

# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES  
1 3

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

BPA NO. NRC-DR-38-10-700

1. DATE OF ORDER 03/24/2010		2. CONTRACT NO. (if any) GS10F0070K		6. SHIP TO:	
3. ORDER NO. NRC-T002		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: Jeffrey R. Mitchell, 301-492-3639 Mail Stop: TWB-01-B10M Washington, DC 20555		4. REQUISITION/REFERENCE NO. NRC-DR-38-10-700 T2 HR-10-700-001		b. STREET ADDRESS Attn: Leonard Carsley	
7. TO:		c. CITY Washington		d. STATE DC	e. ZIP CODE 20555
a. NAME OF CONTRACTOR FPMI SOLUTIONS, INC.		b. COMPANY NAME		f. SHIP VIA	
c. STREET ADDRESS 101 QUALITY CIR STE 110		d. CITY HUNTSVILLE		e. STATE AL	
f. ZIP CODE 358064534		8. TYPE OF ORDER		<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY 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.	
9. ACCOUNTING AND APPROPRIATION DATA 0-8415-5C1333 P8408 252A 31x0200 Obligate \$55,707.00 Contractor DUNS: 143339492		10. REQUISITIONING OFFICE HR		12. F.O.B. POINT N/A	
11. BUSINESS CLASSIFICATION (Check appropriate box(es))		<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 SMALLBUSINESS <input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED			
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION		b. ACCEPTANCE		16. DISCOUNT TERMS	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	In accordance with Section A.10 entitled "Task Order Procedures" of the subject contract, this order definitizes Task Order No. 2. This effort shall be performed in accordance with the enclosed Statement of Work.  Task Order No. 2 entitled "Employee Benefits, HR Processing and e-OPF Recordkeeping"  The issuance of this task order does not amend any other terms or conditions of the subject contract.					

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

22. UNITED STATES OF AMERICA  
BY (Signature)

23. NAME (Typed)  
Jeffrey R. Mitchell  
Contracting Officer

TITLE: CONTRACTING/ORDERING OFFICER

AUTHORIZED FOR LOCAL REPRODUCTION  
PREVIOUS EDITIONS ARE OBSOLETE

SUN(S) REVIEW COMPLETE

MAR 31 2010

OPTIONAL FORM NO. 347 (2006)  
PRESCRIBED BY GSA FPMR 48 CFR 53.213(f)

**TASK ORDER TERMS AND CONDITIONS**

NOT SPECIFIED IN THE CONTRACT

In accordance with the Terms and Conditions, TASK ORDER PROCEDURES, of the subject contract, Task Order No. 02 is definitized. The effort shall be performed in accordance with the attached Statement of Work.

**CONSIDERATION AND OBLIGATION--COST REIMBURSEMENT (JUN 1988)**

(a) The total estimated cost to the Government for full performance under this contract is \$55,707.80

(b) The amount obligated by the Government with respect to this contract is \$55,707.00. This obligated amount may be unilaterally increased from time to time by the Contracting Officer by written modification to this contract. The obligated amount shall, at no time, exceed the contract ceiling as specified in paragraph a above. When and if the amount(s) paid and payable to the Contractor hereunder shall equal the obligated amount, the Contractor shall not be obligated to continue performance of the work unless and until the Contracting Officer shall increase the amount obligated with respect to this contract. Any work undertaken by the Contractor in excess of the obligated amount specified above is done so at the Contractor's sole risk.

**DURATION OF CONTRACT PERIOD (MAR 1987)**

This contract shall commence on April 1, 2010 and will expire December 31, 2010.

**PRICE/COST SCHEDULE**

The following is a summary of the labor categories, number of hours and hourly labor rates.

Task Order No. 2 April 1, 2010 through April 31, 2010				
TASK 2 CLIN	LABOR CATEGORY	EST. HOURS	FIXED RATES	ESTIMATED TOTAL LABOR
001	Human Resources Technician	[REDACTED]	[REDACTED]	[REDACTED]
			Sub.Total (Labor)	[REDACTED]

Task Order No. 2 May 1, 2010 through December 31, 2010					
CLIN	DESCRIPTION	Qty	Unit	Unit Price (Fixed)	Total Price
002	Employee Benefits, HR Processing and e-OPF Recordkeeping in accordance with the Statement of Work Task A.1, B.1	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
				Total	\$49,328.00

<b>TOTAL ESTIMATED AMOUNT (TASK ORDER 2)</b>	<b>\$55,707.80</b>
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GS10F0070K NRC-T002

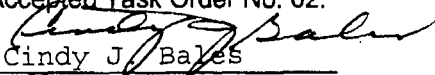
Your contacts during the course of the work order are:

Technical Matters: Leonard Carsley, Project Officer  
301-492-2220

Contractual Matters: Jeffrey R. Mitchell, Contract Specialist  
301-492-3639

The issuance of this work order does not amend any terms or conditions of the delivery order under the GSA FSS Contract.

Accepted Task Order No. 02:

  
Cindy J. Bales

NAME

Director of Contracts

Title

March 31, 2010

Date

**Statement of Work**  
**NRC-DR-38-10-700 Task Order #2**  
**“Employee Benefits, HR Processing and e-OPF Recordkeeping”**

**I. Background:**

The Nuclear Regulatory Commission's (NRC's) Office of Human Resources (HR) is responsible for human capital management and strategic workforce planning at the agency. HR exercises an active leadership role in the development of new initiatives in response to changes in human resources laws, rules, and regulations, and serves as the agency-wide source of HR policy. These policies are published in NRC's Management Directive (MD) system. HR develops policy and establishes programs in response to new or changing initiatives, and conducts reviews of programs and policies to improve existing procedures. HR also conducts ongoing workforce analyses.

NRC HR staff advises employees about and perform the full range of activities related to administering Federal benefits programs, including insurance programs, in accordance with Federal and OPM regulations.

NRC HR assistants provide a broad range of assistant or technician services related to processing personnel, payroll and benefits transaction processing.

NRC has over 4000 electronic official personnel folders (eOPF) containing a myriad of personnel documents.

**II. Objective:**

The overall objective of this task order is for the contractor to provide human resource technician services to the NRC for a variety of types of positions/grade levels utilized within the NRC.

The specific objectives of this task order are the following:

- Employee benefits and HR processing
- HR electronic official personnel folder recordkeeping

**III. Statement of Work:**

The contractor shall be technically competent with standard Federal government human resources procedures. The contractor employees shall be required to provide employee benefits, HR processing, and recordkeeping services to the NRC for approximately 4000 employees. The contractor shall follow HR procedures and policies regarding the documentation of findings, disposition of applications, and other relevant factors.

Sub-TASK A.1 – EMPLOYEE BENEFITS and HR PROCESSING

A.1.1 – REQUIREMENT

The contractor shall provide employee benefits services and process personnel actions for NRC employees.

A.1.2 – STANDARD

The contractor shall advise on and process any or all of the following:

- determining eligibility for Federal benefits and providing basic benefits information
- processing health and thrift savings plan makeup contributions
- conducting new employee benefits briefings
- processing worker's compensation claims
- determining creditable service and computing service dates
- responding to questions from employees about personnel, benefits and payroll transactions
- developing the Department of Labor Office of Worker's Compensation Program (OWCP) chargeback report response

Sub-function Definition: Assist NRC in implementing benefit programs that attracts, retains, and supports NRC employees. This sub-function also includes supporting the NRC Federal Employees' Compensation program and unemployment benefits program.

Process	6.1 Administer Benefits Programs	
HRLOB Business Reference Model ID	Activity Name	Activity Definition
	Maintain FECA Recordkeeping System	<p>Inputs: Injury Compensation For Federal Employees Handbook CA-810 (<a href="http://www.dol.gov/esa/owcp/dfec/reg-library.htm">http://www.dol.gov/esa/owcp/dfec/reg-library.htm</a>)</p> <p>Establish a record-keeping system which will enable the agency to maintain copies of claim forms, medical reports, correspondence with OWCP, and other materials related to each compensation claim in an orderly fashion. Record-keeping system will be established within 90 days of the task order being issued.</p> <p>Deliverables: Process OWCP claims.</p>

	Ensure accuracy of NRC chargeback	<p>Inputs: Federal Employees' Compensation Act, Injury Compensation For Federal Employees Handbook CA-810 (<a href="http://www.dol.gov/esa/owcp/dfec/reg-library.htm">http://www.dol.gov/esa/owcp/dfec/reg-library.htm</a>), Quarterly Agency Chargeback Report</p> <p>Review Quarterly chargeback report and prepare correspondence for Associate Director signature. Correspondence will be prepared within 30 days of the receipt of the Chargeback report.</p> <p>Deliverables: OWCP chargeback report response.</p>
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Process	6.2 Process Benefits Actions	
HRLOB Business Reference Model ID	Activity Name	Activity Definition
6.2.4	Activate Enrollments	<p>Inputs: Benefits Election Forms, Guide to Processing Personnel Actions (<a href="http://www.opm.gov/feddata/gppa/Gppa01.pdf">http://www.opm.gov/feddata/gppa/Gppa01.pdf</a>), FEGLI Handbook (<a href="http://www.opm.gov/insure/life/reference/handbook/">http://www.opm.gov/insure/life/reference/handbook/</a>), FEHB Program Handbook (<a href="http://www.opm.gov/insure/health/reference/handbook/fehb00.asp">http://www.opm.gov/insure/health/reference/handbook/fehb00.asp</a>)</p> <p>Review eligibility and activate employee into benefits programs.</p> <p>Deliverables: New employee benefits briefings and process benefits elections.</p>

**A.1.3 – DELIVERABLES**

The deliverables shall consist of the following items:

- process worker's compensation claims
- prepare OWCP chargeback report response
- conduct new employee benefits briefings
- process transaction for employee benefits

A.1.4 – ACCEPTANCE CRITERIA

Employee benefits actions and other personnel/payroll actions shall be processed in accordance with Federal-wide rules and procedures.

A.1.5 – PERFORMANCE MEASUREMENT CHART

Tasks	Performance Measures		Method of Measurement	AQL	Deductions and Incentives	
	Performance Indicators	Standards			Deductions	Award
Process personnel and payroll actions	Timely and accurate processing	Action is processed accurately and is fully compliant with Federal government and NRC rules and regulations within established deadline to accommodate payroll processing	10 percent of all records are reviewed each quarter	90 percent of files meet standard.		Term Award eligibility if 90 percent of the total number of records reviewed over the entire base period meet the standard

Sub-TASK B.1 – HUMAN RESOURCES eOPF RECORDKEEPING

B.1.1 – REQUIREMENT

The contractor shall be technically competent to provide a range of human resources recordkeeping services in accordance with Office of Personnel Management (OPM) regulations and guidelines and NRC procedures.

B.1.2 – STANDARD

The contractor shall perform any or all of the following activities that are limited to processing and recordkeeping:

- Review and cleanse eOPFs in accordance with OPM Guide to Recordkeeping
- Prepare and forward eOPFs of separating employees to appropriate location
- Audit eOPFs to ensure compliance the OPM Guide to Recordkeeping (200 eOPFs per year).

Sub-function Definition: This sub-function includes electronic Official Personnel folder maintenance (including scanning and manifesting) for NRC headquarters.

Process	Recordkeeping	
HRLOB Business Reference Model ID	Activity Name	Activity Definition
	Maintain Electronic Personnel Folders	<p>Inputs: Guide to Personnel Recordkeeping (<a href="http://www.opm.gov/feddata/recguide2008.pdf">http://www.opm.gov/feddata/recguide2008.pdf</a>)</p> <p>Scan documents, index, and upload into an electronic Official Personnel Folder (eOPF)</p> <p>Deliverables: scanned document added into eOPFs</p>
	Manifest Documents for Inclusion in Electronic Official Personnel Folders	<p>Inputs: Guide to Personnel Recordkeeping (<a href="http://www.opm.gov/feddata/recguide2008.pdf">http://www.opm.gov/feddata/recguide2008.pdf</a>) Enterprise Human Resources Integration (EHRI) eOPF Manifest And Box Shipment Procedures For Backfile and Day Forward Conversion (Appendix C)</p> <p>Manifest and ship OPFs and records according to the <u>EHRI eOPF Manifest And Box Shipment Procedures For Backfile and Day Forward Conversion</u>.</p> <p>Deliverables: Manifest records, pack and ship boxes</p>
	Audit electronic Official Personnel Folders	<p>Inputs: Guide to Personnel Recordkeeping (<a href="http://www.opm.gov/feddata/recguide2008.pdf">http://www.opm.gov/feddata/recguide2008.pdf</a>),</p> <p>Review 5percent of NRC eOPFs per year to ensure compliance with the <u>Guide to Personnel Record Keeping</u> and make recommendations to the NRC as necessary. Audit Report is due annually at the end of the 1<sup>st</sup> Quarter.</p> <p>Deliverables: Audit Report</p>

### B.1.3 – DELIVERABLES

- maintain electronic Official Personnel Folder
- manifest, pack and ship records to be scanned
- audit report



**B.1.4 – ACCEPTANCE CRITERIA**

Electronic official personnel folders are maintained in accordance with OPM's Guide to Personnel Recordkeeping.

**B.1.5 – PERFORMANCE MEASUREMENT CHART**

Tasks	Performance Measures		Method of Measurement	AQL	Deductions and Incentives	
	Performance Indicators	Standards			Deduction	Award
Recordkeeping for electronic Official Personnel Folders (eOPF)	Records are scanned and indexed as needed.  Records are manifested according to OPM guidelines and are shipped for vendor (Anacomp) scanning quarterly	Records are correctly scanned, indexed, manifested and shipped on schedule	50 files are reviewed each quarter	90 percent of files meet standard		Term Award eligibility if 90 percent of the total number of records reviewed over the entire base period meet the standard

**IV. Performance Measures:**

The project officer shall determine performance by the following measures:

- Effectiveness: A process characteristic indicating the degree to which the process output (work product) conforms to requirements.
- Efficiency: A process characteristic indicating the degree to which the process produces the required output at minimum resource cost.
- Quality: The degree to which a product or service was performed correctly and meets HR requirements and expectations.
- Timeliness: Measures whether a unit of work was done on time.

**V. Period of Performance:**

The period of performance is from April 1, 2010 through December 31, 2010.

## **VI. Place of Performance:**

The contractor shall perform all work on site at the NRC Headquarters in the Montgomery County MD area.

## **VII. HR Policies, Procedures & NRC Management Directives:**

- Listed below are the internet links to mandatory references to perform the activities in this task order:
- Guide to Personnel Recordkeeping (<http://www.opm.gov/feddata/recguide2008.pdf>)
- Injury Compensation for Federal Employees Handbook CA-810 (<http://www.dol.gov/esa/owcp/dfec/reg-library.htm>)
- U.S. Office of Personnel Management:  
[www.opm.gov](http://www.opm.gov)
- Benefits Election Forms, Guide to Processing Personnel Actions (<http://www.opm.gov/feddata/gppa/Gppa01.pdf>)
- FEGLI Handbook (<http://www.opm.gov/insure/life/reference/handbook/>)
- FEHB Program Handbook (<http://www.opm.gov/insure/health/reference/handbook/fehb00.asp>)
- NRC HR Policies and Procedures:  
Furnished upon request.
- NRC/NTEU Collective Bargaining Agreement  
<http://www.internal.nrc.gov/HR/pdf/cba.pdf>  
Furnished upon request.

## **VIII. GOVERNMENT FURNISHED EQUIPMENT AND SPACE**

The contractor will be provided with government-furnished tools/equipment such as: a desk, telephone, access to a copy machine and a fax machine, a computer with appropriate software, Internet access and the reference material necessary for the contractor to be able to perform the assigned tasks.