

# 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 <b>JUL 10 2009</b>		2. CONTRACT NO. (if any) NRC-38-06-385		6. SHIP TO:	
3. ORDER NO. NRC-T002		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. HR-06-385T002 06/04/2009		b. STREET ADDRESS Professional Development Center Mail Stop GW5-A06 ATTN: Mr. Christopher Barry	
		c. CITY Washington		d. STATE DC	e. ZIP CODE 20555
7. TO:		f. SHIP VIA			
a. NAME OF CONTRACTOR GRADUATE SCHOOL, U.S. DEPARTMENT OF AGRICULTURE		8. TYPE OF ORDER			
b. COMPANY NAME		<input type="checkbox"/> a. PURCHASE		<input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 600 MARYLAND AVE SW 180		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.			
d. CITY WASHINGTON		e. STATE DC	f. ZIP CODE 200242520		
9. ACCOUNTING AND APPROPRIATION DATA 910-15-5D1-114, J1134, 252A, 31X0200.910		\$19,452.00		10. REQUISITIONING OFFICE HR Office of Human Resources	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT N/A	
<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)	
a. INSPECTION	b. ACCEPTANCE			16. DISCOUNT TERMS 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)
	<p>Issuance of Task Order No. 002 for project titled, "Develop and Conduct On-Site MS Sharepoint 2007 Training for NRC Staff."</p> <p>Total Task Order Price: \$19,452.00</p> <p>Period of Performance for Base Period is: June 29, 2009 - April 18, 2010; and One-Year Option (if exercised) is April 19, 2010 - April 18, 2011.</p> <p>DUNS No.: 040535536</p>					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		\$19,452.00	17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:							
	a. NAME Department of Interior / NBC NRCPayments@nbc.gov						\$19,452.00	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		\$19,452.00		

22. UNITED STATES OF AMERICA  
BY (Signature)

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

TEMPLATE - ADM001

SUNSI REVIEW COMPLETE

JUL 2 2009

ADM002

In accordance with Section A.6, Task Order Procedures, of the contract number NRC-38-06-385, this definitizes Task Order No. 002. This Task Order No. 002 shall be executed in accordance with the attached statement of work.

The period of performance for the base period of this Task Order No. 002 shall be effective from June 29, 2009 to April 18, 2010. The contractor will develop a course titled, "Develop and Conduct On-Site MS SharePoint 2007 Training Courses for NRC Staff." If the option year of the basic contract No. NRC-38-06-385 is exercised, then the option year for this task order will be exercised to extend the period of performance by an additional one-year. Please be advised that the amount obligated under this task order is funding the base period. Any work undertaken by the Contractor in excess of the obligated amount specified above is done so that Contractor's sole risk.

The total estimated amount of this task order for the base period for products/services ordered, delivered, and accepted under this contract is \$19,452.00. The Contracting Officer may unilaterally increase this amount as necessary if the Option Year 4 of the Basic Contract Number (NRC-38-06-385) is exercised.

The amount presently obligated with respect to this contract is \$19,452.00. Task Order No. 0002 consists of the following prices for the base period of this task order:

Period of Performance (Base Period): June 29, 2009 – April 18, 2010

Course Name	Estimated Quantity	Unit	Unit Price	Total Price
MS SharePoint 2007 for NRC Users – Development (One-Day)		Each		\$3,172.50
Deliver/Presentation of MS Sharepoint for NRC Users		Each		\$3,384.00
Course Materials for Students (16 Students)		Courses		\$672.00
<u>Optional Course 3:</u> Overview of MS SharePoint for Executives and Managers		Each		\$3,172.50
Deliver/Presentation of MS Sharepoint for Executives and Managers		Each		\$846.00
<u>Optional Course 4:</u> MS SharePoint Advanced Topics		Each		\$6,345.00
Deliver/Presentation of MS Sharepoint Advanced Topics		Each		\$1,692.00
Course Materials for Students (16 Students)		1 Course		\$168.00

**TOTAL PRICE FOR BASE PERIOD: \$19,452.00**

Period of Performance (Option Year 1): April 19, 2010 – April 18, 2011

Course Name	Estimated Quantity	Unit	Unit Price	Total Price
MS SharePoint 2007 for NRC Users – Development (One-Day)	[REDACTED]	Each	[REDACTED]	\$3,172.50
Deliver/Presentation of MS Sharepoint for NRC Users	[REDACTED]	Each	[REDACTED]	\$3,384.00
Course Materials for Students (16 Students)	[REDACTED]	Courses	[REDACTED]	\$672.00
Optional Course 2: MS SharePoint Site Administrators	[REDACTED]	Each	[REDACTED]	\$6,345.00
Deliver/Presentation of MS Sharepoint for NRC Users	[REDACTED]	Each	[REDACTED]	\$3,384.00
Optional Course 4: MS SharePoint Advanced Topics	[REDACTED]	Each	[REDACTED]	\$6,345.00
Deliver/Presentation of MS Sharepoint Advanced Topics	[REDACTED]	Each	[REDACTED]	\$3,384.00
Course Materials for Students (16 Students)	[REDACTED]	Courses	[REDACTED]	\$672.00

**TOTAL PRICE FOR OPTION YEAR: \$27,358.50**

**TOTAL PRICE BASE PERIOD AND  
OPTION YEAR: \$46,810.50**

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 H.1, Key Personnel. The contract deliverables must be submitted in accordance with Deliverables as outlined in the attached Statement of Work.

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

Technical Matters: Dennise Orlando  
(301) 492-2002

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.

Acceptance of Task Order No. 0002 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. 0002

Robert M Moriarty  
NAME Robert M Moriarty  
MANAGER, PROPOSAL OFFICE  
TITLE

July 15, 2009  
DATE

## **Task Order Statement of Work Develop and Conduct On-Site MS SharePoint 2007 Training Courses for NRC Staff**

### **A. Background**

The U.S. Nuclear Regulatory Commission is an independent Federal agency. NRC's primary mission is to protect the public health and safety, and the environment, from the effects of radiation from nuclear reactors, materials, and waste facilities. NRC also regulates these nuclear materials and facilities to promote common defense and security.

The Office of Information Services (OIS) plans, directs, and oversees the NRC's information resources, including technology infrastructure and delivery of information management services, to meet the mission and goals of the agency. It provides principal advice to the NRC Chairman to ensure that information technology (IT) is acquired and information resources across the agency are managed in a manner consistent with Federal information resources management (IRM) laws and regulations.

The Professional Development Center (PDC) is NRC's training facility located in Bethesda, MD. The PDC features six classrooms with a capacity for 170 students and includes two computer lab training rooms. The maximum class size for any one class will be 16 students.

OIS has implemented an enterprise-wide Microsoft Office SharePoint System 2007 (MOSS 2007) environment to support NRC in carrying out its roles and responsibilities. At this time, NRC has 18 MS SharePoint features that are available ("turned on") and supported for users at NRC. NRC requires staff to be trained on the Sharepoint features.

### **B. Objectives**

The objectives of this task order is to have a Contractor develop the course as outlined in Section C.1. and conduct the training at the NRC PDC. After completion of these courses, the participants shall be able to successfully meet their respective responsibilities as SharePoint end users creating and customizing sites using 18 standard built-in SharePoint features that are currently available ("turned on") and supported at the NRC. These course objectives shall be accomplished through a combination of computer hands-on exercises, instructor demonstrations, classroom lectures, and discussions as appropriate.

### **C. Scope of Work**

The Contractor shall provide on-site MS SharePoint training to NRC staff. This training shall be conducted at the NRC's PDC located at the following address:

U. S. Nuclear Regulatory Commission  
Professional Development Center  
7201 Wisconsin Ave, Suite 425  
Bethesda, MD 20814

#### **C.1. MS SharePoint 2007 Course for NRC Users**

The Contractor shall develop and conduct a one-day training course for users of MS SharePoint at NRC. This one-day instructor led course shall provide a hands-on introduction to the 18 SharePoint features currently available and supported at the NRC plus six additional topics. At a minimum, this course shall provide practical learning on how the 18 features of SharePoint can be effectively used within the workplace. The contractor may include training on additional features provided the course does not exceed one day. After completion of this one-day course, the participants shall be able to successfully meet their respective responsibilities as SharePoint end users creating and customizing sites using 18 standard built-in SharePoint features that are currently available ("turned on") and supported at the NRC. The customized MS SharePoint course shall include, at a minimum, the 18 SharePoint features currently available and supported at the NRC plus six additional topics:

18 SharePoint features currently available and supported at the NRC -

1. My Site Personal Site
2. Content Syndication (RSS Feeds)
3. User Profiles
4. Colleagues and Memberships
5. Target Audience
6. Portal Site Templates
7. Sites and Documents "roll-up" web parts
8. Task Coordination
9. Surveys
10. Wikis/Blogs/Forums
11. Document Collaboration
12. Issue Tracking
13. Team Sites
14. Alerts
15. Document Management Site Templates

16. Business Dashboards
17. User Interface/Search Results
18. People Search

Six additional topics -

1. Create a Library (Shared Library and Restricted Library) setting permissions, version control, check in/check out, etc.
2. Create and manage SharePoint calendars
3. Build sites efficiently.
4. Mitigate performance problems.
5. Comply with NRC SharePoint Governance and Procedures
6. Discuss how MS SharePoint interacts with other collaborative tools such as Tomoye Ecco and NRC's Enterprise Content Management.

Specific Requirements for this training are as follows:

- Prior to the development of any NRC courses outlined above, the Contractor shall engage NRC staff in the development of any and all courses to ensure the topics that are covered are tailored to the NRC environment, governance, and procedures.
- The courses shall be hands-on and there shall be no more than one individual on a computer. The NRC may contact the vendor after contract award to discuss the appropriate MS SharePoint configuration required for the training at the PDC.
- The Contractor's instructor shall be a MS SharePoint 2007 certified trainer, (certified by Microsoft) possess proven experience with hands-on classroom training in the courses stated in Section 'A' and have subject matter expertise in the courses stated in Section 'A'.
- The Contractor shall supply all personnel and training materials required to perform the work described in this contract. The Contractor shall conduct management and planning functions during the course of the effort such as planning and scheduling of course activities.
- Within seven (7) business days of contract award, the Contractor shall contact the NRC Project Officer to discuss all content and logistics related to the contract (i.e., course content, date and timing of the training, registration process for NRC staff who will be taking the training. This may be achieved through a telephone conference call.
- The Contractor shall provide course training materials to all students. The Contractor shall provide a workbook for each trainee consisting of copies of all the presentation slides (if applicable), reference materials, and other pertinent documentation to assist the trainees in successfully completing the training course.

- The Contractor shall, at the time of the class, aid in the registration of trainees and manage the use of audiovisual equipment. At the successful completion of the course, the Contractor shall provide the trainee with a signed Certificate of Training.
- All material and information gathered and developed in the performance of the contract shall be the property of the U.S. Government.
- At the end of the course, the Contractor shall provide the students with an evaluation sheet to be completed by each student. The evaluation sheet shall be provided by the Contractor and include questions that allow the students to evaluate the instructor as well as the course. A copy of the evaluation forms shall be provided to the NRC Project Officer within 48 hours after completion of the course.
- The Contractor shall conduct classroom training during business hours occurring Monday through Friday from 8:00 a.m. – 4:00 p.m. excluding Federal holidays.
- The Contractor will be required to go through the process of obtaining a NRC security clearance prior to performing work on this contract as a result of their need to access the NRC LAN. Performance under this contract will involve prime contractor personnel, subcontractors or others who perform services requiring direct access to or operate agency sensitive information technology systems or data.
- The course 'MS SharePoint 2007 Course for NRC Users', shall be conducted no later than 60 calendar days after contract award. The optional courses shall be conducted a time that is mutually agreed upon by the NRC and the Contractor.

#### **D. OPTIONAL On-Site MS SharePoint Courses**

##### **D.1. OPTIONAL Course 1 – MS SharePoint Upgraded Versions**

At the direction of the Project Officer, the Contractor shall be required to develop (if applicable) and conduct a one-to-two hour training course for NRC end users for MS SharePoint upgraded versions (e.g. MS SharePoint 20xx). The course content shall include, at a minimum, the new features of the upgraded version. The course objective is to provide an overview of the new features and benefits of the upgraded version of MS SharePoint. The course objectives shall be accomplished through a combination of computer hands-on exercises, instructor demonstrations, classroom lectures, and discussions as appropriate. The Contractor shall include course training materials.

##### **D.2. OPTIONAL Course 2 – MS SharePoint Site Administrators**

At the direction of the Project Officer, the Contractor shall be required to develop (if applicable) and conduct a two-day MS SharePoint Site Administrators training course for NRC end users. The objective of the course is to teach site administrators how to create, customize, manage permissions, provide user support, and work with SharePoint sites. The course objectives shall be accomplished through a combination of computer hands-on exercises, instructor demonstrations, classroom lectures, and discussions as appropriate.



The course topics shall include, but not limited to:

- a) Introduction to SharePoint
- b) SharePoint Sites
- c) Creating SharePoint Sites
- d) Using SharePoint Site Templates
- e) Designing SharePoint Sites
- f) Advanced Document Management
- g) Lists and Views
- h) SharePoint Site Administration
- i) Monitoring SharePoint Sites
- j) Excel Services
- k) Managing Permissions
- l) Building sites efficiently.
- m) Mitigating performance problems.
- n) Complying with NRC SharePoint Governance and Procedures

**D.3.            OPTIONAL Course 3 – Overview of MS SharePoint for Executives and Managers**

At the direction of the Project Officer, the Contractor shall be required to develop (if applicable) and conduct a half-day (3 hours) overview of MS SharePoint for NRC Executives and Managers. The objective of this course is to familiarize NRC executives and managers with the features, functions, and benefits of the MS SharePoint software. The course objectives shall be accomplished through a combination of computer hands-on exercises, instructor demonstrations, classroom lectures, and discussions as appropriate. The course topics shall include, but not limited to:

- a) An overview of MS SharePoint that includes an introduction to MS SharePoint products and technologies, Windows SharePoint Services (WSS) and Microsoft Office SharePoint Server (MOSS). Describing the business problems that MS SharePoint addresses.
- b) Describing and demonstrating the "My Site", "Team Site", and "Enterprise Portal" functionality of MS SharePoint.
- c) Describing and demonstrating the integration between MS SharePoint and MS Office. (For example, the additional features that implementing MS Office 2007 will provide.)
- d) Describing and demonstrating Sharing Documents, Forms, Events, Calendars, and Contacts.
- e) Describe basic work flow capabilities
- f) Describe use of SharePoint Designer.
- g) Outlining and explaining the requirements and strategies of a successful MS SharePoint deployment. This shall include addressing hardware, software and licensing requirements and discussing case studies.
- h) A description of the existing SharePoint environments, backup and restore capabilities.
- i) Complying with NRC SharePoint Governance and Procedures

If directed by the NRC Project Officer, the contractor shall update courses to reflect the features available in new MS SharePoint releases.

#### **D.4. OPTIONAL Course 4 – MS SharePoint Advanced Topics**

At the direction of the Project Officer, the Contractor shall be required to develop (if applicable) and conduct a two-day MS SharePoint Advanced Topics training course for NRC end users. The objective of the course is to teach site end users how to use some of the advanced features of MS SharePoint. The course objectives shall be accomplished through a combination of computer hands-on exercises, instructor demonstrations, classroom lectures, and discussions as appropriate. The course topics shall include, but not limited to:

- a) Using SharePoint Designer
- b) Incorporating applications from external sources, such as Visual Studio
- c) Interfacing with P8
- d) Using MS InfoPath
- e) Advanced Administration activities
- f) "Do's and don'ts" regarding the use of internal and external data
- g) When to use and when not to use SharePoint
- h) Performance Risks
- i) Complying with NRC SharePoint Governance and Procedures

#### **F. Type of Contract**

This is a firm fixed price task order.

#### **G. Period of Performance**

The period of performance of this training will be effective from the signature date of the task order through April 18, 2010. If the base contract option year 4 is exercised this task order may be extended for this period.

The commencement of classes shall begin no later than six months from the date of contract award.

#### **H. Contractor Personnel**

In the event of temporary absences such as, but not limited to, Contractor personnel's time off, illness, and vacation leave, the Contractor shall immediately provide, as interim coverage, a qualified substitute instructor for the period of time during the Contractor employee's absence. Personnel providing the classroom training instruction shall be knowledgeable and experienced in the subject areas being taught and have experience in classroom presentation. Resumes of proposed personnel selected to provide the training shall be provided to NRC for review. The NRC reserves the right to request a replacement instructor or instructors for the course to be taught to NRC staff.

#### **I. Contractor Responsibilities**

The services performed under this contract by the Contractor, Contractor's personnel, consultants, or subcontractors are provided by the Contractor as an independent Contractor in performing the requirements. The Contractor is responsible for the management, supervision,

benefits, employment, termination, oversight, and decision on assignment of the Contractor's personnel. The Contractor is responsible for its personnel's proper conduct and performance under this contract.

**J. NRC Responsibilities**

NRC shall ensure the requisite software for the course will be available for the PDC computers so the students can access MS SharePoint and perform the necessary functions as outlined in Section E. to successfully complete this training.

**K. Government Furnished Equipment, Facilities, and Services**

The NRC will provide or make available to the Contractor at the site of training in Bethesda, Maryland, with Government furnished classroom space, white board, work desk, office supplies, and information technology (IT) equipment (computer, monitor, keyboard), IT services and IT access (e.g., Internet) necessary to provide the required services. The Contractor is responsible for providing personnel with existing knowledge and significant experience in using office information technology equipment. The Contractor is responsible for the Contractor employee's appropriate use of Government furnished equipment, services, and access. The Contractor and the Contractor's personnel are prohibited from misuse, abuse, and from using the Government furnished equipment, services, or access for personal use.

**L. Course Postponement or Cancellation**

The NRC reserves the right to postpone or cancel the customized course listed under this Statement of Work if it is deemed to be in the best interests on the NRC. If this course must be postponed or canceled, then the NRC will provide at least 30 calendar days notice. If this course must be postponed (rather than canceled), then the NRC will also provide at least 30 calendar days notice and the course shall be rescheduled at a mutually agreed upon date between the Contractor and the NRC.

**M. Travel**

The NRC will not pay travel expenses of the Contractor.

**N. NRC Project Officer**

Dennise Orlando  
U.S. Nuclear Regulatory Commission  
Office of Human Resources  
Gateway Building W4A1  
Professional Development Center  
7201 Wisconsin Ave, Suite 425  
Bethesda, MD 20814  
Dennise.orlando @nrc.gov  
301-492-2002