

OR R FOR SUPPLIES OR SERVICES

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

BPA NO.

1. DATE OF ORDER 01-01-2010		2. CONTRACT NO. (if any) NRC-27-08-322		6. SHIP TO:	
3. ORDER NO. NRC TASK ORDER 3		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: Marilyn Clark Mail Stop: TWB-01-B10M Washington, DC 20555		4. REQUISITION/REFERENCE NO. SDB-27-08-322 SBC-10-307		b. STREET ADDRESS Attn: Barbara Williams Mail Stop: O3-H08 11545 Rockville Pike	
7. TO:		c. CITY Rockville		d. STATE MD	e. ZIP CODE 20852
a. NAME OF CONTRACTOR HGM MANAGEMENT AND TECHNOLOGIES, INC.		f. SHIP VIA		8. TYPE OF ORDER	
b. COMPANY NAME		<input type="checkbox"/> a. PURCHASE		<input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 1150 17TH ST NW STE 602		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.	
d. CITY WASHINGTON		e. STATE DC	f. ZIP CODE 200364603		
9. ACCOUNTING AND APPROPRIATION DATA 07P-15-5C1-314 B8850 252A 31X0200 OBLIGATE: \$50,000.00 FSS Commitment No.: SBC-10-307		10. REQUISITIONING OFFICE SDB SBCR		DUNS: 176422806	
11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT Destination	
<input checked="" type="checkbox"/> a. SMALL		<input type="checkbox"/> b. OTHER THAN SMALL		<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.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) See Schedule	
a. INSPECTION		b. ACCEPTANCE		16. DISCOUNT TERMS Net 30	

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)
0001	Task Order 3 entitled: "Review and Refine Diversity Management Performance Measures," and Pre-Meetings and Employee Diversity Management Refresher Seminar. ALL QUANTITIES ARE ESTIMATED This effort shall be performed in accordance with the attached Statement of Work, and under the Terms and Conditions stated in IDIQ Contract NRC-27-08-322, this Task Order, and the Cost/Price schedule below. COST/PRICE SCHEDULE BASE PERIOD OF PERFORMANCE: 01/01/2010 - 09/30/2010 Sr. DM Consultant (Diversity Principle and Sr. Diversity Consultant II)	[REDACTED]	HR	[REDACTED]	[REDACTED]	[REDACTED]
0002	DM Consultant (Diversity Consultant I)	[REDACTED]	HR	[REDACTED]	[REDACTED]	[REDACTED]
0003	Administrative Support (Administrative Support Technician)	[REDACTED]	HR	[REDACTED]	[REDACTED]	[REDACTED]
0004	OPTION PERIOD ONE PERIOD OF PERFORMANCE 10/01/2010 - 09/30/2011 Sr. DM Consultant (Diversity Principle and Sr. Diversity Consultant II)	[REDACTED]	HR	[REDACTED]	[REDACTED]	[REDACTED]

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.	
21. MAIL INVOICE TO:					
a. NAME Department of Interior / NBC NRCPayments@nbc.gov		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		OBLIGATED \$50,000.00	
SEE BILLING INSTRUCTIONS ON REVERSE				\$390,421.15	
				17(h) TOTAL (Cont. pages)	
				17(i). GRAND TOTAL	

22. UNITED STATES OF AMERICA BY (Signature) <i>Sheila Bumpass</i>		23. NAME (Typed) Sheila Bumpass Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER	
---	--	--	--

**ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION**

PAGE NO.
2

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

DATE OF ORDER 01-01-2010	CONTRACT NO. NRC-27-08-322	ORDER NO. NRC TASK ORDER 3
-----------------------------	-------------------------------	-------------------------------

ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
0005	DM Consultant (Diversity Consultant I)	[REDACTED]	HR	[REDACTED]	[REDACTED]	[REDACTED]
0006	Administrative Support (Administrative Support Technician) OPTION PERIOD TWO PERIOD OF PERFORMANCE 10/01/2011 - 09/30/2012	[REDACTED]	HR	[REDACTED]	[REDACTED]	[REDACTED]
0007	Sr. DM Consultant (Diversity Principle and Sr. Diversity Consultant II)	[REDACTED]	HR	[REDACTED]	[REDACTED]	[REDACTED]
0008	DM Consultant (Diversity Consultant I)	[REDACTED]	HR	[REDACTED]	[REDACTED]	[REDACTED]
0009	Administrative Support (Administrative Support Technician) OPTION PERIOD THREE PERIOD OF PERFORMANCE 10/01/2012 - 09/30/2013	[REDACTED]	HR	[REDACTED]	[REDACTED]	[REDACTED]
0010	Sr. DM Consultant (Diversity Principle and Sr. Diversity Consultant II)	[REDACTED]	HR	[REDACTED]	[REDACTED]	[REDACTED]
0011	DM Consultant (Diversity Consultant I)	[REDACTED]	HR	[REDACTED]	[REDACTED]	[REDACTED]
0012	Administrative Support (Administrative Support Technician) OPTION PERIOD FOUR PERIOD OF PERFORMANCE 10/01/2013 - 09/30/2014	[REDACTED]	HR	[REDACTED]	[REDACTED]	[REDACTED]
0013	Sr. DM Consultant (Diversity Principle and Sr. Diversity Consultant II)	[REDACTED]	HR	[REDACTED]	[REDACTED]	[REDACTED]
0014	DM Consultant (Diversity Consultant I)	[REDACTED]	HR	[REDACTED]	[REDACTED]	[REDACTED]
0015	Administrative Support (Administrative Support Technician)	[REDACTED]	HR	[REDACTED]	[REDACTED]	[REDACTED]

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$390,421.15

TASK ORDER TERMS AND CONDITIONS**A.1 NRC Acquisition Clauses - (NRCAR) 48 CFR Ch. 20****A.2 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.3 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.4 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.5 AUTHORITY TO USE GOVERNMENT PROVIDED SPACE AT NRC HEADQUARTERS (JUNE 2006)

Prior to occupying any government provided space at the NRC Headquarters in Rockville, Maryland, the Contractor shall obtain written authorization to occupy specifically designated government space via the NRC Project Officer from the Chief, Space Planning and Property Management Branch, Division of Facilities and Security. Failure to obtain this prior authorization may result in one or a combination of the following remedies as deemed appropriate by the Contracting Officer.

1. Rental charge for the space occupied to be deducted from invoice amount due the Contractor
2. Removal from the space occupied
3. Contract Termination

STATEMENT OF WORK

“Review and Refine Diversity Management Performance Measures”, and Pre-meetings and employee diversity management refresher seminar – Task Order 003

Period of Performance: January 1, 2010 – September 30, 2010

Optional Period of Performance 1: October 1, 2010 – September 30, 2011

Optional Period of Performance 2: October 1, 2011 – September 30, 2012

Optional Period of Performance 3: October 1, 2012 – September 30, 2013

Optional Period of Performance 4: October 1, 2013 – September 30, 2014

Task Order #3 will include 10 teleconferences, 5 to 10 meetings in HQ, data collection and analysis, written drafts and proposals, and administrative support. This effort is a continuation of Task Orders 1 and 2 based on EDO feedback.

Managing Diversity Contract – NRC-27-08-322
U.S. Nuclear Regulatory Commission (NRC)
Office of Small Business and Civil Rights

BACKGROUND

The U.S. Nuclear Regulatory Commission (NRC) desires to create and maintain a work environment in which every employee can and desires to do his/her best work, thereby increasing the agency's organizational capacity to achieve its mission. In order to accomplish this goal, the agency established a Comprehensive Diversity Management Plan (CDMP) to ensure continued progress in reaching the diversity management goals, promoting a discrimination-free work environment, and providing opportunities for all employees to use their diverse talents to support the agency's mission. The NRC must maintain an ongoing effort to implement this Plan and monitor progress associated with the Plan, assess and determine its changing organizational culture and its “cultural roots” or those underlying assumptions for success which drive the behavior of the members of our organization. The offices and the agency as a whole must continue to undergo “organizational/cultural awareness” and subsequent “organizational improvement/change” processes to meet the challenges and opportunities presented today and in the future.

The NRC's fundamental motivation for establishing this process was to complement the Agency's goal to enhance individual staff and agency performance, and the level of efficiencies and effectiveness of its programs. Therefore, the NRC seeks to continue a managing diversity (MD) initiative that will help executives examine their ability to manage a diverse workforce within the scope of our mission and goals and create positive environment. In FY 1998-1999, the first phase of the managing diversity process was conducted and included awareness sessions for managers and supervisors. In FY 2000 through 2006, the second phase introduced the managing diversity process to employees, and assisted management in clarifying roles and responsibilities, improving communication efforts, and developing efficiency measures regarding the overall performance of NRC offices.

It is important for employees in NRC's Headquarters and field offices to better understand the evolving challenges of managing a diverse workforce, appreciate the benefits of multiple perspectives in support of diversity, and support the goals and objectives that link managing diversity initiatives to individual and overall organizational success. To ensure continued support for this objective, NRC continues to require the support

TASK ORDER 003

of qualified contractor personnel with specialized expertise to support the NRC's MD educational/awareness process, advocacy, strategic justification and planning, cultural and organizational diagnostic and assessment audit, survey development, measurement including tools, links to major human resource management initiatives, feedback and change management. NRC staff is composed of approximately 4,000 employees in 24 Headquarters offices and 4 Regional offices. This represents staff in both technical and administrative occupations. The scope of the next phase of NRC's MD process will include approximately four offices in NRC Headquarters or Regional offices per year.

OBJECTIVES

The following objectives have been identified for the project:

- Provide skilled personnel with expertise in diversity management.
- Conduct review of NRC's FY09 diversity management performance measures for effectiveness in assessing progress on the Comprehensive Diversity Management Plan
- Recommend refinements to diversity management performance measures to be used in office performance plans for FY10
- Provide consulting services to SBCR during first 60 days of implementation for the refinement of NRC measures to address and resolve issues
- Participate in a series of approximately 10 pre-meetings with NRC offices to discuss employee diversity management refresher training.
- Assist SBCR personnel in collecting data at pre-meetings to be used and assist in developing customized diversity awareness seminars.
- Provide advice and recommendations on an approach to be used in delivering diversity management refresher seminars.
- Participate in office/division/branch/section/regional diversity management seminars.
- Provide observations and feedback to SBCR

SCOPE OF WORK

The list below summarizes the primary tasks to be completed:

- The contractor shall develop a project management plan to routinely meet requirements based on project updates.
- Contractor shall meet with representatives of SBCR prior to pre-meetings.

Review and Refine Diversity Management Performance Measures

- Contractor shall meet with representatives of SBCR to discuss and meet requirements based on project updates.
- Contractor shall review NRC's Comprehensive Diversity Management Plan and documents related to refinements of NRC's diversity performance measures
- Contractor shall continue to review and analyze NRC's FY09 diversity management performance measures for effectiveness
- Contractor shall meet with representatives of SBCR to discuss potential FY 2010 performance measures refinements and review of FY 2009 measures assessment within 30 days of the initial project update meeting
- Contractor shall provide draft written assessment reports based on project updates within 14 days of project update meetings
- Contractor shall provide final written assessment reports on the effectiveness of the NRC's FY10 diversity performance measures within 30 days of project update meetings
- Contractor shall develop and provide recommendations and proposals to SBCR for enhanced diversity performance measures for FY10 within 45 days of project update meetings
- Contractor shall meet with SBCR within 15 days of project update meetings to discuss FY10 diversity performance measures recommendations and proposals

TASK ORDER 003

- Contractor shall provide draft written reports and analysis on FY10 diversity management performance measures recommendations and progress within 30 days of project update meetings
- Contractor shall provide final written reports and analyses on FY10 diversity management performance measures recommendations within 45 days of project update meetings
- Contractor shall be available for consultation during the 60 initial days of performance measure refinement implementation at NRC to resolve implementation issues, beginning on approximately January 1, 2010

Pre-meetings and employee diversity management refresher seminar

- The contractor shall review NRC office websites for background materials related to diversity management; organizational culture/design; and human capital management.
- Contractor shall attend pre-meetings with offices scheduled by SBCR to discuss these areas with office leadership team.
- Contractor shall provide summaries of pre-meetings, as requested by SBCR, within seven days of pre-meeting.
- Contractor shall assist SBCR in developing a custom Power Point presentation based on diversity management awareness (diversity management strategies, organizational culture/design, and human capital management) for each office visited two weeks prior to the scheduled training seminar.
- Contractor shall meet with SBCR and office leadership two weeks prior to each scheduled training seminar to discuss content of the draft Power Point presentation.
- Contractor shall participate in 7-10 diversity management awareness seminars.
- Contractor shall collect feedback from participants.
- Contractor shall meet with SBCR following each seminar to discuss the session and feedback from participants no later than one week following each seminar.
- Contractor shall provide a written summary and critique of each session no later than one week after the session.
- Contractor shall provide a written end-of-project summary and critique of the total project two weeks after the last scheduled seminar or no later than October 15, 2010.
- Contractor shall participate in conference calls or travel to regional offices as requested for pre-meetings and to participate in diversity awareness training sessions.

PROJECT MANAGEMENT

- Contractor shall prepare materials for project update meetings at NRC within five days after task award.
- Contractor shall participate in monthly status meetings with the project officer.
- Contractor shall meet with SBCR prior to each pre-meeting at a time to be arranged by SBCR.
- Contractor shall meet with SBCR no later than one week after each office/region seminar.
- Contractor shall deliver a written summary and critique after each seminar.
- Contractor shall deliver an end-of-project summary report to the NRC project office.
- Contractor shall work with the NRC project officer and other stakeholders to identify, develop, and evaluate scope, requirement updates and design, and to review and achieve consensus on deliverables. The contractor shall work closely with the NRC Project Officer to make decisions, gain approvals and resolve issues.

PROJECT MANAGEMENT UPDATES

MEETINGS

The contractor shall attend a task order update meetings that will be conducted at NRC within five days following the date of task order award to introduce staff and to conduct a detailed project review. The NRC will provide a detailed overview about the project update's objectives

TASK ORDER 003

and their operational expectations and the contractor will present their approach for completing the work.

Deliverables: Attend update meetings within five days of task award.

Acceptance Criteria: Attendance by Project Manager and key staff for a one hour meeting.

• MONTHLY STATUS MEETINGS

The contractor shall arrange monthly status review meetings with the NRC Project Officer at the NRC Headquarters throughout the life of the task order to discuss issues such as project update schedules, budget, resources, equipment, goals, milestones, or anything else that may need attention by the NRC Project Officer or contractor.

Deliverables: Participation in monthly status meeting.

Acceptance Criteria: Attendance by Project Manager and key staff for the meeting.

• REPORTS AND WRITTEN DELIVERABLES

(1) The contractor shall provide a summary of pre-meeting discussions to the NRC Program offices and Project Officer seven days after each pre-meeting. The report will provide a summary of the discussion and highlight areas to be included in the planned training seminar.

Deliverables: pre-meeting summary report one week after pre-meeting discussion.

Acceptance Criteria: The deliverable is received on time and in accordance with the standards described above. The deliverable is subject to review and acceptance by the NRC Project Officer.

(2) The contractor shall provide a draft Power Point diversity management awareness presentation to the NRC Project Officer two weeks prior to each seminar.

Deliverables: Draft Diversity Management Awareness Power Point presentation received two weeks prior to each diversity awareness training seminar.

Acceptance Criteria: The deliverable is received on time and in accordance with the standards described above. The deliverable is subject to review and acceptance by the NRC Project Officer.

(3) The contractor shall provide closing summary reports on each training seminar one week after each training seminar.

Deliverables: Summary report provided one week after each training seminar.

Acceptance Criteria: The deliverable is received on time and in accordance with the standards described above. The deliverables are subject to review and acceptance by the NRC Project Officer.

(4) The contractor shall provide written end-of-project summary and critique of the total seminar project to the NRC Project Officer two weeks after the last scheduled seminar. The report will summarize the results and assess the effectiveness of the diversity management awareness training seminars project.

TASK ORDER 003

Deliverables: Provide one end-of-task summary and assessment report.

Acceptance Criteria: The deliverable is received on time and in accordance with the standards described above. The deliverable is subject to review and acceptance by the NRC Project Officer.

PLACE OF PERFORMANCE AND MEETINGS AND TRAVEL

Pre-meetings and training seminar/sessions will be held at NRC Headquarters located in Rockville/Bethesda, MD; Region 1 – King of Prussia, PA; Region 2 – Atlanta, GA; Region 3 – Lisle, IL; and Region 4 – Arlington, TX. Training hours start and end times are flexible but typically start no earlier than 8:00 a.m. and end no later than 5:00 p.m. Seminar/training sessions will include a maximum of eight hours of instruction time including an additional 45 to 60 minute lunch break.

ESTIMATED LEVEL OF EFFORT

The total project shall require no more than 2000 hours. [One thousand hours will be required for travel and meetings in NRC's Regional Offices. Five hundred hours will be required for meetings at NRC headquarters and five hundred hours for research, data analysis, and writing.]

SAFEGUARD OF INFORMATION

In connection with the performance of the work under this task order, the contractor may be furnished, or may develop or acquire, proprietary data (trade secrets) or confidential or privileged technical, business, or financial information, including Commission plans, policies, reports, financial plans, internal data protected by the Privacy Act of 1974 (Pub.L. 93-579) or other information which has not been released to the public or has been determined by the Commission to be otherwise exempt from disclosure to the public. The contractor agrees to hold the information in confidence and not to directly or indirectly duplicate, disseminate, or disclose the information in whole or in part to any other person or organization except as may be necessary to perform the work under this task order. The contractor agrees to return the information to the Commission or otherwise dispose of it at the direction of the contracting officer. Failure to comply with this clause is grounds for termination of this Task Order.

NRC PROJECT OFFICER

The NRC Project Officer will provide overall program direction, review and approve all plans and deliverables.

Name: Barbara Williams
Address: U.S. Nuclear Regulatory Commission
Mail-stop: O-3H8
Washington, DC 20555
Telephone: (301) 415-7388
Fax: (301) 415-5953
E-mail address: barbara.williams@nrc.gov

DELIVERABLES

The delivery schedule shall be the contractor's responsibility and followed accordingly. As part of initial project planning, the contractor will assess the recommended deliverables and submit any changes for approval to the Project Officer.

TASK ORDER 003

Each deliverable shall first be delivered in Draft to the Project Officer. The NRC shall have five working days to review each draft deliverable and respond with comments for approval. The contractor will revise and resubmit. Upon approval by the NRC of the original draft or the corrected draft, the deliverable shall be delivered in final form to the NRC Project Officer and the Contracting Officer. For each deliverable (draft or final) the contractor shall provide one (1) hard copy and one (1) electronic copy, unless otherwise indicated. All deliverables shall be formatted and prepared using Microsoft Word for the documentation and reports, and Microsoft Power Point for briefings.

PERSONNEL AND MANAGEMENT REQUIREMENTS

The contractor shall provide the correct number of qualified, competent, and fully trained personnel to perform the activities delineated under this task order. The contractor's personnel shall act in a courteous, responsive, knowledgeable, and professional manner at all times.

The contractor staff shall possess the following skills:

- Identifying/discussing the nature of subtle differences and biases, and highlight where and how differences and subtle biases enhance or impact organizational performance.
- Conveying the purpose and objective of the MD initiative.
- Explaining how a MD process can facilitate and improve organizational performance; assist NRC's employees in defining roles and responsibilities related to agency and office-specific managing diversity initiatives; and discuss links to organizational and individual performance.
- Identifying "SMART" type (specific, measurable, attainable, reasonable, time bound) goals in support of the MD process and discuss how they can be incorporated into office-specific strategic and operating plan goals.
- Developing organizational diagnostics, as requested, including staff input, determining the level of success in managing diversity, and developing metrics, conducting barrier analyses, and identifying actions needed to enhance organizational performance and improve efficiency and effectiveness.
- Utilizing a combination of lectures, discussions, visual displays, and applicable interactive exercises as tools to help participants better understand the impact of successfully managing a diverse workforce. Conducting individual interviews, group discussions, and surveys maybe included.
- Enhancing management and employee awareness or identifying requirements regarding new processes, procedures and desired behaviors.
- Enhancing participant understanding of how new objectives relate to achieving agency and office-specific diversity management goals, promoting a discrimination-free work environment, and providing opportunities for all employees to use their diverse talents to support the agency's mission.
- Clarifying roles, responsibilities and expectations.

The contractor shall provide a resume for each individual proposed to work on this contract.