

**SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30**

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| 2. CONTRACT NO. NRC-11-09-430 | 3. AWARD/EFFECTIVE DATE <i>Jan. 6, 2010</i> | 4. ORDER NO. NRC-T001 | 1. REQUISITION NO. ACR-09-430 |
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| 7. FOR SOLICITATION INFORMATION CALL: | 8. NAME | 6. OFFER DUE DATE/LOCAL TIME |
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| 9. ISSUED BY U.S. Nuclear Regulatory Commission Div. of Contracts, CMB1 Attn: Manon Butt, Cont Spc, 301-492-3629 Mail Stop: TWB-01-B10M Washington, DC 20555 | CODE 3100 | 10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: % FOR: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> EMERGING SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> 8(A) NAICS: 541330 SIZE STANDARD: |
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| 11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE | 12. DISCOUNT TERMS Net 30 | 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/> | 13b. RATING N/A |
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| 15. DELIVER TO U.S. Nuclear Regulatory Commission Attn: Cayetano Santos, ACRS Mail Stop T-2-E26 11545 Rockville Pike Rockville MD 20852 | CODE | 16. ADMINISTERED BY U.S. Nuclear Regulatory Commission Div. of Contracts Mail Stop: TWB-01-B10M Washington, DC 20555 |
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| 17a. CONTRACTOR/OFFEROR CODE 114937878 FACILITY CODE REEVES & ASSOCIATES CONSULTING AND TRAINING INC 2296 HENDERSON MILL RD NE STE 206 ATLANTA GA 303452739 TELEPHONE NO. 770-414-7975, fax 770-414-9757 | 18a. PAYMENT WILL BE MADE BY CODE 3100 Department of Interior / NBC email: NRCPayment@nbc.gov Attn: Fiscal Services Branch - D2770 7301 W. Mansfield Avenue Denver CO 80235-2230 |
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| <input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER | 18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM |
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| 19. ITEM NO. | 20. See CONTINUATION Page SCHEDULE OF SUPPLIES/SERVICES | 21. QUANTITY | 22. UNIT | 23. UNIT PRICE | 24. AMOUNT |
|--------------|---|--------------|----------|----------------|------------|
| | Issuance of Task Order No. 1 under Contract NRC-11-09-430. Title: Subject Matter Expert and Facilitation Services in Support of the ACRS January 2010 Retreat. Period of Performance: Jan. 6, 2010 through Jan. 29, 2010. See attached pages for description of the task order. Reference Reeves & Associates proposal dated Dec. 15, 2009. Reeves & Associates Contact: Carl McKinney, Operations Mgr, 770-414-7975, carl@reevesandassociates.com NRC Project Officer: Cayetano Santos, 301-415-7270, cayetano.santos@nrc.gov, or Larniece McKoy Moore, 301-415-1942, larniece.mckoymoore@nrc.gov Note to Accounting: Administratively transfer \$38,965.00, previously obligated under Contract NRC-11-09-430, to NRC-11-09-430-T001, Task Order No. 1 under Contract NRC-11-09-430. Appropriation Data is provided below. (Use Reverse and/or Attach Additional Sheets as Necessary) | | | SUBTOTAL | |

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| 25. ACCOUNTING AND APPROPRIATION DATA 97R-15-111-386 N7326 251A 31X200 PFS# RQACR-09306 DUNS# 114937878 Transfer \$38,965.00 to Task Order 1. | 26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$38,965.00 |
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| <input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA | ARE <input type="checkbox"/> ARE NOT ATTACHED. |
| <input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA | ARE <input type="checkbox"/> ARE NOT ATTACHED. |

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| <input checked="" type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED | 29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____ YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN IS ACCEPTED AS TO ITEMS: |
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| 30a. SIGNATURE OF OFFEROR/CONTRACTOR <i>[Signature]</i> | 31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) <i>[Signature]</i> |
| 30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT) President | 31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) Donald A. King Contracting Officer |
| 30c. DATE SIGNED 1/13/10 | 31c. DATE SIGNED 1/6/2010 |

AUTHORIZED FOR LOCAL REPRODUCTION PREVIOUS EDITION IS NOT USABLE STANDARD FORM 1449 (REV. 3/2005) Prescribed by GSA - FAR (48 CFR) 53.212

SUNSI REVIEW COMPLETE

TEMPLATE - ADM001

JAN 15 2010

ADM002

In accordance with Contract NRC-11-09-430, for engineering and scientific services to support the Advisory Committee on Reactor Safeguards (ACRS), this definitizes Task Order No.1, titled "Subject Matter Expert and Facilitation Services in Support of the ACRS January 2010 Retreat." The ACRS retreat will be held on January 20 and 21, 2010, at the Rockville Hilton, 1750 Rockville Pike, Rockville, Maryland 20852. This effort shall be performed in accordance with the enclosed Statement of Work and the terms and conditions of Contract NRC-11-09-430.

Period of Performance and Cost

Task Order No. 1 shall be in effect from January 6, 2010 through January 29, 2010.

This is a fixed price task order in the amount of \$38,965.00.

Price Schedule – Task Order No. 1 under NRC-11-09-430:

| Item | Days | Cost |
|--|------------|-------------|
| Program Management | [REDACTED] | [REDACTED] |
| Logistics Services and Note Taking | [REDACTED] | [REDACTED] |
| Task 1: Developing individual, topic specific participant materials, including development and compilation materials for the 2-day retreat | [REDACTED] | [REDACTED] |
| Task 2: Facilitate 2-day retreat | [REDACTED] | [REDACTED] |
| Task 3: Follow-up Summary Report creation following the 2-day retreat | [REDACTED] | [REDACTED] |
| Travel and Other Direct Costs | [REDACTED] | [REDACTED] |
| Travel | [REDACTED] | [REDACTED] |
| Lodging | [REDACTED] | [REDACTED] |
| Facilities | [REDACTED] | [REDACTED] |
| Materials | [REDACTED] | [REDACTED] |
| Subtotal Travel and ODCs | [REDACTED] | [REDACTED] |
| Grand Total | | \$38,965.00 |

Consideration and Obligation – Accounting and Appropriation Data

FY 2009 funding in the amount of \$38,965.00, previously obligated under Contract NRC-11-09-430, will be administratively transferred to this task order, NRC-11-09-430-T001. This amount will fully fund this task order.

The Appropriation Data from Contract NRC-11-09-430 is:
 B&R: 97R-15-111-386, JCN: N7326, BOC: 251-A, APP NO: 31X200, FFS# RQACR-09306.

Key Personnel

The following individuals are considered to be essential to the successful performance of work hereunder and are key personnel:

[REDACTED] Certified Professional Facilitator. The Contractor agrees that such personnel shall not be removed from the effort under the task order without compliance with Section 4, Key Contractor Personnel, in Contract NRC-11-09-430's Statement of Work.

The issuance of Task Order No. 1 does not change any terms and conditions of Contract NRC-11-09-430.

NRC Contacts during the course of this task order are:

Technical Matters:

Cayetano Santos, Project Officer, ACRS, phone 301-415-7270, Mail Stop T-2-E26, email Cayetano.Santos@nrc.gov.

Larniece McKoy Moore, ACRS, phone 301-415-1942, Mail Stop T-2-E26, email Larniece.McKoyMoore@nrc.gov.

Contractual Matters:

Manon L. Butt, Contract Specialist, ADM/DC/CMB1, phone 301-492-3629, Mail Stop TWB-01-B10M, email manon.butt@nrc.gov.

U.S. Nuclear Regulatory Commission, Contract NRC-11-09-430

Statement of Work for Technical Assistance from Reeves & Associates

Background Information

The current request is for assistance to support the staff of the Advisory Committee on Reactor Safeguards (ACRS) on issues related to safety culture. The ACRS seeks to hold two days of staff working groups to discuss how internal safety culture affects external safety culture including possible adverse affects of internal safety culture on the accomplishment of the ACRS and NRC missions.

For these efforts, the ACRS would like to secure at least one internal safety culture expert and one facilitator for meetings to take place in late January at an off-site location.

Pursuant to the current ACRS contract for expert services, Reeves and Associates will be responsible for all staffing and logistics.

Prior to the working group, the expert(s) and facilitator(s) will review the ACRS Safety Culture survey outcomes as well all current topics of the ACRS subcommittee on Safety Culture. The ACRS management team will also provide the contractors with an overview of issues to be addressed at the meeting and any outstanding issues or concerns that may require further attention. Following the meeting, the contractor will provide follow-up details and will formulate an after-action report outlining the objectives of the project and outcomes of the working groups.

The working groups will take place on January 20th and 21st, 2010, at the Rockville Hilton at 1750 Rockville Pike, Rockville, MD 20852. Reeves and Associates will make all arrangements with the Rockville Hilton. The time required of the contractors includes preparation, actual working group time and follow-up consisting of approximately 40 hours per expert, plus travel. Also to be included are per participant costs related to holding the event off-site.

Requested Experts