

**ORDER FOR SUPPLIES OR SERVICES**

PAGE OF PAGES

1 12

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

EPA NO. NRC-DR-03-09-061

1. DATE OF ORDER <i>July 16, 2009</i>		2. CONTRACT NO. (if any) GS10F0092J		8. SHIP TO:	
3. ORDER NO. NRC-T001		4. REQUISITION/REFERENCE NO. 03-09-061		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div. of Contracts Attn: Jennifer A. DeFino, 301-492-3637 Mail Stop: TWB-01-B10M Washington, DC 20555				b. STREET ADDRESS Attn: Karyn Hannum, 301-415-2290 Mail Stop: 011-P1 11555 Rockville Pike	
7. TO:		c. CITY Rockville		d. STATE MD	e. ZIP CODE 20852
a. NAME OF CONTRACTOR ADVANCED TECHNOLOGIES AND LABORATORIES (ATL) INTERNATIONAL,				f. SHIP VIA N/A	
b. COMPANY NAME				8. TYPE OF ORDER	
c. STREET ADDRESS 20010 CENTURY BLVD STE 500				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
d. CITY GERMANTOWN		e. STATE MD	f. ZIP CODE 208741119	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.  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.	
9. ACCOUNTING AND APPROPRIATION DATA B&R: 920-15-112-130 JCN: J4282 ROC: 252A APPR NO: 31X0200 FFS: NRR-09-006 OBLIGATE: \$39,301.02 Contractor DUNS: 827013462				10. REQUISITIONING OFFICE NRR	
11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT Destination	
<input type="checkbox"/> a. SMALL		<input checked="" type="checkbox"/> b. OTHER THAN SMALL		<input type="checkbox"/> c. DISADVANTAGED	
<input checked="" type="checkbox"/> d. WOMEN-OWNED		<input type="checkbox"/> e. HUBZone		<input type="checkbox"/> f. EMERGING SMALL BUSINESS	
13. PLACE OF Destination		14. GOVERNMENT B/L NO. N/A		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) N/A	
a. INSPECTION Destination		b. ACCEPTANCE Destination		16. DISCOUNT TERMS N/A	

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)
	<p><b>Issuance of Task Order No. 001</b>                      Title: Contract Kickoff Meeting, Progress/Program Review Meetings, and Monthly Status Reports under Technical Assistance for the Safety Review of License Renewal Applications (Audit), U.S. Nuclear Regulatory Commission, Office of Nuclear Reactor Regulation</p> <p><b>Task Order Ceiling: \$39,301.02</b></p> <p><b>Period of Performance: July 20, 2009 - July 19, 2013</b></p> <p>Contractor Acceptance on Page 3 of 12</p>				See CONTINUATION Page.	

18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.	17(h) TOTAL (Com. pages)	
21. MAIL INVOICE TO:				
a. NAME Department of Interior / NBC NRCPayments@nrc.gov b. STREET ADDRESS (or P.O. Box) Attn: Fiscal Services Branch - D2770 7301 W. Mansfield Avenue c. CITY Denver				
SEE BILLING INSTRUCTIONS ON REVERSE		d. STATE CO	e. ZIP CODE 80235-2230	17(i) GRAND TOTAL \$39,301.02

22. UNITED STATES OF AMERICA BY (Signature) *Donald A. King*

23. NAME (Typed)  
Donald A. King  
Contracting Officer  
TITLE: CONTRACTING/ORDERING OFFICER

AUTHORIZED FOR LOCAL REPRODUCTION  
PREVIOUS EDITIONS ARE OBSOLETE

**SUNSI REVIEW COMPLETE**

SEP - 1 2009

OPTIONAL FORM NO. 347 (Rev. 12-2006)  
PRESCRIBED BY GSA FPMR (41 CFR) 101-11.6

**ADVISOR**

In accordance with Section A.9 Task Order Procedures of Blanket Purchase Agreement No. NRC-DR-03-09-061 this definitizes Task Order No. 001. The effort shall be performed in accordance with the enclosed Statement of Work.

**CONSIDERATION AND OBLIGATION**

(a) The total cost to the Government for full performance under this Task Order is \$39,301.02.

(b) This task order is fully funded as the amount currently obligated by the Government with respect to this task order is \$39,301.02.

**DURATION OF CONTRACT PERIOD (MAR 1987)**

This Task Order shall commence on July 20, 2009 and will expire on July 19, 2013.

**PRICE/COST SCHEDULE**

Task Order Line Item	Description	Qty.	Unit Price	Unit	Total
001	Task 1: Contract Kickoff Meeting			LOT	\$4,159.84
002	Task 2: Year 1 Progress Meetings 07/20/09 – 07/19/10			EACH	\$4,682.88
003	Task 2: Year 2 Progress Meetings 07/20/10 – 07/19/11			EACH	\$4,823.52
004	Task 2: Year 3 Progress Meetings 07/20/11 – 07/19/12			EACH	\$4,968.24
005	Task 2: Year 4 Progress Meetings 07/20/12 – 07/19/13			EACH	\$5,117.28
006	Task 2: Year 1 Program Review Meeting; 07/20/09 – 07/19/10			EACH	\$1,560.96
007	Task 2: Year 2 Program Review Meeting; 07/20/10 – 07/19/11			EACH	\$1,607.84
008	Task 2: Year 3 Program Review Meeting; 07/20/11 – 07/19/12			EACH	\$1,656.08
009	Task 2: Year 4 Program Review Meeting; 07/20/12 – 07/19/13			EACH	\$1,705.76
010	Task 3: Year 1 Monthly Status Reports and License Fee Recovery Cost Status Reports 07/20/09 – 07/19/10			EACH	\$1,797.24
011	Task 3: Year 2 Monthly Status Reports and License Fee Recovery Cost Status Reports 07/20/10 – 07/19/11			EACH	\$1,851.06
012	Task 3: Year 3 Monthly Status Reports and License Fee Recovery Cost Status Reports 07/20/11 – 07/19/12			EACH	\$1,906.58

013	Task 3: Year 4 Monthly Status Reports and License Fee Recovery Cost Status Reports 07/20/12 – 07/19/13			EACH	
<b>Total</b>					<b>\$37,801.02</b>

Task Order 1 Travel Estimate		
Task Order Line Item	Category	Total Estimated Costs
	Travel (Cost Reimbursable) The government will pay up to the rates specified in the Government Federal Travel Regulations (FTR) for travel destination. NO PAYMENT WILL BE MADE WITHOUT BACKUP DOCUMENTATION/RECEIPTS. *All travel must be approved in advance by the NRC Project Officer.*	
<b>Estimated Travel Total for Task Order 1</b>		

**TASK ORDER CEILING --- \$39,301.02**

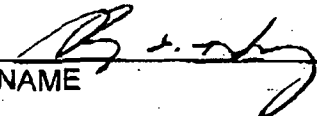
Your contacts during the course of the work order are:

Technical Matters: Karyn Hannum, Project Officer  
(301) 415-2290, [Karyn.Hannum@nrc.gov](mailto:Karyn.Hannum@nrc.gov)

Contractual Matters: Jennifer A. DeFino, Contract Specialist  
301-492-3637 or [Jennifer.DeFino@nrc.gov](mailto:Jennifer.DeFino@nrc.gov)

Acceptance of Task Order No. 001 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. 001:

  
NAME

CEO  
Title

7/23/09  
Date

## TASK ORDER TERMS AND CONDITIONS

NOT SPECIFIED IN THE BLANKET PURCHASE AGREEMENT

### A.3 NRC Acquisition Clauses - (NRCAR) 48 CFR Ch. 20

#### A.4 Other Applicable Clauses

See Addendum for the following in full text (if checked)

52.216-18, Ordering

52.216-19, Order Limitations

52.216-22, Indefinite Quantity

52.217-6, Option for Increased Quantity

52.217-7, Option for Increased Quantity Separately Priced Line Item

52.217-8, Option to Extend Services

52.217-9, Option to Extend the Term of the Contract

#### A.5 SEAT BELTS

Contractors, subcontractors, and grantees, are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented, or personally owned vehicles.

#### A.6 WHISTLEBLOWER PROTECTION FOR NRC CONTRACTOR AND SUBCONTRACTOR EMPLOYEES (JULY 2006)

(a) The U.S. Nuclear Regulatory Commission (NRC) contractor and its subcontractor are subject to the Whistleblower Employee Protection public law provisions as codified at 42 U.S.C. 5851. NRC contractor(s) and subcontractor(s) shall comply with the requirements of this Whistleblower Employee Protection law, and the implementing regulations of the NRC and the Department of Labor (DOL). See, for example, DOL Procedures on Handling Complaints at 29 C.F.R. Part 24 concerning the employer obligations, prohibited acts, DOL procedures and the requirement for prominent posting of notice of Employee Rights at Appendix A to Part 24.

(b) Under this Whistleblower Employee Protection law, as implemented by regulations, NRC contractor and subcontractor employees are protected from discharge, reprisal, threats, intimidation, coercion, blacklisting or other employment discrimination practices with respect to

compensation, terms, conditions or privileges of their employment because the contractor or subcontractor employee(s) has provided notice to the employer, refused to engage in unlawful practices, assisted in proceedings or testified on activities concerning alleged violations of the Atomic Energy Act of 1954 (as amended) and the Energy Reorganization Act of 1974 (as amended).

(c) The contractor shall insert this or the substance of this clause in any subcontracts involving work performed under this contract.

#### **A.7 OPTION PERIODS - TASK ORDER/DELIVERY ORDER UNDER A GSA FEDERAL SUPPLY SCHEDULE CONTRACT (MARCH 2007)**

The Period of Performance (PoP) for this requirement may extend beyond the Offeror's current PoP on their GSA Schedule. Offerors may submit proposals for the entire PoP as long as their current GSA Schedule covers the requested PoP, or their GSA Schedule contains GSA's "Evergreen Clause" (Option to Extend the Term of the Contract), which covers the requested PoP if/when the option(s) are exercised. Offerors are encouraged to submit accurate/realistic pricing for the requirement's entire PoP, even if the proposed GSA Schedule does not include pricing for the applicable option years, etc.

For proposal evaluation purposes, the NRC assumes that applicable Evergreen Clause Option(s) will be exercised and the NRC will apply price analysis, as applicable. It is in the best interest of the Offeror to explain major deviations in escalation, proposed in any Evergreen Clause option years. Resulting GSA task/delivery order option years subject to the Evergreen Clause will be initially priced utilizing the same rates proposed under the last GSA-priced year of the subject GSA Schedule. Upon GSA's exercise of the GSA Schedule option year(s) applicable to the Evergreen Clause, the NRC will modify the awarded task/delivery order to incorporate either the proposed pricing for the option years or the GSA-approved pricing (whichever is lower).

It is incumbent upon the Offeror to provide sufficient documentation (GSA-signed schedule, schedule modifications, etc.) that shows both the effective dates, pricing and terms/conditions of the current GSA Schedule, as well as Evergreen Clause terms/conditions (as applicable). Failure to provide this documentation may result in the Offeror's proposal being found unacceptable.

**STATEMENT OF WORK**

**TITLE:** Contract Kickoff Meeting, Progress/Program Review Meetings, and Monthly Status Reports under Technical Assistance for the Safety Review of License Renewal Applications (Audit), U.S. Nuclear Regulatory Commission, Office of Nuclear Reactor Regulation

**JCN:** J-4282

**B&R NUMBER:** 920-15-112-130

**NRC PROJECT OFFICER:** Karyn Hannum, (301) 415-2290, [Karyn.Hannum@nrc.gov](mailto:Karyn.Hannum@nrc.gov)

**NRC TECHNICAL MONITOR:** Karyn Hannum, (301) 415-2290, [Karyn.Hannum@nrc.gov](mailto:Karyn.Hannum@nrc.gov)

**1.0 BACKGROUND**

The Nuclear Regulatory Commission's (NRC) Office of Nuclear Reactor Regulation (NRR) is responsible for ensuring the public health and safety through licensing and inspection activities at all commercial nuclear power reactor facilities in the United States. Evaluation of License Renewal Applications (LRAs) is performed by the Division of License Renewal (DLR). DLR performs its work in accordance with the requirements of Title 10 of the Code of Federal Regulations, Part 54 (10 CFR Part 54), "Requirements for Renewal of Operating Licenses for Nuclear Power Plants". In addition, DLR uses guidance provided in NUREG-1800, "Standard Review Plan for Review of License Renewal Applications for Nuclear Power Plants", Revision 1 (SRP-LR), dated September 2005 and in NUREG-1801, "Generic Aging Lessons Learned (GALL) Report", Revision 1 also dated September 2005.

**2.0 OBJECTIVE**

The objective of this task order is to obtain assistance from the contractor for: 1) the contract kickoff meeting; 2) the progress and program review meetings; and 3) the monthly reports for the task ordering contract entitled, "Technical Assistance for the Safety Review of License Renewal Applications (Audit), U.S. Nuclear Regulatory Commission, Office of Nuclear Reactor Regulation".

**3.0 WORK REQUIREMENTS****Task 1. Contract Kickoff Meeting****Requirement**

The contractor team shall attend a onetime, one (1) day kickoff meeting at the NRC headquarters (or at the contractor's office) and be prepared to discuss the NRC's license renewal process and the requirements of the awarded contract.

**Standard**

All designated contractor personnel are required to attend the entire contract kickoff meeting or participate via conference call.

**Deliverable**

Within thirty (30) days of contract award a kickoff meeting shall be held at NRC headquarters in Rockville, Maryland or other designated site by the NRC PO.

**Meetings and Travel**

Travel to NRC headquarters (if designated) for the one (1) day kickoff meeting.

**Task 2. Progress and Program Review Meetings Requirement**

Progress meetings shall be held quarterly during any active phase of this project. Each of these meetings between the facilitator and the NRC TM and plant PM for the contract are expected to last one day. The contractor shall make available key personnel assigned to active tasks during the course of these meetings. Progress meetings shall be held by at NRC HQ or by Tele/Video conference.

Annually, a program review meeting, which involves NRC and contractor management, shall be held at the contractor office to review overall program objectives and project performance.

**Standard**

All designated contractor personnel are required to attend assigned progress or program review meetings.

**Deliverable**

Progress meetings held quarterly.

Program review meetings held annually.

**Meetings and Travel**

Travel to NRC headquarters (if designated) for one (1) day progress meetings.

**Task 3. Monthly Status Report and License Fee Recovery Cost Status Report Requirement**

**A. Monthly Status Report**

For cost control purposes, the contractor shall prepare a spending plan. This spending plan shall contain the estimated number of hours to be spent by each project team member for each associated task. Each project team member shall sign the initial spending plan to acknowledge the ceiling for their specific effort.

The contractor shall provide a monthly status report by the 15<sup>th</sup> of each month. The report shall provide the technical and financial status of the effort. This includes an itemization of time spent by individual project team members in performing assigned tasks. The contractor shall transmit the report by e-mail to the PO: Karyn Hannum, [Karyn.Hannum@nrc.gov](mailto:Karyn.Hannum@nrc.gov); TM: Karyn Hannum: [Karyn.Hannum@nrc.gov](mailto:Karyn.Hannum@nrc.gov); Sylvia Valencia: [Sylvia.Valencia@nrc.gov](mailto:Sylvia.Valencia@nrc.gov); Jennifer DeFino: [Jennifer.DeFino@nrc.gov](mailto:Jennifer.DeFino@nrc.gov); [DLR\\_RPOBResource@nrc.gov](mailto:DLR_RPOBResource@nrc.gov), and [OCFO\\_Obligations.Resource@nrc.gov](mailto:OCFO_Obligations.Resource@nrc.gov). A hard copy of the report shall be mailed to the NRC Contracting Officer (CO). The format and content requirements for the report are contained in Attachment 1 to this SOW.

The technical status section of the report shall contain a summary of the work performed under each task order during the reporting period; milestones reached, or if missed, an explanation why; any problems or delays encountered or anticipated with contractor's recommendations for resolution; and planned work for the next reporting period. The status shall include information on travel during the period to include trip start and end dates, destination, and travelers for each trip.

The financial status section of the report shall include the total award amount and funds obligated to date; total costs incurred in the reporting period, and total cumulative costs incurred to date. The status shall also contain the balance of obligations remaining at the end of the period and balance of funds required to complete the contract or task order.

**B. License Fee Recovery Cost Status Report**

Pursuant to the provisions on fees of 10 CFR Parts 170 and 171, the contractor shall provide the total amount of funds accrued during the period and cumulative to date for each task and task order by facility. The License Fee Recovery Status Report must be on a separate page, as part of the monthly status report, in the format provided in Attachment 1.

There should be only one License Fee Recovery Cost Status (LFRCS) table per contract each month. Unit numbers, for example, Nuclear Power Plant X Unit 1 and Nuclear Power Plant X Unit 2, should be identified for each facility included in each table. The facilities should be sorted by docket number, and costs should be reported as whole numbers rounded to the nearest dollar. For work that involves more than one unit at the same site, each unit should be listed separately and the costs should be split appropriately between the units. Common costs, as defined below, must be identified separately in the LFRCS table each month and must be divided among all plants worked on under the program during the month. The total of the period costs reported in the LFRCS table should equal the total of the period costs reported in the financial status report. In the event the totals of the costs reported in these two tables are not equal, an explanation for the variance should be given as a footnote to the LFRCS table.

“Common costs” are those costs associated with the performance of an overall program that benefit all similar licensees covered under that program or that are required to satisfactorily carry out the program. Common costs include costs associated with the following:

(1) preparatory or startup efforts to interpret and reach agreement on methodology, approach, acceptance criteria, regulatory position, or technical reporting requirements; (2) efforts associated with the lead-plant concept that might be involved during the first one or two plant reviews; (3) meetings and discussions involving the above efforts to provide orientation, background knowledge, or guidance during the course of a program; (4) any technical effort applied to a category of plants; and (5) project management. The format and content requirements for the report are contained in Attachment 1 to this SOW.

**Standard**

Reports include all required information and are delivered on time.

**Deliverable**

Monthly Status Report and License Fee Recovery Cost Report delivered by the 15<sup>th</sup> of each month during the contract period of performance.

**4.0 PERIOD OF PERFORMANCE**

The period of performance for this task order is July 20, 2009 through July 13, 2013.

**5.0 ATTACHMENTS**

1. Sample Monthly Status Report
2. Performance Requirement Summary



MONTHLY STATUS REPORT - MONTH 2009

Contract No:  
 Job Code:  
 Title:  
 Period of Performance:  
 Contractor Project Manager:  
 Phone Number:

Financial Summary Information - Contract

Total Contract Award Amount:  
 Cumulative Task Orders Placed:  
 Funds Obligated to Date:  
 Total Costs Incurred This Period:  
 Cumulative Costs to Date:  
 Percent Expended:  
 Balance of Obligated Funds Remaining:

License Fee Recovery Cost Status - Contract

Delivery/Task Order	Facility Name and Unit	Docket Number	Identification (TAC) Number	Costs	
				Period	Cumulative

Common Costs

\_\_\_\_\_ No license fee recoverable costs were incurred during the reporting period.

Task order Status (by Individual Task order)

Task order No: \_\_\_\_\_  
 NRC License Renewal Project Manager:

A. Financial Summary Information

Total Task order Estimate:  
 Funds Obligated to Date:  
 Task order Cost Incurred This Period:  
 Cumulative Task Order Costs to Date:  
 Percent Expended:  
 Balance of Obligated Funds Remaining:

B. Efforts Completed/Schedule Milestone Information

Plant/LRA	Task	Task Ceiling	Task Expenditures to Date	Percentage Completed to Date	Percentage Expended to Date	Actual Completion Date
Plant A	1					
	2					
	3					
	4*					
	5*					
	6*					
	7*					
	8*					
	9*					
Plant B	1					
	2					
	3					
	4*					
	5*					
	6*					
	7*					
	8*					
	9*					

\* As directed by PO/TM

C. Problems Encountered/Resolution

D. Spending Plan

	MM/YY	MM/YY	MM/YY	MM/YY	MM/YY	MM/YY	MM/YY	Total
Planned								
Revised Plan								
Actual								

E. Efforts Completed/Schedule Milestone Information

Plant Name	Task	Description	Planned Completion Date	Revised Completion Date	Actual Completion Date
Plant A	1		XX/XX/20XX		
	2				
	3				
	4*				
	5*				
	6*				
	7*				
	8*				
	9*				

\* As directed by PO/TM

F. Work Performed

Work under this effort is XX percent complete.

G. Travel for This Period

Name	Start Date	End Date	Destination

H. Plans for Next Period

I. Staff Hour Summary

Plant Name	Task	Staff Assigned	Hours Budgeted	Hours Expended	Task Status
Plant A	1	[REDACTED]	[REDACTED]	[REDACTED]	Completed
	1	[REDACTED]	[REDACTED]	[REDACTED]	
	2	[REDACTED]	[REDACTED]	[REDACTED]	complete
	2	[REDACTED]	[REDACTED]	[REDACTED]	

## PERFORMANCE REQUIREMENT SUMMARY

<b>Performance Requirement and Deliverables</b>	<b>Standard</b>	<b>Method of Review</b>	<b>Incentives / Deduction</b>
<b>Task 1</b> Contract Kickoff Meeting	All designated contractor personnel are required to attend the entire contract kickoff meeting or participate via conference call.	NRC PO/TM review	Full payment for 100% compliance.
<b>Task 2</b> Progress and Program Review Meetings	All designated contractor personnel are required to attend assigned progress or program review meetings.	NRC PO/TM review	Full payment for 100% compliance.
<b>Task 3</b> Monthly Status Report and License Fee Recovery Cost Status Report	Reports include all required information and are delivered by the 15 <sup>th</sup> of every month during the contract period of performance.	NRC PO/TM review	Full payment for 100% compliance.