

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 20

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

BPA NO.

1. DATE OF ORDER <b>5/6/2010</b>		2. CONTRACT NO. (if any) NRC-27-09-1117		6. SHIP TO	
3. ORDER NO. NRC-27-09-1117-T061		4. REQUISITION/REFERENCE NO. SB-27-09-1117		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div. of Contracts Attn: Michele D. Sharpe Mail Stop: TWS-01-210M Washington, DC 20555		b. STREET ADDRESS ATTN: Diana Strong Mail Stop: 03-H8		c. CITY Washington	
		d. STATE DC		e. ZIP CODE 20555	
7. TO		f. SHIP VIA			

SBA NO. 0373-09-910395

a. NAME OF CONTRACTOR PREMIER MANAGEMENT CORPORATION			8. TYPE OF ORDER		
b. COMPANY NAME			<input type="checkbox"/> a. PURCHASE <input type="checkbox"/> b. DELIVERY		
c. STREET ADDRESS 5523 RESEARCH PARK DR STE 110			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.		
d. CITY BALTIMORE			e. STATE MD	f. ZIP CODE 212284679	

9. ACCOUNTING AND APPROPRIATION DATA Administratively transfer funds previously obligated under base order NRC-27-09-1117. **See Page 2 for details**		10. REQUISITIONING OFFICE SDB SBCR	
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11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT N/A	
<input checked="" type="checkbox"/> a. SMALL	<input type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> d. SERVICE-DISABLED VETERAN-OWNED		
<input type="checkbox"/> e. WOMEN-OWNED	<input type="checkbox"/> f. HUBZone	<input type="checkbox"/> g. EMERGING SMALL BUSINESS			

13. PLACE OF		14. GOVERNMENT B/L NO. N/A		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 5/4/2010-8/4/2010		16. DISCOUNT TERMS N/A	
a. INSPECTION Destination		b. ACCEPTANCE Destination					

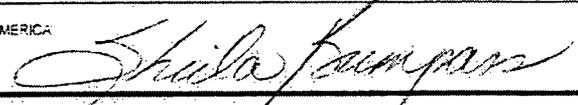
17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	The contractor shall provide technical assistance support for the Office of Small Business and Civil Rights (SBCR) Helmet to Business Initiative in accordance with the Statement of Work (SOW) and the terms and conditions of NRC Contract No. NRC-27-09-1117. The NRC hereby accepts the contractor's proposal dated March 30, 2010.  Total Task Order Ceiling: \$56,603.63 Total Obligated Amount: \$56,603.63 Period of Performance: 5/4/2010-8/4/2010  ACCEPTED:  Signature: _____ Date: 05/06/2010 Manager of Contracts & Finance Print Title					

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.	
21. MAIL INVOICE TO					
a. NAME Department of Interior / NEC NECPayments@nrc.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		f. AMOUNT \$56,603.63	

17(h) TOTAL (Cont. pages)

17(j) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature) 		23. NAME (Typed) Sheila Bumpass Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER	
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OPTIONAL FORM 347 (REV. 4/2006) PRESCRIBED BY GSA/FAR 48 CFR 53.213(f)

SUNSI REVIEW COMPLETE

MAY 12 2010

TEMPLATE - ADMO01

ADMO01

**TASK ORDER TERMS AND CONDITIONS**

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NOT SPECIFIED IN THE CONTRACT

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**A.1 ACCOUNTING INFORMATION**

Funds previously obligated in the amount of \$56,603.63 are administratively transferred from Contract No. NRC-27-09-1117 to NRC-27-09-1117-T001. The initial accounting information is as follows:  
B&R: 97P-15-5C1-230 JC: D1214 BOC: 252A APP No.: 31X0200 FFS: RQSBC093  
DUNS: 142540058

**A.2 CONSIDERATION AND OBLIGATION**

- (a) The total estimated cost to the Government for full performance under this task order is \$56,603.63.
- (b) The amount presently obligated by the Government with respect to this task order is \$56,603.63. This obligated amount may be unilaterally increased from time to time by the Contracting Officer by written modification to this task order. The obligated amount shall, at no time, exceed the task order 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.

**A.3 2052.211-71 TECHNICAL PROGRESS REPORT (JAN 1993)**

The contractor shall provide a monthly Technical Progress Report to the project officer and the contracting officer. The report is due within 15 calendar days after the end of the report period and must identify the title of the project, the contract number, appropriate financial tracking code specified by the NRC Project Officer, project manager and/or principal investigator, the contract period of performance, and the period covered by the report. Each report must include the following for each discrete task/task order:

- (a) A listing of the efforts completed during the period, and milestones reached or, if missed, an explanation provided;
- (b) Any problems or delays encountered or anticipated and recommendations for resolution. If the recommended resolution involves a contract modification, e.g., change in work requirements, level of effort (cost) or schedule delay, the contractor shall submit a separate letter to the contracting officer identifying the required change and estimated cost impact.
- (c) A summary of progress to date; and
- (d) Plans for the next reporting period.

#### **A.4 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.5 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.6 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

**CONTRACT NO. NRC-27-09-1117**

**TASK ORDER NO. 1**

**TECHNICAL ASSISTANCE SUPPORT FOR THE HELMETS TO BUSINESS INITIATIVE**

**1.0 BACKGROUND**

The U.S. Nuclear Regulatory Commission's (NRC) Small Business Program (SBP) is responsible for implementing the Federal Small Business Program at the NRC, recommending small business contract strategies and sources, engaging in various activities to provide maximum practicable acquisition opportunities at the prime and subcontract level for small business, and ensuring that the Federally-mandated small business contracting goals are achieved. However, despite the agency's most valiant efforts, the agency has failed to meet its service-disabled veteran-owned small business (SDVOSB) contracting goal. Providing the maximum practical acquisition opportunities to SDVOSBs is of great importance to the NRC as the agency proudly recognizes the extraordinary service rendered to our country by service-disabled veterans. The Federal Government has also acknowledged the need for contracting opportunities to increase for SDVOSBs and has expressed its commitment to strengthening procurement opportunities through a Presidential Executive Order. On October 20, 2004, President Bush signed Executive Order (EO) 13360 that directed agencies to develop a comprehensive strategy to increase federal contracting and subcontracting opportunities for SDVOSBs. In order to accomplish this goal, the NRC established the Helmets to Business Initiative to ensure that both prime and subcontracting opportunities for SDVOSBs are significantly increased. As a result, the NRC must maintain an ongoing effort to implement this vital initiative.

**2.0 OBJECTIVE**

The purpose of this task order is to provide the NRC with technical assistance support in the implementation of the Helmets to Business Initiative. The contractor shall provide qualified senior acquisition support personnel to support the Helmets to Business Initiative in accordance with the Scope of Work as stated below.

**3.0 SCOPE OF WORK**

The contractor shall provide technical assistance support services covered by this task order for the duration and amount listed in support of the implementation of the Helmets to Business Initiative, which includes the following technical assistance support tasks:

1. The Contractor shall attend a task order kickoff meeting that will be conducted at NRC to introduce staff and to conduct a detailed project review. The NRC will provide a detailed overview of the project's objectives and operational expectations and the Contractor will discuss their approach for completing the work.
2. The Contractor shall submit monthly progress reports. The report shall include the following:
  - a. A listing of the efforts completed during the period, and milestones reached or, if missed, an explanation provided;

- b. Any problems or delays encountered or anticipated and recommendations for resolution. If the recommended resolution involves a contract modification, e.g. change in work requirements, level of effort (cost) or schedule delay, the Contractor shall submit a separate letter to the Project Officer and Contracting Officer identifying the required change and estimated cost impact;
  - c. A summary of progress to date; and
  - d. Plans for the next reporting period.
3. Revision Support for NRC Management Directive<sup>1</sup> 11.4, entitled, "NRC Small and Disadvantaged Business Program." The NRC Management Directive will be provided to the contractor in Pdf format, via email. The contractor shall review the NRC Management Directive and perform the following actions:
- a. Inclusion of a section that requires, at a minimum, ordering activities should consider, at least one small business, noting the importance of veteran-owned small business under the Helmets to Business Initiative, for acquisitions using Federal Supply Schedule contractors. Please see Federal Acquisition Regulation 8.405-5(b) for more information.
  - b. Compare and cross-reference the Small Business Program's Management Directive, 11.4, with the Division of Contract's Management Directive, 11.1, to identify areas where there are inconsistencies. Management Directive 11.1 will also be provided to the contractor, via email;
  - c. Incorporate the use of the NRC's Small Business Program review forms to the acquisition planning and strategy development process listed in the Management Directive. The Small Business Program review forms will be provided to the contractor in a Pdf format, via email.
  - d. Ensure that the Management Directive is in accordance with current Federal Acquisition laws and provide any necessary updates or corrections;
  - e. Changes that improve the understanding and ease of use of the Management Directive;
  - f. Identify sections that are unclear and provide suggestions that clarify the specific section;
  - g. Expand, update and revise the glossary section for the needed to include more terms and determine the sufficient and accuracy of the current definitions; and
4. Support the implementation of the NRC Quarterly Business Meet & Greet seminar by reviewing the PowerPoint slides used for the seminar and suggest any revisions

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<sup>1</sup> The NRC Management documents are also available for public viewing in NRC's online public reading room. The online public reading room may be accessed by visiting the following link: <http://www.nrc.gov/reading-rm/doc-collections/management-directives/>.

or additions that would improve effectiveness of the seminar presentation. The PowerPoint slides will be provided to the contractor via email.

5. Support the implementation of the internal acquisition training for NRC Project Managers and Procurement Officials to inform them of the SDVOSB marketplace and available contract vehicles. The contractor will assist in drafting training materials that explain Federal acquisition market research techniques that identify service-disabled veteran-owned small businesses. The training materials will consist of a PowerPoint presentation that is no longer than 20 slides using Arial font at a size of no more than 36.
6. Revision support for NRC's Small Business Program's public Web site. Revision support shall include review of the Small Business Program's public Web site's content, located at: <http://www.nrc.gov/about-nrc/contracting/small-business.html>. The review shall identify areas requiring correction, updating, additions, or improvements in the public's understanding of the Federal acquisition process.
7. Support the implementation of the Public Education Campaign Program and outreach events to support Procurement Fairs and Research Information Exchange sessions. The contractor shall assist in the drafting of a document (no less than 5, but no more than 10 pages) that briefly explains the Federal acquisition process from cradle to grave. The guide shall be drafted towards a business community audience that has never done business with the Federal Government (i.e., explain how a company must be registered with the CCR in order to do business with the Federal Government and how to find solicitations on Fbo.gov, etc.).
8. Technical support to Web-enable NRC Small Business Forms (e.g., NRC Form 827, 828, and 829, which are located in the attachments section, beginning on Page 6) to permit electronic completion of the forms, provide unlimited expandable comment text boxes, and secure edit controls to ensure accurate input of information. The forms which are currently in Pdf (e.g., NRC Form 827, 828, and 829). The transition shall allow a user to complete each data entry field located on the forms. The forms will be provided in Pdf to the contractor via email.

The contractor shall provide the draft documents to the NRC Project Manager in electronic form as directed by the Project Manager on the date listed in Section 6.0, Schedule of Deliverables. The electronic formats used by the NRC for performance under this task order are MS Word, Excel, PowerPoint, and Pdf. The font size to be used on all documents is Arial 11 with one (1) inch margins on both sides, except for PowerPoint Presentations. Upon receipt of the draft documentation, the NRC Project Manager will review and provide comments, via email, to the contractor within five (5) business days. The contractor shall modify the draft version, based on comments provided by the NRC Project Manager, within three (3) business days, to develop the final version of the documentation. The final draft version of the document shall be submitted via email to the NRC Project Manager for acceptance.

#### **4.0 KEY PERSONNEL AVAILABILITY**

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

The contractor shall maintain continuous availability of all key personnel who are required to successfully perform the work required under this task order.

**5.0 PLACE OF PERFORMANCE AND MEETINGS AND TRAVEL**

The contractor support personnel will perform all of the requirements of this task order “offsite” to the NRC. The contractor support personnel shall have a cell phone and a laptop or similar equipment (PDA, blackberry, etc.) which provides e-mail capability with wireless Internet access), in order for the contractor to communicate with the Project Manager at any time during the normal workday from 7:30 a.m. through 4:15 p.m., by telephone and e-mail.

The kick-off meeting will be held at NRC Headquarters located in Rockville, Maryland. Meeting 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.

There is no anticipated travel other than to the NRC headquarters, located at 11545 Rockville Pike, Rockville, Maryland 20852.

**6.0 SCHEDULE OF DELIVERABLES**

The contractor shall provide final draft documentation and reports as noted below:

Deliverable:	Acceptance Criteria:	Due Date:
1. Kickoff meeting	Attendance by Project Manager and key staff for a 1 hour meeting	Five (5) days after task order award
2. Monthly Progress Report	Submission of the report by the due date	Last Monday of each month
3. Revision Support for NRC Management Directive 11.4	Approval of final draft documentation by the NRC Project Manager	3 months from date of task order award
4. Support the implementation of the NRC Quarterly Business Meet & Greet seminar	Approval of final draft documentation by the NRC Project Manager	3 months from date of task order award
5. Support the implementation of the internal acquisition training for NRC Project Managers and Procurement Officials	Approval of final draft documentation by the NRC Project Manager	3 months from date of task order award
6. Revision support for NRC's Small Business Program's public Web site content	Approval of final draft documentation by the NRC Project Manager	3 months from date of task order award
7. Support the implementation of the Public Education Campaign Program and outreach events to support Procurement Fairs and Research Information Exchange sessions	Approval of final draft documentation by the NRC Project Manager	3 months from date of task order award

8. Technical support to Web-enable NRC Small Business Forms to permit electronic completion of the forms, which are currently in Pdf (e.g., NRC Form 827, 828, and 829). Technical support will include any required revisions to the document.	Approval of final draft documentation by the NRC Project Manager	3 months from date of task order award
9. Technical support to make the NRC's Forecast of Contract Opportunities Web-searchable via keywords, industry code, or estimated dollar value range	Approval of final draft documentation by the NRC Project Manager	3 months from date of task order award

**7.0. PERIOD OF PERFORMANCE**

The period of performance of this task order will be 3 months from the date of task order award.