

ORDER FOR SUPPLIES OR SERVICES

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

BPA NO. N/A

1. DATE OF ORDER SEP 1 8 2009		2. CONTRACT NO. (If any) NRC-07-08-145		6. SHIP TO:		
3. ORDER NO. NRC-T004		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: Adelis M Rodriguez, 301-492-3623 Mail Stop TWB-01-B10M Washington, DC 20555				b. STREET ADDRESS Division of Contracts Mail Stop T-4-A-57 Attn: Roya Noory		
7. TO:				c. CITY Washington		d. STATE DC
b. NAME OF CONTRACTOR HUMANTOUCH LLC				f. SHIP VIA N/A		
b. COMPANY NAME				8. TYPE OF ORDER		
c. STREET ADDRESS 6420 CROSSWOODS DR				<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.
d. CITY FALLS CHURCH		e. STATE VA	f. ZIP CODE 220441214			
9. ACCOUNTING AND APPROPRIATION DATA Obligate: \$91,458 B&R: 911-15-501-133 Job: I1121 BOC: 252A Approp.: 31X0200.911 DUNS: 843919197 FFS: NSR-09-540				10. REQUISITIONING OFFICE NSR		
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 checked="" 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 SMALLBUSINESS		
13. PLACE OF			14. GOVERNMENT B/L NO. N/A		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION Destination		b. ACCEPTANCE Destination		16. DISCOUNT TERMS See Base Contract		

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)
	This Task Order is to perform the requirements of the attached Statement of Work in accordance with the price schedule on section A.1 and the terms and conditions of contract NRC-07-08-145. The NRC hereby accepts Humantouch's proposal dated August 25, 2009. Total Ceiling: \$489,360.09 Total Obligated Amount: \$91,458 Period of Performance: one year from award date.					

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.	
21. MAIL INVOICE TO:					
a. NAME Department of Interior National Business Center					
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	
\$91,458.00					

17(h)
TOTAL
(Cont.
pages)

17(i)
GRAND
TOTAL

22. UNITED STATES OF AMERICA BY (Signature) 		23. NAME (Typed) Stephen Pool Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER	
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NRC-07-08-145
Task order No. 004

A.1 PRICE SCHEDULE

Award date - Feb 21, 2010

Labor Categories	Est. Hrs	Labor Rate	Total
Senior PMO consultant	[REDACTED]	[REDACTED]	\$16,604.10
Systems Analyst	[REDACTED]	[REDACTED]	\$131,509.44
Help Desk tech Support II	[REDACTED]	[REDACTED]	\$34,352.64
Help Desk tech Support II	[REDACTED]	[REDACTED]	\$34,352.64
Total			\$216,818.82

Feb 22, 2010-September 14, 2010

Labor Categories	Est. Hrs	Labor Rate	Total
Senior PMO consultant	[REDACTED]	[REDACTED]	\$20,695.83
Systems Analyst	[REDACTED]	[REDACTED]	\$165,422.40
Help Desk tech Support II	[REDACTED]	[REDACTED]	\$43,211.52
Help Desk tech Support II	[REDACTED]	[REDACTED]	\$43,211.52
Total			\$272,541.27

Task Order Total \$489,360.09

A.2 CONSIDERATION AND OBLIGATION - LABOR HOUR CONTRACT

(a) The total not to exceed cost to the Government for full performance of this task is \$489,360.09.

(b) The amount currently obligated by the Government with respect to this contract is \$91,458. The contractor shall not exceed this obligated amount at any time.

(c) It is estimated that the amount currently allotted will cover performance through November 30, 2009.

**STATEMENT OF WORK
FOR CONTRACTOR TO PROVIDE
RECORDS MANAGEMENT SUPPORT
TASK ORDER 4**

I. SCOPE

This task provides support for the retirement of NSIR's eligible Safeguards Information (SGI) records. The contractor shall facilitate the appropriate responsiveness to project officer and SGI users requesting assistance in the retirement and shredding of paper SGI records. In addition the contractor shall develop and/ or update SGI records management procedures and policies for the safeguards LAN and Electronic Safe (SLES) system.

II. REQUIREMENTS

The contractor shall work individually with users on the retirement/shredding of paper SGI records. Additionally, the contractor shall meet with users to determine the appropriate time to perform the retirement/shredding of records for each specific user. The contractor shall develop and maintain an active inventory of SGI record status. The contractor shall also perform a duplicate check of paper SGI records against the SLES system to make sure the same exact version of the document is accessible and legible in the system, and that all metadata fields have been accurately completed before the document is scheduled for shredding. The contractor must scan and enter the metadata for any document identified in this process that does not exist in the E-Safe System. The contractor will perform Quality Assurance on the duplicate checking process to ensure the quality of their work. The contractor shall coordinate with the project officer to gather and analyze documents already in place for the retirement of SGI records, the contractor may accept or provide recommendation on how best this task can be performed.

III. DELIVERABLES

The contractor shall work with NRC File Custodians (SGI document holders), and staff in the OIS Records Management program, to follow procedures for retiring/shredding SGI records. The contractor shall develop a training plan and train all individuals working in the E-Safe Processing Center on proper duplicate checking, scanning and shredding procedures. The contractor will help with the development of future processes and procedures for other departments and regions, including, but not limited to the addition of a Records Management Deployment plan. The contractor shall study SGI retention policy in order to perform retirement of paper SGI records. The contractor shall perform boxing and Archival Facility Accountability System (AFAS) data entry activities to retire the inactive SGI records based on inventory recommendations, subject to NSIR coordination and approval. The OIS Records Management staff will handle the logistics of the records retirement as they are moved to the NRC records center or to federal off-site storage. Deliverables and due dates are summarized below:

DELIVERABLE	SCHEDULE
Kick-off meeting	1 week after the award
Monthly Status Report	Monthly on the 10 th day of the month
Weekly Status Reports	Weekly on Monday of each week