

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30				1. REQUISITION NO.		PAGE 1 OF	
2. CONTRACT NO. GS35F4704G		3. AWARD/EFFECTIVE DATE 07-19-2010		4. ORDER NO. NRC-DR-33-10-365 NRC-T005		5. SOLICITATION NUMBER	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME Matthew Bucher		b. TELEPHONE NO. (No Collect Calls) 301-492-3485		8. OFFER DUE DATE/LOCAL TIME	
9. ISSUED BY U.S. Nuclear Regulatory Commission Div. of Contracts Attn: Matthew J. Bucher Mail Stop: TWB-01-B10M Washington, DC 20555				10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: % FOR: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> EMERGING SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> 8(A) NAICS: 541511 SIZE STANDARD:			
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input checked="" type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>		13b. RATING N/A	
15. DELIVER TO U.S. Nuclear Regulatory Commission Washington DC 20555				16. ADMINISTERED BY U.S. Nuclear Regulatory Commission Div. of Contracts Mail Stop: TWB-01-B10M Washington, DC 20555			
17a. CONTRACTOR/OFFEROR CODE 037753399		FACILITY CODE		18a. PAYMENT WILL BE MADE BY Department of Interior / NBC NRCPayments@nbc.gov Attn: Fiscal Services Branch - D2770 7301 W. Mansfield Avenue Denver CO 80235-2230			
ADVANCED TECHNOLOGY SYSTEMS INC A T S C 7925 JONES BRANCH DR MC LEAN VA 221023343 TELEPHONE NO.				18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER							
19. ITEM NO.	20. See CONTINUATION Page SCHEDULE OF SUPPLIES/SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	<p>The purpose of this Labor Hours (LH) task order is to procure program management support services for the Office of New Reactors (NRO). The work to be accomplished through this task order shall be in accordance with the Statement of Work (SOW) (attachment 1). Billing for this task order shall be in accordance with Billing Instruction for Labor Hour or Time and Material Contracts (attachment 2)</p> <p>NRC Project Officer: William Carrier, 301-415-5778 William.Carrier@nrc.gov</p> <p>Obligation: \$60,000.00 Ceiling Amount: \$189,571.20 Period of Performance: 7/19/2010-2/28/2011</p> <p>(Use Reverse and/or Attach Additional Sheets as Necessary)</p>						
25. ACCOUNTING AND APPROPRIATION DATA B&R Number: 025-15-171-107 JC: Q4237 B.O.C: 2574 APPN: 31X0200 Obligates Funds: \$60,000.00 FSS Number: 0036505237				26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$60,000.00			
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA				<input type="checkbox"/> ARE <input checked="" type="checkbox"/> ARE NOT ATTACHED.			
<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA				<input type="checkbox"/> ARE <input checked="" type="checkbox"/> ARE NOT ATTACHED.			
<input checked="" type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED				29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____ YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN IS ACCEPTED AS TO ITEMS:			
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA SIGNATURE OF CONTRACTING OFFICER)			
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT) Deborah Bugby, VP Contracts				31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) Jordan Pulaski Contracting Officer			
30c. DATE SIGNED July 22, 2010				31c. DATE SIGNED 7-19-10			

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION IS NOT USABLE

STANDARD FORM 1449 (REV. 3/2005)
Prescribed by GSA - FAR (48 CFR) 53.212

TEMPLATE - ADM001

SUNSI REVIEW COMPLETE

JUL 23 2010

ADM001

Base Year: 7/19/2010-2/28/2011

	Descriptions	Hours	Price Per Hour	Total
T&M	Process Manager			\$
	Total			\$ 189,571.20

Option Year 1: 3/1/2011-2/29/2012

	Descriptions	Hours	Price Per Hour	Total
T&M	Process Manager			\$
	Total			\$ 298,699.00

TOTAL - 7/19/2010 - 02/29/2012

	Descriptions	Hours	Price Per Hour	Total
T&M	Process Manager			\$
	Total			\$ 488,270.20

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 10 days of task order expiration.

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 10 days of task order expiration; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 15 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed two (2) years.

TASK ORDER STATEMENT OF WORK

1.0 BACKGROUND

The U.S. Nuclear Regulatory Commission's (NRC's) Office of New Reactors (NRO) is leading an unprecedented level of planning and infrastructure development to prepare for a large number of new reactor applications. As a result of these new reactor licensing activities, the NRO is experiencing significant changes in workload, staffing, and day-to-day operations and interactions. The NRC staff is engaged in numerous interactions with industry, vendors, and contractors regarding prospective new reactor applications and licensing activities. As such, the NRC expects an unprecedented level of technical review and licensing work associated with these new reactor licensing activities over the next five years. Compounding this problem is that the NRC has not received an application for new construction and operation of a new power plant in over 30 years. The breadth and scope of scheduling, planning, and analysis for new reactor application reviews far exceeds that of most planning efforts conducted in the history of the NRC. Therefore, NRO is in the process of acquiring and implementing a variety of information technology (IT) environments and automating various processes to support decision making and processing of new reactor licenses. The primary application used to manage new reactor licenses is Microsoft Enterprise Project Management (EPM).

There are several components planned or under development to enhance analysis, reporting, and managing data associated with EPM and which is needed so management staff can make informed decisions and support staff can manage processes in an efficient and effective manner. Specific examples of the current IT initiatives include acquisition and implementation of Microsoft Dynamics to track and report on expenditures at the task and resource level, Business Intelligence to collect data and produce a wide variety of reports needed by NRO management and staff for analyzing work load and performance data and for making informed decisions. All IT systems and enhancements are managed by the Change Control Board (CCB) and are tracked in IBM Rational (IBM rational enterprise Suite and IBM Rational Professional Bundle software tools).

2.0 OBJECTIVE

The objective is to acquire Contractor project management support services plan, document, and facilitate implementation of IT initiatives and processes. The contractor shall also coordinate CCB activities, maintain information in IBM Rational as defined by the NRC Project Management Methodology and provide IBM Rational expertise, training, and support.

3.0 TASK REQUIREMENTS, SCHEDULE AND DELIVERABLES

TASK 3.1 Project Management Support:

The contractor shall provide project management support and systems analysis support for the NRO EPM Project. The contractor shall coordinate and facilitate activities related to performance of this task order.

The contractor shall conduct systems analysis and develop project plans (which shall be due no more than fifteen (15) days after assignment) based on the analysis and consistent with NRC's Program Management Methodology (PMM), Management Directive 2.8. The contractor shall submit the analysis and project plans in writing for review by the Project Officer. The NRC project officer will have five (5) days to comment on the draft report. If no comments are made by the project officer, the draft reports become accepted as submitted. Upon receipt of written

Project Officer Approval of project plan, the contractor shall execute the project plan, and coordinate and document work on the project in accordance with the approved project plan. The schedule and deliverables for the project will be controlled by the approved project plan.

The contractor shall also be responsible for scheduling and coordinating the CCB and provide support for the Change Control System, IBM Rational including, but not limited to: Change Request Creation and review.

4.0 REPORTING REQUIREMENTS

Task Order Progress Report

The contractor shall provide a monthly written progress report by the fifth business day of the following month to the Project Officer that addresses tasks and deliverables worked on, completion status of each of those tasks and deliverables, , contractor staff hours expended per task order labor category, percent completed for each task under this task order, and any problems encountered and corrective actions taken or planned by the contractor.

The Contractor shall provide a weekly written progress report to the Project Officer that provides the status and completion of all work assigned during the week.

Reporting Requirements

Unless otherwise specified by an approved project plan, the contractor shall provide all deliverables to the Project Officer in writing as draft products. The Project Officer will review all draft deliverables (and coordinate any internal NRC staff review, if needed) and provide written comments back to the contractor within one week of deliverable submission. The contractor shall revise the deliverable based on the comments provided by the Project Officer, and then deliver the final version of the deliverable to the Project Officer. Reporting deliverables schedule shall be controlled by the approved project plan(s).

5.0 LOCATION OF WORK, MEETINGS AND TRAVEL

The Contractor shall perform all services for this task order on-site at NRC. However, if space limitations exist at NRC which prevent the contractor from working on-site, the Project Officer may authorize the Contractor to perform requirements at the contractor's facility. In those cases, the contractor shall be available within one hour of being contacted by the Project Officer to participate via telephone conference call or attend meetings or to work at NRC in Rockville, Maryland.

No Contractor travel costs will be reimbursed under this task order.

*At the discretion of the NRC TM, meeting may be conducted via telephone or video conference.

6.0 NRC FURNISHED MATERIAL

The Project Officer will furnish available documentation associated with projects as well as access to systems required to perform the work including access to a standard NRC workstation and the Change Control System (IBM Rational).

7.0 LEVEL OF EFFORT

The Government estimates that approximately 600 Contractor labor-hours will be required during the Base Period, and that approximately 1,880 Contractor labor-hours will be required during each Option Period.

If the base period begins on June 18, 2010, 600 hours will run approximately through the end of Fiscal Year 2010 (9-30-2010). If the base period is to end consistent with the existing PMM Support Contract of Feb 28, 2011, then a total of approximately 1,400 hours should be allocated to the base year. Subsequent years should be allocated at the 1,880 level.

8.0 Period of Performance:

Base Period: Date of award until 2/28/2011

Option Period One: 3/1/2011-2/28/2012

ATTACHMENT 2

BILLING INSTRUCTIONS FOR LABOR HOUR/TIME AND MATERIALS TYPE CONTRACTS (JUNE 2008)

General: During performance and through final payment of this contract, the contractor is responsible for the accuracy and completeness of data within the Central Contractor Registration (CCR) database and for any liability resulting from the Government's reliance on inaccurate or incomplete CCR data.

The contractor shall prepare vouchers/invoices as prescribed herein. FAILURE TO SUBMIT VOUCHERS/INVOICES IN ACCORDANCE WITH THESE INSTRUCTIONS WILL RESULT IN REJECTION OF THE VOUCHER/INVOICE AS IMPROPER.

Form: Claims shall be submitted on the payee's letterhead, voucher/invoice, or on the Government's Standard Form 1034, "Public Voucher for Purchases and Services Other than Personal," and Standard Form 1035, "Public Voucher for Purchases Other than Personal--Continuation Sheet."

Number of Copies: A signed original shall be submitted. If the voucher/invoice includes the purchase of any property with an initial acquisition cost of \$50,000 or more, a copy of the signed original is also required.

Designated Agency Billing Office: The preferred method of submitting vouchers/invoices is electronically to the Department of the Interior at NRCPayments@nbc.gov

If the voucher/invoice includes the purchase of any property with an initial acquisition cost of \$50,000 or more, a copy of the signed original shall be electronically sent to: Property@nrc.gov

However, if you submit a hard-copy of the voucher/invoice, it shall be submitted to the following address:

Department of the Interior
National Business Center
Attn: Fiscal Services Branch - D2770
7301 West Mansfield Avenue
Denver, CO 80235-2230

If you submit a hard-copy of the voucher/invoice and it includes the purchase of any property with an initial acquisition cost of \$50,000 or more, a copy of the signed original shall be mailed to the following address:

U.S. Nuclear Regulatory Commission
NRC Property Management Officer
Mail Stop: O-4D15
Washington, DC 20555-0001

HAND-CARRIED SUBMISSIONS WILL NOT BE ACCEPTED

Agency Payment Office: Payment will continue to be made by the office designated in the contract in Block 12 of Standard Form 26, Block 25 of Standard Form 33, or Block 18a. of Standard Form 1449, whichever is applicable.

ATTACHMENT 2

BILLING INSTRUCTIONS FOR LABOR HOUR/TIME AND MATERIALS TYPE CONTRACTS (JUNE 2008)

Frequency: The contractor shall submit claims for reimbursement once each month, unless otherwise authorized by the Contracting Officer.

Format: Claims shall be submitted in the format depicted on the attached sample form entitled "Voucher/Invoice for Purchases and Services Other than Personal" (see Attachment 1). The sample format is provided for guidance only. The format is not required for submission of a voucher/invoice. Alternate formats are permissible provided all requirements of the billing instructions are addressed.

Billing of Cost after Expiration of Contract: If costs are incurred during the contract period and claimed after the contract has expired, you must cite the period during which these costs were incurred. To be considered a proper expiration voucher/invoice, the contractor shall clearly mark it "EXPIRATION VOUCHER" or "EXPIRATION INVOICE".

Final vouchers/invoices shall be marked "FINAL VOUCHER" or "FINAL INVOICE".

Currency: Billings may be expressed in the currency normally used by the contractor in maintaining his accounting records and payments will be made in that currency. However, the U.S. dollar equivalent for all vouchers/invoices paid under the contract may not exceed the total U.S. dollars authorized in the contract.

Supersession: These instructions supersede any previous billing instructions.

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**BILLING INSTRUCTIONS FOR
LABOR HOUR/TIME AND MATERIALS TYPE CONTRACTS (JUNE 2008)
INVOICE/VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL
(SAMPLE FORMAT - COVER SHEET)**

1. Official Agency Billing Office

Department of the Interior
National Business Center
Attn: Fiscal Services Branch - D2770
7301 West Mansfield Avenue
Denver, CO 80235-2230

2. Voucher Information

a. Payee's DUNS Number or DUNS+4. The Payee shall include the Payee's Data Universal Number (DUNS) or DUNS+4 number that identifies the Payee's name and address. The DUNS+4 number is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the Payee to identify alternative Electronic Funds Transfer (EFT) accounts for the same parent concern.

b. Payee's Name and Address. Show the name of the Payee as it appears in the contract and its correct address. If the Payee assigns the proceeds of this contract as provided for in the assignment of claims terms of this contract, the Payee shall require as a condition of any such assignment, that the assignee shall register separately in the Central Contractor Registration (CCR) database at <http://www.ccr.gov> and shall be paid by EFT in accordance with the terms of this contract. See Federal Acquisition Regulation 52.232-33(g) Payment by Electronic Funds Transfer - Central Contractor Registration (October 2003).

c. Contract Number. Insert the NRC contract number.

d. Voucher/Invoice. The appropriate sequential number of the voucher/invoice, beginning with 001 should be designated. Contractors may also include an individual internal accounting number, if desired, in addition to the 3-digit sequential number.

e. Date of Voucher/Invoice. Insert the date the voucher/invoice is prepared.

f. Billing period. Insert the beginning and ending dates (day, month, and year) of the period during which costs were incurred and for which reimbursement is claimed.

g. Required Attachments (Supporting Documentation). Direct Costs. The contractor shall submit as an attachment to its invoice/voucher cover sheet a listing of labor categories, hours billed, fixed hourly rates, total dollars, and cumulative hours billed to date under each labor category authorized under the contract/purchase order for each of the activities to be performed under the contract/purchase order. The contractor shall include incurred costs for: (1) travel, (2) materials, including non-capitalized equipment and supplies, (3) capitalized nonexpendable equipment, (4) materials handling fee, (5) consultants (supporting information must include the name, hourly or daily rate of the consultant, and reference the NRC approval), and (6) subcontracts (include separate detailed breakdown of all costs paid to approved subcontractors during the billing period) with the required supporting documentation, as well as the cumulative total of each cost, billed to date by activity.

**BILLING INSTRUCTIONS FOR
LABOR HOUR/TIME AND MATERIALS TYPE CONTRACTS (JUNE 2008)**

3. Definitions

- a. Non-capitalized Equipment, Materials, and Supplies. These are equipment other than that described in number (4) below, plus consumable materials, supplies. List by category. List items valued at \$1,000 or more separately. Provide the item number for each piece of equipment valued at \$1,000 or more.
- b. Capitalized Non Expendable Equipment. List each item costing \$50,000 or more and having a life expectancy of more than one year. List only those items of equipment for which reimbursement is requested. For each such item, list the following (as applicable): (a) the item number for the specific piece of equipment listed in the property schedule of the contract; or (b) the Contracting Officer's approval letter if the equipment is not covered by the property schedule.
- c. Material handling costs. When included as part of material costs, material handling costs shall include only costs clearly excluded from the labor-hour rate. Material handling costs may include all appropriate indirect costs allocated to direct materials in accordance with the contractor's usual accounting procedures.

Sample Voucher Information (Supporting Documentation must be attached)

This voucher/invoice represents reimbursable costs for the billing period
from _____ through _____.

	<u>Amount Billed</u>	
	<u>Current Period</u>	<u>Cumulative</u>
<u>Direct Costs:</u>		
(1) Direct Labor	\$ _____	\$ _____
(2) Travel	\$ _____	\$ _____
(3) Materials	\$ _____	\$ _____
(4) Equipment	\$ _____	\$ _____
(5) Materials Handling Fee	\$ _____	\$ _____
(6) Consultants	\$ _____	\$ _____
(7) Subcontracts	\$ _____	\$ _____
Total Direct Costs:	\$ _____	\$ _____