

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 8

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

BPA NO.

1. DATE OF ORDER		2. CONTRACT NO. (If any) NRC-38-06-385		6. SHIP TO:	
3. ORDER NO. NRC-T003		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. 38-06-385T003 7/23/2009		b. STREET ADDRESS Professional Development Center Mail Stop GW5-A06 ATTN: Mr. Christopher Barry	
7. TO:		c. CITY Washington		d. STATE DC	e. ZIP CODE 20555
a. NAME OF CONTRACTOR GRADUATE SCHOOL		f. SHIP VIA		8. TYPE OF ORDER	
b. COMPANY NAME		<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.	
c. STREET ADDRESS 600 MARYLAND AVE SW STE 180		e. STATE DC		f. ZIP CODE 200242520	
d. CITY WASHINGTON		9. ACCOUNTING AND APPROPRIATION DATA 97N155H1133, N7354, 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 type="checkbox"/> a. SMALL		<input checked="" type="checkbox"/> b. OTHER THAN SMALL		<input type="checkbox"/> c. DISADVANTAGED	
<input type="checkbox"/> d. WOMEN-OWNED		<input type="checkbox"/> e. HUBZone		<input type="checkbox"/> f. EMERGING SMALL BUSINESS	
<input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED		13. PLACE OF		14. GOVERNMENT B/L NO.	
a. INSPECTION		b. ACCEPTANCE		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
				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. 003 for project titled, "Course Development and Delivery for Time Labor Modernization."</p> <p>Total Task Order Price: \$152,334.00</p> <p>Period of Performance for Base Period is: September 23, 2009 through January 31, 2010.</p> <p>DUNS No.: 040535536</p>					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		\$152,334.00	17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:							
	a. NAME Department of Interior / NBC NRCPayments@nbc.gov						\$152,334.00	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				

22. UNITED STATES OF AMERICA
BY (Signature)

Monique B. Williams

23. NAME (Typed)
Monique B. Williams
Contracting Officer
TITLE: CONTRACTING/ORDERING OFFICER

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PRESCRIBED BY GSA/FAR 48 CFR 53.213(f)

TEMPLATE - ADM001

SUNSI REVIEW COMPLETE

SEP 24 2009

ADM002

In accordance with Section A.6, Task Order Procedures, of the contract number NRC-38-06-385, this definitizes Task Order No. 003. This Task Order No. 003 shall be executed in accordance with the attached statement of work.

The period of performance for the base period of this Task Order No. 003 shall be effective from September 23, 2009 through January 31, 2010. The NRC requires the contractor to procure training expertise to develop training materials for Time and Labor for the NRC Employees."

The total estimated amount of this task order for the base period for products/services ordered, delivered, and accepted under this contract is \$152,334. The amount presently obligated with respect to this contract is \$152,334. Task Order No. 0003 consists of the following prices:

Period of Performance: September 23, 2009 – January 31, 2010

Course Name	Estimated Quantity	Unit	Unit Price	Total Price
Review Planned Time and Materials System	[REDACTED]	Days	[REDACTED]	[REDACTED]
Identify Standards for UPK Modules and Materials	[REDACTED]	days	[REDACTED]	[REDACTED]
Develop Training Plan	[REDACTED]	Days	[REDACTED]	[REDACTED]
Develop Training Materials	[REDACTED]	Days	[REDACTED]	[REDACTED]
Deliver/Presentation Training of Time and Labor	[REDACTED]	Days	[REDACTED]	[REDACTED]

TOTAL PRICE FOR BASE PERIOD: \$152,334.00

Milestone Schedule for Project Planning:

- Kickoff meeting within 7 business days of the NRC task order award to Graduate School;
- Detailed Project Work Plan due within 10 business days of the kickoff meeting. Plan will include identification of all interim and final project deliverables and due dates, a high-level draft training plan per audience, and other items as agreed upon during the kickoff meeting;
- A draft introduction for each course (specifying organizational need, course objectives, audience benefits and other appropriate system overview information) is due within 15 business days of the kickoff meeting; and
- NRC Project Officer must approve the finalized training plans per audience before material development can begin, although research and information collection can commence at any time.
- Course materials will be drafted in accordance with the final training plans approved by the NRC; any subsequent changes to the course design that arise during course development must be approved in writing by the NRC;

- All draft course materials must be reviewed and approved by the NRC before the materials can be finalized and delivered; and
- Any changes to the project deliverables and schedule specified in the final Project Work Plan must be approved in writing by the NRC.

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
Sr. Instructional System Specialist
(301) 492-300

Contractual Matters: Monique B. Williams
Senior Contracts Specialist
(301) 493-3640

The issuance of this task order does not amend any terms or conditions of the subject contract.

Acceptance of Task Order No. 0003 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. 0003

Robert M. Moriarty Robert M. Moriarty
NAME

Manager, Proposal Office
TITLE

9-23-09
DATE

STATEMENT OF WORK FOR FOR TIME AND LABOR TRAINING

1.0 BACKGROUND

The U.S. Nuclear Regulatory Commission (NRC) is upgrading its current client-server based time reporting system, PeopleSoft Human Resources Management System (HRMS), Time and Labor (T&L) module, version 7.51, to Oracle's PeopleSoft version 9.0. HRMS T&L is used by NRC to capture T&L data for payroll, license fee billing, cost accounting, budget formulation and execution, and program management. T&L has been in production at NRC since the fall of 2001. T&L interfaces with the payroll and human resources modules of the Federal Personnel/Payroll System (FPPS), the agency's core accounting system, the Federal Financial System (FFS), both hosted by the Department of Interior/National Business Center (DOI/NBC), as well as several in-house systems.

A Project Team within the NRC's Office of the Chief Financial Officer is leading the HRMS upgrade project.

2.0 OBJECTIVES

The purpose of this solicitation is to procure training expertise to develop training materials with the assistance of the project team and to conduct training for the agency employees.

3.0 SCOPE OF WORK

The agency purchased training software, User Productivity Kit (UPK), when purchasing the Oracle/PeopleSoft version 9.0 software. The trainers will be expected to develop training materials, using the UPK software, that can be used to train in an auditorium setting, on-line (e-learning) for self study, and for classroom training. The training will be based on user roles; the UPK term for this is Module. The Modules (roles) are employee (approx. 4300), timekeeper (approx. 400), approving official (approx. 800) and coordinator (approx. 80.) There needs to be an option to train approximately 250 employees at nuclear power plant sites using web training (e.g., webinar.)

4.0 REQUIREMENTS

The training will consist of modules for each process (UPK Topic) that is used by any one of the four roles outlined above and be flexible enough to support any of the training methods. Each module will reflect each click of the mouse and each field that must be completed, in enough detail that it can be used as a help tool. The UPK software has the capability of developing training aids and help screens directly from the training material. There are approximately 15 Topics requiring development.

The initial deliverable will be a plan and schedule for developing and delivering the required training, due 10 work days after award. The remaining deliverables are the UPK developed training material, and employee training for each Module, using the agreed upon design standards. The Topics currently identified as requiring training development and delivery are:

Process	Employee	Approving Official	Timekeeper	Coordinator
General Guidance on How to Use UPK	x			
Log In	x			
Password Reset	x			
Forgot My Password	x			
Time Entry (time reporting codes, activities, etc.)	x			
Time Approval		x		
Request for Leave or Additional Time	x			
Approval of Leave or Additional Time		x		
User Preferences	x			
Record Only Prior Period Adjustments				x
Reports	x	x	x	x
Set up Budget Class in Maintain Time Reporter				x
Hours of Work Request (Form 707)	x	x		
Unit Change Request (Form 697)		x	x	
Unit Permissions (Form 696)		x	x	

Training delivery would consist of nine all day auditorium sessions over a six week period. Each session would begin with training for all employees and end by addressing one of the three other roles, with those not in those roles being excused. This would allow for a minimum of three opportunities for employees in each role to attend training. The training should provide enough detail so that attendees would feel comfortable going back to their offices and using the on-line training to insure they are able to use the system to complete the processes in the matrix which pertain to them.

Fifteen classroom training days should be set aside to offer hands on training for those who feel they need more than the auditorium and on-line training. Depending on the response these days will be used for training the required roles.

The contractor will work closely with the NRC to determine the course content and presentation. The Module presentations will be standardized for ease of maintenance. The NRC T&L Modernization Team (Team) will approve all courses and materials prior to training being conducted.

The following areas should be considered and discussed with the Team prior to developing training:

- Can UPK be linked to ilearn to track training
 - Modes - See It! Try It!, Know It! (passing grade), Do It!, Print It!
- Glossary terms and definitions

- Decision paths
- Alternate paths
- Alternate navigation
- Standard verbiage
- Third party software additions - Word, PowerPoint, Excel, etc
- Hyperlinks - How many, Where
- Documents
- Conception Section
- Jump in points
- Use of Explanation frames
- Filters
- Document Ids
- Publishing
- Navigation/Keyboard strokes

5.0 TASK DELIVERABLES

Item	Name	Due Date
1	Draft Course Development Plan and Schedule	10 work days after task order award
2	NRC Approval	5 work days after receipt of draft
3	Final Course Development Plan and Schedule	5 work days after NRC approval of draft
4	Draft Training Plan and Schedule	TBD
5	NRC Approval	5 work days after receipt of draft
6	Final Training Plan and Schedule	5 work days after NRC approval of draft
7	Draft Course materials	15 work days prior to first scheduled class
8	NRC Approval	5 work days after receipt of draft
9	Final Course Materials	5 work days after NRC approval of draft
10	Deliver Training	TBD

6.0 OVERALL PERFORMANCE STANDARDS AND DEDUCTION SCHEDULE:

The following processes will be used by NRC to motivate successful performance of the contract requirements stated herein:

Failure by the Contractor to comply with any of the procedures and/or contract requirements stated herein shall constitute a **"valid-deficiency"** under this contract, unless the failure can be shown to be caused by circumstances beyond the Contractor's control.

No more than one (1) contract-deficiency shall be allowed by NRC per calendar-month period, in which the NRC-PO determines the discrepancy is a "valid-deficiency" for non-compliance with any Contract Requirements.

The Contractor shall invoice monthly with a single invoice that includes a breakdown of the cost of all support provided during the previous calendar-month's period. For any month in which the Contractor fails to comply with the contract requirements stated herein, NRC

reserves the right to deduct the following amounts from that month's total monthly invoice payment:

- 0-1 Valid-deficiency's per calendar-month period will result in no deduction;
- 2 Valid-deficiency's per calendar-month period will result in 5% of the total monthly invoice being deducted;
- 3 Valid-deficiency's per calendar-month period will result in 6% of the total monthly invoice being deducted;
- 4 Valid-deficiency's per calendar-month period will result in 7% of the total monthly invoice being deducted;
- 5 Valid-deficiency's per calendar-month period will result in 8% of the total monthly invoice being deducted;
- 6 Valid-deficiency's per calendar-month period will result in 10% of the total monthly invoice being deducted.

NOTE: Under the Performance Incentives listed above, NRC will not deduct more than a total of 10% from the monthly invoice.

The deductions listed above do not prevent NRC from taking other appropriate actions to correct performance problems under this contract.

7.0 ACCEPTANCE CRITERIA

For tasks in Section 4.0 above, the contractor shall prepare final course material including course handbooks, training aids and help screens. The materials should provide sufficient detail to ensure completeness, consistency, correctness, and accuracy of the work performed. All deliverable products shall be grammatically correct according to industry standard rules and contain correct spelling. All technical and financial terms shall be clearly defined to be understood by all readers. All final deliverable products will be approved in writing by the PO or a designated representative.

8.0 MEETINGS AND TRAVEL

8.1 Kick-off Meeting

For Tasks in Section 4.0 above, the contractor shall participate in a kick-off meeting no later than five (5) business days after award to introduce the NRC Project Officer, the Task Manager, and other NRC representatives. The purpose of the meeting is to review and discuss the OCFO's goals for the project and to establish contractor/NRC communications and report framework for the project.

8.2 Travel

For Tasks in Section 4.0 above, the contractor shall complete work associated with these tasks at the contractor's own facilities and/or NRC Headquarters in Rockville, MD. Travel to other locations will not be required.

9.0 GOVERNMENT FURNISHED MATERIALS AND EQUIPMENT

For Tasks in Section 4.0 above, to facilitate the work to be performed, the NRC will, upon

request, provide the contractor with any and all materials documenting current applications systems, processes, requirements, and access to Government and other contractor personnel as required. Such documentation may include Users Guides and As-Built Documents, among others.

10.0 PERIOD OF PERFORMANCE

The period of performance for Task Order starts on the date of award and ends on January 31, 2010.