions of the subject contract.

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 develops their skills and knowledge for future work activities.

Objectives

This Statement of Work (SOW) identifies and executes specific work outlined in Vantage's deliverables and recommendations previously identified by Vantage. Task Order No. 010 requested the most critical courses outlined in the Training Needs Assessment conducted by VHRS, leaving seven (7) courses that need development. Those remaining seven (7) courses have been redefined and will not be executed in accordance with the original Training Needs Assessment.

The target audience for this curriculum is newly-promoted team leaders, supervisors, executive managers 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. Although this wide range of leaders and LPPs may take these courses, the courses are aimed at providing the essential information new NRC supervisors and executive managers need in order to understand what is expected of them specifically at NRC.

Scope of Work

The contractor is responsible for performing the following activities:

Curriculum Design and Development:

1. Develop or reformat as specified, all courses in Table 1.
2. Work with NRC Subject Matter Experts (SMEs) and the Project Officer to identify course content for courses specified in Table 1.
3. Develop or reformat Leader Guides (LG) for courses specified in Table 1.
4. Develop or reformat Participant Guides (PG) for courses identified in Table 1.
5. Develop or reformat Presentation Material (PM) for courses identified in Table 1.
6. Develop student evaluation tools to capture invaluable inputs to fine-tune courses.

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

1. Develop and/or reformat all course goals, terminal and enabling objectives and submit to Project Officer for approval prior to the development of course content.
2. Propose the prior-used formatting style or a revised LG, PG, and PM formatting style to be used throughout the curriculum for Project Officer approval.

3. Develop and/or reformat courses identified in Table 1;
4. Submit to Project Officer for review, allowing 1 week per course for review;
5. Modify course materials per feedback from the Project Officers' review.
6. Submit to Project Officer for final approval.

The needs assessment completed under the contract in Modification 5 will serve as a guide, but in the course of gathering content and developing the planned training, changes and adjustments provided by the Project Officer are expected in order to remain current to NRC's needs, budget, and improved learning methods. Reformatting courses requires using currently existing course subject matter, objectives, and materials and reformatting these so that NRC has consistent looking LGs, PGs, and PMs. Reformatted courses will be reviewed by NRC subject matter people to ensure the integrity of the content and objectives. Developing new courses requires gathering new and existing (prior deliverables) subject matter from SMEs and developing learning objectives based on existing or new learning objectives for the subject areas, followed by preparing new LGs, PGs, and PMs.

Administrative Deliverables:

1. NRC anticipates that it needs at least 7 meetings held at NRC to share information and discuss progress.
2. NRC requires precise and concise progress reports on a monthly basis.

TABLE 1: Course Summary

Deliverable Sequence	Course Titles and Deliverables	Training Modality
1	Motivating Others and Team Development - developed course goals, terminal and enabling objectives - developed LG, PG, PM	ILT – develop
2	Coaching for Results - developed course goals, terminal and enabling objectives - developed LG, PG, PM	ILT – reformat with minor content adjustments from already developed curriculum provided by PO
3	Performance Management - developed course goals, terminal and enabling objectives - developed LG, PG, PM	ILT – develop
4	Employee Retention Tools and Techniques - developed course goals, terminal and enabling objectives - developed LG, PG, PM	ILT – develop
5	Accountability and Time Management - developed course goals, terminal and enabling objectives - developed LG, PG, PM	ILT – develop from previously developed training

Courses shall be sufficiently blended as to maximize student involvement and participation. Workshops, scenarios, and/or games shall be provided with the content and should be problem based.

There are no pilot courses required under this Task Order.

With input from the NRC SMEs the Project Officer will make additions, deletions, or substitution of alternative terminal and enabling objectives, alter course content and/or formatting of course content as needed to produce a product suitable for NRC.

Period of Performance

Work on this task order shall begin with two (2) weeks of its issuance. For each course, the course goals, terminal and enabling objectives will be submitted first for project officer approval as they are completed, and the courses will be submitted to the project officer for review as they are completed. All courses are required to be submitted for final approval no later than 30 September 2009.

Overview of Changes:

This clarified SOW defines which courses require design from those that require basic reformatting which was not specified in the original Task Order 15. It removes the assumption that the new courses are for supervisors only and that those courses are to be designed in accordance with the original needs assessment. It allows the project officer to approve the goals, terminal and enabling objectives prior to any course development. The goal here is to reduce any future rework while allowing the contractor maximum flexibility in the development of the courses.

Acceptance of Task Order No. 015 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. 015

Mary Ann Wilkinson

NAME

President

TITLE

3/31/09

DATE