

ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF 5 PAGES

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

BPA NO.

1. DATE OF ORDER JUN 17 2009		2. CONTRACT NO. (If any) NRC-38-05-364		6. SHIP TO:	
3. ORDER NO. NRC-T017		MODIFICATION NO.		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission	
4. REQUISITION/REFERENCE NO. 38-05-364T018 5/18/2009		b. STREET ADDRESS Professional Development Center Mail Stop GW5-A06 ATTN: Mr. Christopher Barry			
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				c. CITY Washington	d. STATE DC
7. TO:				e. ZIP CODE 20555	
a. NAME OF CONTRACTOR VANTAGE HUMAN RESOURCE SERVICES, INC.				f. SHIP VIA	
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		e. STATE DC	f. ZIP CODE 200364424	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.	
9. ACCOUNTING AND APPROPRIATION DATA 9-8415-5C1154, T8475, 252A, 31X0200				10. REQUISITIONING OFFICE HR Office of Human Resources	

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. 017 for project titled, "Culture and Organizational Values Management for Supervisors and Managers Course" Total Task Order Price: \$23,696.00 Period of Performance: June 18, 2009 - September 30, 2009 DUNS No.: 072654999					Superv

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.	\$23,696.00	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	\$23,696.00	17(i). GRAND TOTAL

22. UNITED STATES OF AMERICA
BY (Signature)

Monique B. Williams

23. NAME (Typed)
Monique B. Williams
Contracting Officer

TITLE: CONTRACTING/ORDERING OFFICER

AUTHORIZED FOR LOCAL REUSE
PREVIOUS EDITIONS NOT USABLE
TEMPLATE - ADM001

SUNSI REVIEW COMPLETE

JUL 7 2009

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

ADM002

In accordance with Section C.16, Task Order Procedures, of the contract number NRC-38-05-364, this definitizes Task Order No. 017. This Task Order No. 017 shall be executed in accordance with the attached statement of work.

The period of performance for Task Order No. 17 shall be effective from June 18, 2009 to September 30, 2009. The contractor will design and develop a course titled, 'Culture and Organizational Values Management for Supervisors and Managers.'

The total ceiling price for Task Order No. 017 is \$23,696.00 which consists of the following prices:

Description	Course Design Days	Daily Rate - Option Year 3	TOTAL PRICE
Culture and Organizational Values Mgmt.		\$	\$ 22,696
Sample Course Videos/Tools - Cost Reimbursable		\$	\$ 1,000
TOTAL PRICE:			\$ 23,696

The following individuals are considered to be essential to the successful performance for work hereunder: [REDACTED] - Course Designers and [REDACTED] - Subject Matter Expert. 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.

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 develop their skills and knowledge for future work activities.

The agency's goal is to design a leadership development curriculum for supervisors and managers by tying the NRC's goals, needs, and objectives to the OPM Executive Core Competencies. In Q2 and Q3 of FY2007, Vantage Human Resources Services, Inc. (VHRS) completed a comprehensive management needs assessment to thoroughly analyze and evaluate NRC's unique needs for supervisory training and its organizational culture, including its strengths and pressures. They developed and administered a survey to 200 managers for review and comment on the master list of objectives and content for the new supervisory curriculum framework. Eighty six percent of the 200 managers surveyed agreed with the topic areas and terminal and enabling objectives. VHRS studied each manager's comments in depth and brought the resulting suggestions for additions, deletions, and recommendations for augmenting the material forward to NRC.

Objectives

This SOW is based on the OPM Leadership Framework as the OPM Executive Core Qualifications, the OPM Leadership Competencies, and the OPM diagram entitled "The Leadership Journey: Focusing Your Learning for Job and Organizational Success".

The target audience for this curriculum is the leadership cadre at NRC and the course should be designed to that level of participant.

Scope of Work

The contractor is responsible for performing the following activities:

Curriculum Design and Develop

1. Design all courses specified in Table 1.
2. Work with Subject Matter Experts (SMEs) to identify course content.
3. Develop Leader Guides for courses specified in Table 1.
4. Develop Participant Guides for courses identified in Table 1.
5. Design 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 in Table 1 shall follow these steps:

1. Develop course;
2. Submit to Project Officer for review and approval;
3. Modify course materials per feedback from the Project Officers' review.

Deliverables

1. NRC anticipates that it needs at least 5 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	Training Modality
1	Culture and Organizational Values Management for Supervisors and Managers	Instructor-led Training (ILT)

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

The Course Length shall be a two-day course containing 12 hours of content.

Period of Performance

The period of performance will be June 18, 2009 through September 30, 2009. The contractor must start work on this task order within two (2) weeks of its issuance. Each course will be submitted to the Project Offer for review as they are completed.

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.

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.

Acceptance of Task Order No. 017 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. 017

Mary Ann Wilkinson
NAME

President
TITLE

6/22/09
DATE