

ORDER FOR SUPPLIES OR SERVICES

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

BPA NO.

1. DATE OF ORDER MAR 24 2009		2. CONTRACT NO. (If any) NRC-38-05-364		6. SHIP TO:	
3. ORDER NO. NRC-T016		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: Contract Management Branch No. 4 Mail Stop T-7-I-2 Washington, DC 20555		4. REQUISITION/REFERENCE NO. 38-05-364T016 01/27/2009		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		8. TYPE OF ORDER	
b. COMPANY NAME		<input type="checkbox"/> a. PURCHASE 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.		<input checked="" type="checkbox"/> b. DELIVERY 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.	
c. STREET ADDRESS 1050 17TH ST NW STE 600		d. CITY WASHINGTON	e. STATE DC	f. ZIP CODE 200364424	
9. ACCOUNTING AND APPROPRIATION DATA 9-8415-5C1154, T8475, 252A, 31X0200		\$47,226.00		10. REQUISITIONING OFFICE HR Office of Human Resources	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT	
<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	N/A	
<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
a. INSPECTION	b. ACCEPTANCE				N/A

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. 016 for project titled, "SESCDP Executive Coaching." Total Task Order Price: \$47,226.00 Period of Performance: March 24, 2009 - July 24, 2010. DUNS No.: 072654999					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		\$47,226.00	17(h) TOTAL (Cont pages)
	21. MAIL INVOICE TO:							
	a. NAME Department of Interior / NBC NRCPayments@nbc.gov						\$47,226.00	17(i). GRAND TOTAL
	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					

22. UNITED STATES OF AMERICA BY (Signature) 	23. NAME (Typed) Monique B. Williams Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER
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In accordance with Section C.16, Task Order Procedures, of the contract number NRC-38-05-364, this definitizes Task Order No. 016. This Task Order No. 016 shall be executed in accordance with the attached statement of work.

The period of performance for Task Order No. 16 shall be effective from March 24, 2009 to July 24, 2010. 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. 016 is \$47,226 which consists of the following prices:

PRICE SCHEDULE FOR SESCDP EXECUTIVE COACHING CLASS:

SERVICES OFFERED FOR EACH CANDIDATE	Est. Hours - Option Year 3	* Daily Rate - Option Year 3	Total Price - Option Year 3	Est. Hours - Option Year 4	** Daily Rate - Option Year 4	Total Price - Option Year 4	TOTAL PRICE
Initial Candidate Contact	[REDACTED]	\$ [REDACTED]	\$ [REDACTED]	[REDACTED]	[REDACTED]	\$ [REDACTED]	\$ 860
Project Officer Contact During Services	[REDACTED]	\$ [REDACTED]	\$ [REDACTED]	[REDACTED]	\$ [REDACTED]	\$ [REDACTED]	\$ 1,518
Intake Prep and Delivery	[REDACTED]	\$ [REDACTED]	\$ [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	\$ 5,376
Gather and Review Documents	[REDACTED]	\$ [REDACTED]	\$ [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	\$ 1,075
Draft 3 Review and Emailed Feedback	[REDACTED]	\$ [REDACTED]	\$ [REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	\$ 6,451
Draft 4 Review and Emailed Feedback	[REDACTED]	\$ [REDACTED]	\$ [REDACTED]	[REDACTED]	[REDACTED]	\$ [REDACTED]	\$ 6,643
Coaching Prep and Delivery	[REDACTED]	\$ [REDACTED]	\$ [REDACTED]	[REDACTED]	[REDACTED]	\$ [REDACTED]	\$ 5,440
Summary Draft to OPM Submission 12.09	[REDACTED]	\$ [REDACTED]	\$ [REDACTED]	[REDACTED]	[REDACTED]	\$ [REDACTED]	\$ 13,286
Reports, March 2009 to July 2010	[REDACTED]	\$ [REDACTED]	\$ [REDACTED]	[REDACTED]	[REDACTED]	\$ [REDACTED]	\$ 6,579
TOTAL PRICE:			\$ [REDACTED]			[REDACTED]	\$ 47,226

Note: These services are required for each of the 25 SES Candidates which is then multiplied by the daily rate.

* - Daily Rate is based on Option Year 3 - Leadership and Senior Executive Service Candidate Development Programs - Coaching of \$1,376.14/per day

* - Daily Rate is based on Option Year 4 - Leadership and Senior Executive Service Candidate Development Programs - Coaching of \$1,417.42/per day

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.16, Key Personnel. The contract deliverables must be submitted in accordance with Section B.3.3.9 of the Basic Contract and as indicated in the attached Statement of Work.

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

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

Statement of Work SESCDP Executive Coaching

Title

One-on-One Coaching of Senior Executive Service Candidate Development Program (SESCDP) Candidates Related to the OPM Executive Core Qualifications (ECQs)

Purpose

To provide qualified key personnel to individually coach the NRC's SESCO DP candidates on their ECQ qualifications. This includes reading, reviewing, and providing feedback on the candidates' written summaries that document their ECQ qualifications.

Objectives

To increase the probability that the SESCO DP candidates develop themselves to the highest leadership level in all the competencies of the ECQs and are able to prepare a document showing their full qualifications in the ECQs. Increase the probability that every SESCO DP candidate completing their SESCO DP program improves their chance of OPM SES certification based on the quality of their written qualification package to OPM.

Background

NRC typically initiates a SESCO DP every 2 years and sometimes more frequently. The program is 18 months long and the class size is approximately 25 competitively-selected non-SES individuals. The typical candidate is a first-line supervisor that has performed exceptionally well in their position and has been recognized by upper management.

During the SESCO DP, candidates have some choices, but all are required to conduct a 360 assessment; attend a 1-week residential offsite together (typically at the Federal Executive Institute (FEI)) and analyze their developmental needs and their 360 assessment results; develop an individual development plan (IDP); complete at least 4 months on rotational assignments to leadership positions they choose and be evaluated by rotation host supervisors, and themselves; complete at least 80 hours of external interagency training (typically attending the 4-week FEI program); complete an individual action learning project and a large group project; complete any NRC mandatory supervisory courses, if still needed; and meet monthly for leadership briefings that each candidate arranges and for the opportunity to share experiences and life events that build strong collaborative relationships.

During the program, the candidates must develop a written document to capture their relevant experience in the competencies of the ECQs, which upon program completion will be finalized and sent to OPM to request SES certification. They also keep their IDPs updated, also for submission at the end of the program to OPM.

The program is managed by a NRC SESCO DP manager in the Office of Human Resources who supports each candidate's development, monitors their progress, reviews all documentation and travel approvals, provides all candidates with feedback and coaching as needed, and reports on SESCO DP and candidate status to the NRC's Executive Resources Board. In addition, each candidate selects an NRC executive to serve as their senior advisor throughout the program. Advisors offer insight on NRC's executive environment, listen, mentor, assist, approve selected SESCO DP documents, and generally advocate for the candidate. The advisors don't serve in a candidate's line of authority.

Only a few of the requirements of the program adhere to specific dates; otherwise, candidates are free to manage their own scheduling of training, rotations, and action projects within the timeframe of the program. Candidates are required to draft and update their ECQ narratives (Summary of Experience in Executive Core Qualifications, or "summary" for short) four times before finalizing their document at the end of the program. For example, the summaries from the SESCO class of 2009 are due to the SESCO manager as follows:

Summary Draft 1: September 16, 2008 (completed) *
Summary Draft 2: January 13, 2009 (completed) *
Summary Draft 3: April 14, 2009
Summary Draft 4: July 14, 2009
Summary Final: September–October, 2009

* Drafts 1 and 2 have been completed and will not be included in this requirement.

Scope of Work

In addition to completing the requirements of the program, to succeed in completing the SESCO and qualifying for an SES position, candidates must focus on obtaining expertise in all the competencies of the five ECQs, and they must be able to show in writing that they have sufficient knowledge, skills, and experience in each ECQ to qualify as a senior executive. A contractor's role in supporting this will include providing executive coaching of individual SESCO candidates on qualifying in the OPM ECQs for SES certification and demonstrating these qualifications in writing. The contractor must provide the following support in achieving these goals:

1. Contact each candidate for an initial interview to meet the candidate; discuss the candidate's progress and concerns; coach; and provide relevant, individualized advice and feedback on achieving competency in the ECQs.
2. Obtain from the candidate or SESCO program manager, documentation as needed, such as candidates' resumes, draft and final Summary of Experience in Executive Core Qualifications (referred to as just "summaries"), and Individual Development Plans. The candidates' 360 assessment results are owned solely by the candidates and only they alone may choose whether or not to share these results with the contractor.
3. Receive, read, edit, and prepare feedback to each candidate's draft and final summaries. At a minimum, feedback shall be provided to the candidate by e-mail. If further guidance is required the coach must contact the candidate by phone to discuss. At a minimum, feedback shall be provided by e-mail with the candidate able to call the coach with questions at a mutually agreeable appointment time.
4. The coach shall complete the review and feedback of a candidate's package within 1 month of receipt of the summary. An extension in time can be granted by the NRC SESCO manager. The contractor must contact the NRC SESCO manager directly (verbally or by e-mail) and the NRC manager must reply with a verbal or e-mail approval for the extension of time.

Deliverables

On a monthly basis, the contractor shall report in writing to the SESCO manager (project officer) on the status of the work documenting the names of every candidate, the progress

with the work with each candidate (initial interviews, draft and final summaries in review, draft and final summary reviews completed, dates associated with each of these units of work), and any overall problems. The contractor shall also call the SESCDP manager project officer whenever there are any real or perceived problems dealing with individual candidates, individual candidate performance in working with the contractor, and candidate progress in successfully qualifying for the SES. Discussions between the contractor and SESCDP manager about individual candidates will not be in writing.

In addition, the contractor shall provide the SESCDP manager with copies of the feedback e-mails to each candidate, with summary documents attached. The SESCDP manager may randomly request all or selected copies to monitor the progress of the candidates and evaluate the performance of the contractor. Candidates will be informed that their communications with the contractor may be monitored to assure quality.

Should the NRC SESCDP manager receive one or more complaints from the candidates regarding the quality of a contract coach's work, the NRC manager will evaluate the issue, which may require, upon NRC's request, that the contractor replace a coach with another qualified coach.

The contractor shall apply the Government Printing Office Style Manual, when editing all documents, and exceed to any specific guidance and interpretation of the manual that the NRC provides.

Coaches need to be available to each candidate for up to 2 hours for intake interviewing (information gathering) and coaching in the ECQs by phone or in person.

Coaches will read, review, edit, provide e-mail feedback, and if needed provide verbal feedback and be available for questions regarding the feedback on each of the draft summaries, 2 drafts and one final summary on a mutually agreeable schedule. It is estimated that in Fiscal Years 2009 and 2010 the following reviews will be required: 25 drafts – due approximately April, 2009; 25 drafts - due approximately July, 2009; and 25 finals between September 2009 – due approximately July 2010.

Contractor will manage the work of this contract and provide required reporting and occasional verbal communication on contract management to/with the NRC SESCDP manager (project officer).

Contractor Personnel Qualifications

NRC will need contractor-provided executive coaches who are knowledgeable and experienced in the OPM's ECQs and leadership competencies and who have experience preparing or reviewing qualification packages for SES certification at OPM. The contractor will need to provide high-quality editing of the NRC's documents by qualified personnel, based on knowledge of the GPO Style Manual. Prior SES experience in the Federal Government is desirable.

Period of Performance

The current SESCDP class began April 2008 and will complete October 2009. Support is needed upon signing of this task order, approximately effective March 20, 2009 through July 24, 2010. Although the current SESCDP program ends October 2009, final packages are finalized months later.

Privacy Requirements

All NRC information provided to the contractor, written and verbal, concerning the NRC employees will be handled confidentially by the contractor. The information cannot be used or shared outside the scope of work under this contract.

Please refer to the Basic contract FAR Clauses 52.224-2 Privacy Act.

Acceptance of Task Order No. 016 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. 016

Mary Ann Wilkinson

NAME

President

TITLE

3/31/09

DATE