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68 (TEX. 1/2006) 68 (TEX. 1/2006) 68 (FR 53.213(f)) In accordance with Section C.16, <u>Task Order Procedures</u>, of the contract number NRC-38-05-364, this definitizes Task Order No. 024. This Task Order No. 024 shall be executed in accordance with the attached statement of work.

The period of performance for Task Order No. 24 shall be effective from December 23, 2009 to June 30, 2010. The objective of this task order is to provide a full-time on-site project manager to work with the NRC Project Officer in the delivery of leadership and career management services for NRC employees at all levels and to provide coaches to assist new team leaders, supervisors and managers in developmental preparation for current and future leadership roles.

The total ceiling price for Task Order No. 024 is \$147,082.00.

Please find the listing of the prices below:

Description	Estimated Quantity	Unit Price	Total Price
Executive Coach	50 days	\$1,417.14	\$70,857.00
On-Site Project Manager	1020 hours	\$74.73	\$76,225.00
	•	TOTAL PRICE	\$147,082.00

The following individuals are considered to be essential to the successful performance for work hereunder: 1) Ms. Karmen C. Baretich will serve as the Project Manager and Ms. Barbara Smith, Sara Walser, and Udall DeOleo will be the Executive Leadership Coaches. The contractor agrees that such personnel shall not be removed from the effort under the task order without compliance with Contract Clause C.16, Key Personnel. The contract deliverables must be submitted in accordance with Section B.3.3.9 of the Basic Contract and as indicated in the attached Statement of Work.

Your NRC points of contact during the course of this task order are:

Technical Matters: Christopher Barry

Contractual Matters: Monique B. Williams

Project Officer

Senior Contracts Specialist

(301) 492-2238

(301) 492-3640

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

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

NAME

Jesus Trans et Menager

DATE () JOHO

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 <u>incumbent</u> 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.