

ORDER FOR SUPPLIES OR SERVICES

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

BPA NO.

1. DATE OF ORDER JAN 06 2010		2. CONTRACT NO. (If any) NRC-38-05-364		6. SHIP TO:	
3. ORDER NO. NRC-T024		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. hr-05-364-042 11/9/2009		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 VANTAGE HUMAN RESOURCE SERVICES, INC.		b. COMPANY NAME		f. SHIP VIA	
c. STREET ADDRESS 1050 17TH ST NW STE 600		d. CITY WASHINGTON		8. TYPE OF ORDER	
9. ACCOUNTING AND APPROPRIATION DATA 0-8415-5C1154, T8475, 252A, 31X0200		e. STATE DC		f. ZIP CODE 200364424	
11. BUSINESS CLASSIFICATION (Check appropriate box(es))		12. F.O.B. POINT N/A		10. REQUISITIONING OFFICE HR Office of Human Resources	
<input checked="" type="checkbox"/> a. SMALL		<input 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 SMALLBUSINESS	
<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)
	Issuance of Task Order No. 024 for project titled, "Leader's Academy Executive Coaching and Project Manager." Total Task Order Price: \$147,082.00 Period of Performance: December 23, 2009 - June 30, 2010. DUNS No.: 072654999					

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		\$147,082.00	17(h) TOTAL (Cont. pages)
SEE BILLING INSTRUCTIONS ON REVERSE		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
						\$147,082.00	17(i). GRAND TOTAL
						\$147,082.00	

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

Acceptance of Task Order No. 024 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. 024

Sarah Linneroth
NAME

Senior Project Manager
TITLE

January 11, 2010
DATE

**Statement of Work
Leadership Executive Coaching and Project Manager**

Task Order Title: One-on-One Leadership Executive Coaching and Project Manager

Purpose

To request leadership executive coaching and to request an onsite Project Manager to assist with the Leaders' Academy project management.

Background

The NRC has several levels of management including team leaders, supervisors, and Senior Executive Service (SES) managers and executives. Most middle managers and all senior managers at NRC are members of the SES. Attrition of management at NRC, largely due to retirements and growth in NRC's business, has driven NRC to increase its efforts to develop new managers at all levels.

Training of *incumbent* managers and supervisors/team leaders is already well supported and ongoing through the NRC Leaders' Academy. The Executive Resources Board (ERB) recognizes that incumbent managers must take the NRC's basic core training for new supervisors and should then annually pursue additional training opportunities that meet their individual needs. The ERB determined that the Office of Human Resources (HR) should expect incumbent managers to pursue individual leadership development primarily through external courses that meet their needs. This leaves HR to support the developmental preparation of NRC's new team leaders and supervisors through NRC-specific in-house training designed and supported by the NRC Leaders' Academy.

Scope of Work

The contractor shall provide the following support under this Task Order:

1. The Contractor shall provide an on-site Project Manager work in collaboration with the NRC Project Officer to ensure that leadership and career management services are provided to employees at all levels to include the following:
 - a. Coordination and delivery of leadership and coaching services and workshops; and establishment of improved procedures and controls where necessary to ensure that all services meet or exceed requirements.
 - b. Participate in planning sessions with PO and NRC designated staff to determine methods, content, and schedules for workshops, seminars, and other products and services. Obtain PO approval of any change of instructors prior to the instructor's seminar/course efforts, and conduct necessary discussions with the instructor to focus on content and delivery of the seminar/course.
 - c. Provide program/technical support for the NRC Leaders' Academy.

d. Participate on NRC work and/or project teams as needed and respond to requests from the Project Officer, whether administrative or technical, in a timely manner.

2. Provide 50 days of executive coaching services as directed by the Leaders' Academy Project Officer.

Contractor Personnel Qualifications

NRC will need contractor-provided executive coaches who are knowledgeable and experienced in the OPM's ECQs and leadership competencies.

Period of Performance

The period of performance is from the effective date of the task order to June 2010.