

ORDER FOR SUPPLIES OR SERVICES

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

BPA NO.

| | | | | | |
|--|--|---|--------------------------|---|----------------------|
| 1. DATE OF ORDER 03-29-2009 | | 2. CONTRACT NO. (If any) NRC-27-08-322 | | 6. SHIP TO: | |
| 3. ORDER NO. NRC TASK ORDER 002 | | 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: H. (Eddie) Colon, Jr, 301-492-3620 Mail Stop TWB-01-10M Washington, DC 20555 | | 4. REQUISITION/REFERENCE NO. 27-08-322T001 SBC-09-306 | | b. STREET ADDRESS Attn: Barbara Williams Mail Stop: O3-H08 11545 Rockville Pike | |
| 7. TO: | | c. CITY Rockville | | d. STATE MD | e. ZIP CODE 20852 |
| a. NAME OF CONTRACTOR HGM MANAGEMENT AND TECHNOLOGIES, INC. | | f. SHIP VIA | | 8. TYPE OF ORDER | |
| b. COMPANY NAME | | <input type="checkbox"/> a. PURCHASE | | <input checked="" type="checkbox"/> b. DELIVERY | |
| c. STREET ADDRESS 1150 17TH ST NW STE 602 | | REFERENCE YOUR _____ | | 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 WASHINGTON | | e. STATE DC | f. ZIP CODE 200364603 | | |
| 9. ACCOUNTING AND APPROPRIATION DATA 97P-15-5C1-314 B8850 252A 31X0200 OBLIGATE: \$5,000.00 (FFS Commitment #: SBC-09-306) DUNS: 176422806 | | 10. REQUISITIONING OFFICE SDB SBCR | | | |
| 11. BUSINESS CLASSIFICATION (Check appropriate box(es)) | | | | 12. F.O.B. POINT Destination | |
| <input checked="" type="checkbox"/> a. SMALL | | <input type="checkbox"/> b. OTHER THAN SMALL | | <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) As Stated. | |
| a. INSPECTION | | b. ACCEPTANCE | | 16. DISCOUNT TERMS Net 30 | |

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) |
|-----------------|--|-------------------------|-------------|-------------------|---------------|--------------------------|
| | In accordance with Section G.3 entitled "Task Order Procedures" of the subject contract, this order definitizes Task Order 002 entitled " PRE-MEETINGS AND EMPLOYEE DIVERSITY MANAGEMENT SEMINARS ". This effort shall be performed in accordance with the enclosed Statement of Work, and the terms and conditions of Contract No. NRC-27-08-322 and this task order, and the COST/PRICE SCHEDULE below. COST/PRICE SCHEDULE BASE PERIOD OF PERFORMANCE: 3/30/2009 - 6/30/2009 | | | | | |
| 0001 | SENIOR CONSULTANT (Diversity Principle, and Senior Diversity Consultant II) | 386 | Hour | 187.00 | \$72,182.00 | |
| 0002 | CONSULTANT (Diversity Consultant) | 160 | Hour | 120.00 | \$19,200.00 | |
| 0003 | ADMINISTRATIVE SUPPORT (Administrative Support Technician) | 153 | Hour | 45.00 | \$6,885.00 | |
| 0004 | TRAVEL (Not-to-Exceed)*To be paid IAW Federal Travel Reg. | 1 | LOT | 3,000.00 | \$3,000.00 | NTE |
| | SUBTOTAL (BASE PERIOD)..... | | | | \$101,267.00 | |

| | | | | | | | | | |
|-------------------------------------|---|--|---|--|-------------------------------------|--|-------------------|---------------------------|-------------------------|
| SEE BILLING INSTRUCTIONS ON REVERSE | 18. SHIPPING POINT | | 19. GROSS SHIPPING WEIGHT | | 20. INVOICE NO. | | \$101,267.00 | 17(h) TOTAL (Cont. pages) | |
| | 21. MAIL INVOICE TO: | | | | | | | | |
| | a. NAME Department of the Interior National Business Center | | b. STREET ADDRESS (or P.O. Box) Attn: Fiscal Services Branch - D2270 7301 W. Mansfield Avenue | | c. CITY Denver | | d. STATE CO | e. ZIP CODE 80235-2230 | OBLIGATED \$5,000.00 |
| | 22. UNITED STATES OF AMERICA BY (Signature) | | 23. NAME (Typed) Heriberto Colon, Jr. Contracting Officer | | TITLE: CONTRACTING/ORDERING OFFICER | | 17(i) GRAND TOTAL | | |

TEMPLATE - ADM001

SUNSI REVIEW COMPLETE

ADM002


4/27/09

**ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION**

PAGE NO
2

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

| | | |
|-----------------------------|------------------------------|--------------------------------|
| DATE OF ORDER 03-29-2009 | CONTRACT NO NRC-27-08-322 | ORDER NO NRC TASK ORDER 002 |
|-----------------------------|------------------------------|--------------------------------|

| ITEM NO (A) | SUPPLIES OR SERVICES (B) | QUANTITY ORDERED (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) | QUANTITY ACCEPTED (G) |
|----------------|---|----------------------------|-------------|----------------------|---------------|-----------------------------|
| 0005 | COSI/PRICE SCHEDULE (Continued) OPTIONAL* PERIOD OF PERFORMANCE: 7/01/2009 - 9/30/2009 SENIOR CONSULIANI (Diversity Principle and Senior Diversity Consultant II) | 673 | HOUR | 192.61 | \$129,626.53 | |
| 0006 | CONSULIANI (Senior Diversity Consultant I) | 312 | HOUR | 123.60 | \$38,563.20 | |
| 0007 | ADMINISTRATIVE SUPPORT (Administrative Support Technician) | 315 | HOUR | 46.35 | \$14,600.25 | |
| 0008 | TRAVEL (Not-to-Exceed)*To be paid IAW Federal Travel Reg. | 1 | LOI | 3,000.00 | \$3,000.00 | NTE |
| | SUBTOTAL (OPTION PERIOD).....\$185,789.98 TOTAL VALUE, INCLUDING OPTION (if exercised).....\$287,056.98 *Prior written approval required from the NRC Contracting Officer via modification to this task order. Reference is made to your email technical proposal dated 1/5/2009, and revised email cost proposal dated 2/1/2009 & revised 3/25/2009 & 4/13/2009 in response to this effort The issuance of this task order does not amend any other terms or conditions of the subject contract. | | | | | |
| | ACCEPTED:  HORACE G. McCORMACK PRINT NAME/SIGNATURE | | | | | |
| | DATE April 16, 2009 | | | | | |

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

NRC TASK ORDER 002

A.1 CONSIDERATION AND OBLIGATION

(a) The total estimated amount of this contract (ceiling) for the products/services ordered, delivered, and accepted under this contract is \$101,267.00.

(b) The amount presently obligated with respect to this contract is \$5,000.00. This obligated amount may be unilaterally increased from time to time by the Contracting Officer by written modification to this contract. The obligated amount shall, at no time, exceed the contract ceiling as specified in paragraph a above. When and if the amount(s) paid and payable to the Contractor hereunder shall equal the obligated amount, the Contractor shall not be obligated to continue performance of the work unless and until the Contracting Officer shall increase the amount obligated with respect to this contract. Any work undertaken by the Contractor in excess of the obligated amount specified above is done so at the Contractor's sole risk.

A.2 DURATION OF CONTRACT PERIOD (MAR 1987)

This contract shall commence on March 30, 2009 and will expire June 30, 2009.

A.3 52.217-7 OPTION FOR INCREASED QUANTITY--SEPARATELY PRICED LINE ITEM (MAR 1989)

The Government may require the delivery of the numbered line item, identified in the Schedule as an option item, in the quantity and at the price stated in the Schedule. The Contracting Officer may exercise the option by written notice to the Contractor within 1-10 days before expiration. Delivery of added items shall continue at the same rate that like items are called for under the contract, unless the parties otherwise agree.

Statement of Work

"Pre-Meetings and Employee Diversity Management Refresher Seminar" – Task Order 002

Period of Performance: March 30, 2009 – June 30, 2009

Optional Period of Performance: July 1, 2009 – September 30, 2009

Managing Diversity Contract – **NRC-27-08-322**

U.S. Nuclear Regulatory Commission (NRC)

Office of Small Business and Civil Rights

BACKGROUND

The U.S. Nuclear Regulatory Commission (NRC) desires to create and maintain a work environment in which every employee can and desires to do his/her best work, thereby increasing the agency's organizational capacity to achieve its mission. In order to accomplish this goal, the agency established a Comprehensive Diversity Management Plan (CDMP) to ensure continued progress in reaching the diversity management goals, promoting a discrimination-free work environment, and providing opportunities for all employees to use their diverse talents to support the agency's mission. The NRC must maintain an ongoing effort to implement this Plan, assess and determine its changing organizational culture and its "cultural roots" or those underlying assumptions for success which drive the behavior of the members of our organization. The offices and the agency as a whole must continue to undergo "organizational/cultural awareness" and subsequent "organizational improvement/change" processes to meet the challenges and opportunities presented today and in the future.

The NRC's fundamental motivation for establishing this process was to complement the Agency's goal to enhance individual staff and agency performance, and the level of efficiencies and effectiveness of its programs. Therefore, the NRC seeks to continue a managing diversity (MD) initiative that will help executives examine their ability to manage a diverse workforce within the scope of our mission and goals and create positive environment. In FY 1998-1999, the first phase of the managing diversity process was conducted and included awareness sessions for managers and supervisors. In FY 2000 through 2006, the second phase introduced the managing diversity process to employees, and assisted management in clarifying roles and responsibilities, improving communication efforts, and developing efficiency measures regarding the overall performance of NRC offices.

It is important for employees in NRC's Headquarters and field offices to better understand the challenges of managing a diverse workforce, appreciate the benefits of multiple perspectives in support of diversity, and support the goals and objectives that link managing diversity initiatives to individual and overall organizational success. To ensure continued support for this objective, NRC continues to require the support of qualified contractor personnel with specialized expertise to support the NRC's MD educational/awareness process, advocacy, strategic justification and planning, cultural and organizational diagnostic and assessment audit, survey development, measurement including tools, links to major human resource management initiatives, feedback and change management. NRC staff is composed of approximately 3,500 employees in 24 Headquarters offices and 4 Regional offices. This represents staff in both technical and administrative occupations. The scope of the next phase of NRC's MD process will include approximately four offices in NRC Headquarters or Regional officer per year.

OBJECTIVES

The following objectives have been identified for the project:

- Provide skilled personnel with expertise in diversity management.
- Participate in a series of approximately 30 pre-meetings with NRC offices to discuss employee diversity management refresher training.
- Assist SBCR personnel in collecting data at pre-meetings to be used in developing customized diversity awareness seminars.
- Provide advice and recommendations on an approach to be used in delivering diversity management refresher seminars.
- Participate in office/division seminars.
- Provide observations and feedback to SBCR

SCOPE OF WORK

The list below summarizes the primary tasks to be completed:

- The contractor shall develop a project management plan.
- The contractor shall review NRC office websites for background materials related to diversity management; organizational design; and human capital management.
- Contractor shall meet with representatives of SBCR prior to pre-meetings.
- Contractor shall attend pre-meetings scheduled by SBCR.
- Contractor shall provide summaries of pre-meetings to SBCR within seven days of pre-meeting.
- Contractor shall assist SBCR in developing a custom Power Point presentation on diversity management awareness for each office visited two weeks prior to the scheduled training seminar.
- Contractor shall meet with SBCR two weeks prior to each scheduled training seminar to discuss the draft Power Point presentation.
- Contractor shall participate in up to 30 diversity management awareness seminars.
- Contractor shall collect feedback from participants.
- Contractor shall meet with SBCR following each seminar to discuss the session and feedback from participants no later than one week following each seminar.
- Contractor shall provide a written summary and critique of each training session no later than one week after the session.
- Contractor shall provide a written end-of-project summary and critique of the total training project two weeks after the last scheduled seminar or no later than October 15, 2009.
- Contractor shall participate in conference calls or travel to regional offices as requested for pre-meetings and to participate in diversity awareness training sessions.

PROJECT MANAGEMENT

- Contractor shall prepare materials for a project initiation meeting at NRC within five days after task award.
- Contractor shall attend monthly status meetings with the project officer.
- Contractor shall meet with SBCR prior to each pre-meeting at a time to be arranged by SBCR.
- Contractor shall meet with SBCR no later than one week after each training seminar.
- Contractor shall deliver a written summary and critique after each training seminar.
- Contractor shall deliver an end-of-project summary report to the NRC project office.
- Contractor shall work with the NRC project officer and other stakeholders to identify, develop, and evaluate scope, requirements and design, and to review and achieve consensus on deliverables. The contractor shall work closely with the NRC Project Officer to make decisions, gain approvals and resolve issues.

PROJECT MANAGEMENT

• INITIATION MEETING

The contractor shall attend a task order kickoff meeting that will be conducted at NRC within five days following the date of task order award to introduce staff and to conduct a detailed project review. The NRC will provide a detailed overview

about the project's objectives and their operational expectations and the contractor will present their approach for completing the work.

Deliverables: Attend kickoff meeting within five days of award.

Acceptance Criteria: Attendance by Project Manager and key staff for a one hour meeting.

- **MONTHLY STATUS MEETINGS**

The contractor shall arrange monthly status review meetings with the NRC Project Officer at the NRC Headquarters throughout the life of the task order to discuss issues such as project schedule, budget, resources, equipment, goals, milestones, or anything else that may need attention by the NRC Project Officer or contractor.

Deliverables: Participation in monthly status meeting.

Acceptance Criteria: Attendance by Project Manager and key staff for the meeting.

- **REPORTS AND WRITTEN DELIVERABLES**

(1) The contractor shall provide a summary of pre-meeting discussions to the NRC Program offices and Project Officer seven days after each pre-meeting. The report will provide a summary of the discussion and highlight areas to be included in the planned training seminar.

Deliverables: pre-meeting summary report one week after pre-meeting discussion.

Acceptance Criteria: The deliverable is received on time and in accordance with the standards described above. The deliverable is subject to review and acceptance by the NRC Project Officer.

(2) The contractor shall provide a draft Power Point diversity awareness presentation to the NRC Project Officer two weeks prior to each training seminar.

Deliverables: Draft Diversity Awareness Power Point presentation received two weeks prior to each diversity awareness training seminar.

Acceptance Criteria: The deliverable is received on time and in accordance with the standards described above. The deliverable is subject to review and acceptance by the NRC Project Officer.

(3) The contractor shall provide a closing summary report on each training seminar one week after each training seminar.

Deliverables: Summary report provided one week after each training seminar.

Acceptance Criteria: The deliverable is received on time and in accordance with the standards described above. The deliverables are subject to review and acceptance by the NRC Project Officer.

- (4) The contractor shall provide written end-of-project summary and critique of the total training project to the NRC Project Officer two weeks after the last scheduled seminar. The report will summarize the results and assess the effectiveness of the diversity management awareness training seminars project.

Deliverables: Provide one end-of-task summary and assessment report.

Acceptance Criteria: The deliverable is received on time and in accordance with the standards described above. The deliverable is subject to review and acceptance by the NRC Project Officer.

PLACE OF PERFORMANCE AND MEETINGS AND TRAVEL

Pre-meetings and training sessions will be held at NRC Headquarters located in Rockville/Bethesda, MD; Region 1 – King of Prussia, PA; Region 2 – Atlanta, GA; Region 3 – Lisle, IL; and Region 4 – Arlington, TX. Training hours start and end times are flexible but typically start no earlier than 8:00 a.m. and end no later than 5:00 p.m. Training sessions will include a maximum of eight hours of instruction time including an additional 45 to 60 minute lunch break.

SAFEGUARD OF INFORMATION

In connection with the performance of the work under this task order, the contractor may be furnished, or may develop or acquire, proprietary data (trade secrets) or confidential or privileged technical, business, or financial information, including Commission plans, policies, reports, financial plans, internal data protected by the Privacy Act of 1974 (Pub.L. 93-579) or other information which has not been released to the public or has been determined by the Commission to be otherwise exempt from disclosure to the public. The contractor agrees to hold the information in confidence and not to directly or indirectly duplicate, disseminate, or disclose the information in whole or in part to any other person or organization except as may be necessary to perform the work under this task order. The contractor agrees to return the information to the Commission or otherwise dispose of it at the direction of the contracting officer. Failure to comply with this clause is grounds for termination of this Task Order.

NRC PROJECT OFFICER

The NRC Project Officer will provide overall program direction, review and approve all plans and deliverables.

Name: Barbara Williams
Address: U.S. Nuclear Regulatory Commission
Mail-stop: O-3H8
Washington, DC 20555
Telephone: (301) 415-7388
Fax: (301) 415-5953
E-mail address: Barbara.Williams@nrc.gov

DELIVERABLES

The delivery schedule shall be the contractor's responsibility and followed accordingly. As part of initial project planning, the contractor will assess the recommended deliverables and submit any changes for approval to the Project Officer.

Each deliverable shall first be delivered in Draft to the Project Officer. The NRC will have **five** working days to review each draft deliverable and respond with comments for approval, which the contractor shall revise and resubmit. Upon approval by the NRC PO of the original draft or the corrected draft, the deliverable shall be delivered in final form to the NRC Project Officer and the Contracting Officer. For each deliverable (draft or final) the contractor shall provide one (1) hard copy and one (1) electronic copy, unless otherwise indicated. All deliverables shall be formatted and prepared using Microsoft Word for the documentation and reports, and Microsoft Power Point for briefings.

PERSONNEL AND MANAGEMENT REQUIREMENTS

The contractor shall provide the correct number of qualified, competent, and fully trained personnel to perform the activities delineated under this task order. The contractor's personnel shall act in a courteous, responsive, knowledgeable, and professional manner at all times.

The contractor staff shall possess the following skills:

- Identifying/discussing the nature of subtle differences and biases, and highlight where and how differences and subtle biases enhance or impact organizational performance.
- Conveying the purpose and objective of the MD initiative.
- Explaining how a MD process can facilitate and improve organizational performance; assist NRC's employees in defining roles and responsibilities related to agency and office-specific managing diversity initiatives; and discuss links to organizational and individual performance.
- Identifying "SMART" type (specific, measurable, attainable, reasonable, time bound) goals in support of the MD process and discuss how they can be incorporated into office-specific strategic and operating plan goals.
- Developing organizational diagnostics, as requested, including staff input, determining the level of success in managing diversity, and identifying

actions needed to enhance organizational performance and improve efficiency and effectiveness.

- Utilizing a combination of lectures, discussions, visual displays, and applicable interactive exercises as tools to help participants better understand the impact of successfully managing a diverse workforce. Conducting individual interviews, group discussions, and surveys maybe included.
- Enhancing management and employee awareness or identifying requirements regarding new processes, procedures and desired behaviors.
- Enhancing participant understanding of how new objectives relate to achieving agency and office-specific diversity management goals, promoting a discrimination-free work environment, and providing opportunities for all employees to use their diverse talents to support the agency's mission.
- Clarifying roles, responsibilities and expectations.

The contractor shall provide a resume for each new individual proposed to work under this contract.