

ORDER FOR SUPPLIES OR SERVICES

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

BPA NO. NRC-DR-23-10-244

1. DATE OF ORDER 9/15/2010	2. CONTRACT NO. (if any) GS10F0271T	6. SHIP TO:	
3. ORDER NO. NRC-T001	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: Erika Eam 301-492-3492 Mail Stop: TWB-01-B10M Washington, DC 20555		b. STREET ADDRESS Attention: Seth Coplin, 301-415-6927 Communications & Performance Improvement Mailstop: OWFN/16 E15	
7. TO:		c. CITY Washington	d. STATE DC
a. NAME OF CONTRACTOR INTERNATIONAL MANAGEMENT AND CONSULTING, LIMITED LIABILITY C IMC CONSULTING		e. ZIP CODE 20555	

b. COMPANY NAME	f. SHIP VIA	
c. STREET ADDRESS 10529 OLD CT RD	8. TYPE OF ORDER	
d. CITY WOODSTOCK	e. STATE MD	f. ZIP CODE 211631111
9. ACCOUNTING AND APPROPRIATION DATA See Page 3 DUNS#: 135471741 Amount Obligated: \$23,152.00		10. REQUISITIONING OFFICE EDO Seth Coplin, 301-415-6927

11. BUSINESS CLASSIFICATION (Check appropriate box(es))			12. F.O.B. POINT Destination
<input checked="" type="checkbox"/> a. SMALL	<input type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED
<input checked="" type="checkbox"/> d. WOMEN-OWNED	<input type="checkbox"/> e. HUBZone	<input type="checkbox"/> f. EMERGING SMALLBUSINESS	

13. PLACE OF		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	16. DISCOUNT TERMS NET 30
a. INSPECTION	b. ACCEPTANCE			

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)
	<p>The purpose of this Task Order is to obtain expertise services to perform Lean Sigma Six (LSS) program consulting and mentoring to USNRC personnel.</p> <p>The contractor will conduct the task as outlined in the attached statement of work.</p> <p>Period of Period: Base Year - September 30, 2010 - September 29, 2011 Option Year 1 - September 30, 2011 - September 29, 2012 Option Year 2 - September 31, 2012 - September 29, 2013</p> <p>Total Contract Amount: NOT TO EXCEED \$195,414.00 Total Obligation Amount: \$23,152.00</p>					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	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		NTE \$195,414.00	
	c. CITY Denver	d. STATE CO	e. ZIP CODE 80235-2230		17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature) 	23. NAME (Typed) Sheila Bumpass Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER
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CONTINUATION PAGE

A.1 GENERAL

- (a) The contractor shall provide Lean Six Sigma Task Order for the Office of the Executive Director for Operations located in Washington, D.C.
- (b) The contract term includes a twelve (12) month base period and two (2) twelve (12) month option period as shown in the table below.
- (c) The contract will be a Labor Hour Task Order with Fixed Labor rates

Contract Term

Base Year	September 30, 2010 – September 29, 2011
Option Period 1	September 30, 2011 – September 29, 2012
Option Period 2	September 30, 2012 – September 29, 2013

A.2 MINIMUM AND MAXIMUM AMOUNTS

- (a) The Department will order a minimum amount of **\$3,400.48** under this contract. The Department will have the entire term of the contract to fulfill the contract minimum. The specific CLINs and quantities will be identified in the work order(s) issued under this contract. During the life of this contract, the Department may order items in any quantity up to the maximum amount specified in paragraph (b) below. If the minimum amount has not been ordered then the Department will exercise the option for the next year.
- (b) There are no maximum quantities or amounts for each individual CLIN, work order, contract period, or contract. The maximum aggregate amount of all work orders issued under all contract awarded shall not exceed **\$195,414.00** for the entire term of the contract, including all options which may be exercised.

A.3 PRICE/COST SCHEDULE

- (a) All labor rates are fully loaded.
- (b) The following pricing tables and CLINs are organized by contract period. The first digit of each CLIN is linked to the contract period as follows: "0" for the base period and "1" for the first option period.
- (c) Prices are based on an 8 hours/week for a year period.

September 30, 2010 – September 29, 2011

Item No.	Schedule of Supplies/Services	Unit Price (Per HR)	Quantity	
			Minimum	Maximum
0001	Principal	[REDACTED]	[REDACTED]	[REDACTED]
0002	Senior Consultant	[REDACTED]	[REDACTED]	[REDACTED]
Total based on maximum			\$65,138.00	

September 30, 2011 – September 29, 2012

Item No.	Schedule of Supplies/Services	Unit Price (Per HR)	Quantity	
			Minimum	Maximum
1001	Principal	[REDACTED]	[REDACTED]	[REDACTED]
1002	Senior Consultant	[REDACTED]	[REDACTED]	[REDACTED]
Total based on maximum			\$65,138.00	

September 30, 2012 – September 29, 2013

Item No.	Schedule of Supplies/Services	Unit Price (Per HR)	Quantity	
			Minimum	Maximum
2001	Principal	[REDACTED]	[REDACTED]	[REDACTED]
2002	Senior Consultant	[REDACTED]	[REDACTED]	[REDACTED]
Total based on maximum			\$65,138.00	

*Loaded Hourly Rates – The fixed hourly rate listed above is "loaded" and must only include the following: Salary cost or consulting fee of the individual providing the services; Payroll costs (fringe benefits, FICA, etc.); Indirect costs applicable to labor; and Profit or fee, if any.

ACCOUNTING AND APPROPRIATION DATA:

ACRN APPROPRIATION REQUISITION NUMBER AMOUNT

1. B&R-07M-15-511-384-JCN-L1335-BOC-251A-APPNUMBER-31X0200;
23-10-244T001 P; \$7,814.00
2. B&R-07M-15-511-384-JCN-L1335-BOC-251A-APPNUMBER-31X0200;
23-10-244T001 P; \$15,338.00

TASK ORDER TERMS AND CONDITIONS

NOT SPECIFIED IN THE CONTRACT

A.4 CONSIDERATION AND OBLIGATION--COST REIMBURSEMENT (JUN 1988)

(a) The total estimated cost to the Government for full performance under this contract is \$195,414.00.

(b) The amount obligated by the Government with respect to this contract is 7,814.00.

A.5 PERIOD OF PERFORMANCE

The period of performance of this contract will be a Base Period of September 30, 2010 through September 29, 2011; Option Year 1 will be from September 30, 2011 through September 29, 2012; and Option Year 2 will be from September 30, 2012 through September 29, 2013.

A.6 52.216-19 ORDER LIMITATIONS (OCT 1995)

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than **\$3,400.48**, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) Maximum order. The Contractor is not obligated to honor--

(1) Any order for a single item in excess of **\$195,414.00**;

(2) Any order for a combination of items in excess of **\$195,414.00**; or

(3) A series of orders from the same ordering office within **90 days** that together call for quantities exceeding the limitation in paragraph (b)(1) or (2) of this section.

(c) If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) of this section.

(d) Notwithstanding paragraphs (b) and (c) of this section, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within **30 days** after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the

reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

A.7 2052.215-70 KEY PERSONNEL (JAN 1993)

(a) The following individuals are considered to be essential to the successful performance of the work hereunder:

Mike Kelleher, Partner

The contractor agrees that personnel may not be removed from the contract work or replaced without compliance with paragraphs (b) and (c) of this section.

(b) If one or more of the key personnel, for whatever reason, becomes, or is expected to become, unavailable for work under this contract for a continuous period exceeding 30 work days, or is expected to devote substantially less effort to the work than indicated in the proposal or initially anticipated, the contractor shall immediately notify the contracting officer and shall, subject to the concurrence of the contracting officer, promptly replace the personnel with personnel of at least substantially equal ability and qualifications.

(c) Each request for approval of substitutions must be in writing and contain a detailed explanation of the circumstances necessitating the proposed substitutions. The request must also contain a complete resume for the proposed substitute and other information requested or needed by the contracting officer to evaluate the proposed substitution. The contracting officer and the project officer shall evaluate the contractor's request and the contracting officer shall promptly notify the contractor of his or her decision in writing.

(d) If the contracting officer determines that suitable and timely replacement of key personnel who have been reassigned, terminated, or have otherwise become unavailable for the contract work is not reasonably forthcoming, or that the resultant reduction of productive effort would be so substantial as to impair the successful completion of the contract or the service order, the contract may be terminated by the contracting officer for default or for the convenience of the Government, as appropriate. If the contracting officer finds the contractor at fault for the condition, the contract price or fixed fee may be equitably adjusted downward to compensate the Government for any resultant delay, loss, or damage.

A.8 2052.215-71 PROJECT OFFICER AUTHORITY (NOVEMBER 2006)

(a) The contracting officer's authorized representative (hereinafter referred to as the project officer) for this contract is:

Name: Seth Coplin

Address: US Nuclear Regulatory Commission

Mailstop: OWFN/16 E15
Washington, DC 20555-0001
Telephone Number: 301-415-6927

(b) Performance of the work under this contract is subject to the technical direction of the NRC project officer. The term "technical direction" is defined to include the following:

(1) Technical direction to the contractor which shifts work emphasis between areas of work or tasks, authorizes travel which was unanticipated in the Schedule (i.e., travel not contemplated in the Statement of Work (SOW) or changes to specific travel identified in the SOW), fills in details, or otherwise serves to accomplish the contractual SOW.

(2) Provide advice and guidance to the contractor in the preparation of drawings, specifications, or technical portions of the work description.

(3) Review and, where required by the contract, approval of technical reports, drawings, specifications, and technical information to be delivered by the contractor to the Government under the contract.

(c) Technical direction must be within the general statement of work stated in the contract. The project officer does not have the authority to and may not issue any technical direction which:

(1) Constitutes an assignment of work outside the general scope of the contract.

(2) Constitutes a change as defined in the "Changes" clause of this contract.

(3) In any way causes an increase or decrease in the total estimated contract cost, the fixed fee, if any, or the time required for contract performance.

(4) Changes any of the expressed terms, conditions, or specifications of the contract.

(5) Terminates the contract, settles any claim or dispute arising under the contract, or issues any unilateral directive whatever.

(d) All technical directions must be issued in writing by the project officer or must be confirmed by the project officer in writing within ten (10) working days after verbal issuance. A copy of the written direction must be furnished to the contracting officer. A copy of NRC Form 445, Request for Approval of Official Foreign Travel, which has received final approval from the NRC must be furnished to the contracting officer.

(e) The contractor shall proceed promptly with the performance of technical directions duly issued by the project officer in the manner prescribed by this clause and within the project officer's authority under the provisions of this clause.

(f) If, in the opinion of the contractor, any instruction or direction issued by the project officer is within one of the categories as defined in paragraph (c) of this section, the contractor may not proceed but shall notify the contracting officer in writing within five (5) working days after the receipt of any instruction or direction and shall request the contracting officer to modify the contract accordingly. Upon receiving the notification from the contractor, the contracting officer shall issue an appropriate contract modification or advise the contractor in writing that, in the contracting officer's opinion, the technical direction is within the scope of this article and does not constitute a change under the "Changes" clause.

(g) Any unauthorized commitment or direction issued by the project officer may result in an unnecessary delay in the contractor's performance and may even result in the contractor expending funds for unallowable costs under the contract.

(h) A failure of the parties to agree upon the nature of the instruction or direction or upon the contract action to be taken with respect thereto is subject to 52.233-1 - Disputes.

(i) In addition to providing technical direction as defined in paragraph (b) of the section, the project officer shall:

(1) Monitor the contractor's technical progress, including surveillance and assessment of performance, and recommend to the contracting officer changes in requirements.

(2) Assist the contractor in the resolution of technical problems encountered during performance.

(3) Review all costs requested for reimbursement by the contractor and submit to the contracting officer recommendations for approval, disapproval, or suspension of payment for supplies and services required under this contract.

(4) Assist the contractor in obtaining the badges for the contractor personnel.

(5) Immediately notify the Security Branch, Division of Facilities and Security (SB/DFS) (via e-mail) when a contractor employee no longer requires access authorization and return of any NRC issued badge to SB/DFS within three days after their termination.

(6) Ensure that all contractor employees that require access to classified Restricted Data or National Security Information or matter, access to sensitive unclassified information (Safeguards, Official Use Only, and Proprietary information) access to sensitive IT systems or data, unescorted access to NRC controlled buildings/space, or unescorted access to protected and vital areas of nuclear power plants receive approval of SB/DFS prior to access in accordance with Management Directive and Handbook 12.3.

(7) For contracts for the design, development, maintenance or operation of Privacy Act Systems of Records, obtain from the contractor as part of closeout procedures, written certification that the contractor has returned to NRC, transferred to the successor contractor, or destroyed at the end of the contract in accordance with instructions provided by the NRC Systems Manager for Privacy Act Systems of Records, all records (electronic or paper) which were created, compiled, obtained or maintained under the contract.

A.8 NRC Acquisition Clauses - (NRCAR) 48 CFR Ch. 20

A.9 Other Applicable Clauses

See Addendum for the following in full text (if checked)

52.216-18, Ordering

52.216-19, Order Limitations

52.216-22, Indefinite Quantity

52.217-6, Option for Increased Quantity

52.217-7, Option for Increased Quantity Separately Priced Line Item

52.217-8, Option to Extend Services

52.217-9, Option to Extend the Term of the Contract

A.10 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 30 days.

A.11 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 90 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 90 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 60 months.

A.12 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.13 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.14 AUTHORITY TO USE GOVERNMENT PROVIDED SPACE AT NRC HEADQUARTERS (JUL 2007)

Prior to occupying any government provided space at NRC HQs in Rockville Maryland, the Contractor shall obtain written authorization to occupy specifically designated government space, via the NRC Project Officer, from the Chief, Space Design Branch, ADSPC. Failure to obtain this prior authorization can result in one, or a combination, of the following remedies as deemed appropriate by the Contracting Officer.

(1) Rental charge for the space occupied will be deducted from the invoice amount due the Contractor

(2) Removal from the space occupied

(3) Contract Termination

A.15 PROHIBITION OF FUNDING TO ACORN (NOV 2009)

In accordance with section 163 of the Continuing Appropriations Resolution, 2010, Division B of Public Law No. 111-68 (CR), until further notice, no federal funds may be provided to the Association of Community Organizations for Reform Now (ACORN), or any of its affiliates, subsidiaries, or allied organizations. Additional information can be found at: http://www.whitehouse.gov/omb/assets/memoranda_2010/m10-02.pdf.

A.16 REDUCING TEXT MESSAGING WHILE DRIVING (OCT 2009)

(a) In accordance with Section 4 of Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," (October 1, 2009), the Contractor or Recipient is encouraged to:

(1) Adopt and enforce policies that ban text messaging while driving company-owned or rented vehicles or Government-owned vehicles, or while driving privately-owned vehicles when on official Government business or when performing any work for or on behalf of the Government; and

(2) Consider new rules and programs to further the policies described in (a)(1), reevaluate existing programs to prohibit text messaging while driving, and conduct education, awareness, and other outreach programs for employees about the safety risks associated with text messaging while driving. These initiatives should encourage voluntary compliance with the text messaging policy while off duty.

(b) For purposes of complying with the Executive Order:

(1) "Texting" or "Text Messaging" means reading from or entering data into any handheld or other electronic device, including for the purpose of SMS texting, e-mailing, instant messaging, obtaining navigational information, or engaging in any other form of electronic data retrieval or electronic data communication.

(2) "Driving" means operating a motor vehicle on an active roadway with the motor running, including while temporarily stationary because of traffic, a traffic light or stop sign, or otherwise. It does not include operating a motor vehicle with or without the motor running when one has pulled over to the side of, or off, an active roadway and has halted in a location where one can safely remain stationary.

(c) The Contractor or Recipient shall encourage its subcontractor(s) or sub-recipient(s) to adopt and enforce the policies and initiatives described in this clause.

**A.17 OPTION PERIODS - TASK ORDER/DELIVERY ORDER UNDER A GSA
FEDERAL SUPPLY SCHEDULE CONTRACT (MARCH 2007)**

The Period of Performance (PoP) for this requirement may extend beyond the Offeror's current PoP on their GSA Schedule. Offerors may submit proposals for the entire PoP as long as their current GSA Schedule covers the requested PoP, or their GSA Schedule contains GSA's "Evergreen Clause" (Option to Extend the Term of the Contract), which covers the requested PoP if/when the option(s) are exercised. Offerors are encouraged to submit accurate/realistic pricing for the requirement's entire PoP, even if the proposed GSA Schedule does not include pricing for the applicable option years, etc.

For proposal evaluation purposes, the NRC assumes that applicable Evergreen Clause Option(s) will be exercised and the NRC will apply price analysis, as applicable. It is in the best interest of the Offeror to explain major deviations in escalation, proposed in any Evergreen Clause option years. Resulting GSA task/delivery order option years subject to the Evergreen Clause will be initially priced utilizing the same rates proposed under the last GSA-priced year of the subject GSA Schedule. Upon GSA's exercise of the GSA Schedule option year(s) applicable to the Evergreen Clause, the NRC will modify the awarded task/delivery order to incorporate either the proposed pricing for the option years or the GSA-approved pricing (whichever is lower).

It is incumbent upon the Offeror to provide sufficient documentation (GSA-signed schedule, schedule modifications, etc.) that shows both the effective dates, pricing and terms/conditions of the current GSA Schedule, as well as Evergreen Clause terms/conditions (as applicable). Failure to provide this documentation may result in the Offeror's proposal being found unacceptable.

ATTACHEMENT 1

STATEMENT OF WORK

Lean Six Sigma Consulting for the Office of the Executive Director of Operations

1.0 BACKGROUND

The US Nuclear Regulatory Commission's (NRCs) mission is to "License and regulate the Nation's civilian use of byproduct, source, and special nuclear materials to ensure adequate protection of public health and safety, promote the common defense and security, and protect the environment." One of the objectives, by which the NRC plans to accomplish its mission as described by the FY 2008 – FY 2013 Strategic Plan, is to use effective business methods.

In recognition of this, Senior Management has identified Lean Six Sigma (LSS) as the methodology by which to improve its business processes. In addition, the Office of the Executive Director for Operations has added dedicated internal resources to this effort and is continuing to retain outside expertise, as needed, to implement a successful and sustainable business process improvement program.

2.0 OBJECTIVE

The objective of this Statement of Work (SOW) is to issue an Individual Task Order to retain outside expertise to perform LSS program consulting and mentoring to agency personnel.

3.0 SCOPE OF WORK

The scope of this SOW is to retain outside expertise to: 1) provide consultation, mentoring, etc, which is directly related to assisting NRC staff on all LSS activities and contributing to the goal of implementing a successful and sustainable LSS process improvement program.

The contractor will be responsible for assigning professional staff, subcontractors, or specialists who have the required educational background, experience, or combination thereof to meet the objectives of the work specified in the SOW. The NRC will rely on representations made by the contractor concerning the qualifications of personnel assigned to this effort, including assurance that all information contained in the technical and cost proposals, including resumes, is accurate and truthful. If any work will be contracted or performed by consultants, the contractor shall obtain written approval from the NRC Project Officer (PO) before initiating any subcontract.

4.0 SPECIFIC TASKS

4.1 Task 1 – Lean Six Sigma Consultation and Mentoring

LSS is a new program at the NRC and in order to achieve the goal of implementing a successful and sustainable process improvement program, it may become necessary to retain outside expertise to provide specific products or services in addition to the tasks listed above. These products or services may include, but are not limited to, the following:

- Kaizen events (as needed)
- Developing project or program plans and schedules;
- Process improvement project selection facilitation or validation;
- Project team selection facilitation or validation;
- Project Team Roles and Responsibilities facilitation or validation;
- Role-specific coaching, or mentoring;
- Program consultation;
- All other standard LSS assistance that the contractor provides to their clients;
- All other activities that the NRC staff believe that the contractor can assist the NRC in promoting, sustaining, and growing the LSS program at the NRC.

4.2 Standard Used to Assess Work Performance

The contractor's performance will be based on a combination of: 1) the quality of the products and services provided; 2) the timeliness of project deliverables; 3) the responsiveness of the contractor to emergent issues; and 4) the amount of resources used to provide the products and services as reflected by the contractor's invoices. Overall performance is determined by the NRC PO

4.3 Deliverables

- a. This task order includes specific requirements regarding LSS experts attending NRC HQ on a regular basis (bi-weekly or monthly), providing actionable feedback on current projects and working with the LSS program manager in the overall effectiveness of this program.
- b. The contractor will provide a Status Report to the NRC PO and Contracting Officer at regular intervals as agreed upon by the contractor and NRC PO for this Task Order. The report will be transmitted electronically and provide the technical and financial status of the effort.

The technical status section of the report will contain a summary of the work performed under this Task Order during the reporting period and a summary of milestones reached, or if missed, an explanation of why; any problems or delays encountered or anticipated with recommendations for resolution; and plans for the next reporting period. The technical status section shall include information

on travel during the period to include trip start and end dates, destinations, and travelers for each trip.

The financial status section of the report will include the total contract award amount and funds obligated to date; total costs incurred in the reporting period broken down by direct and indirect costs; and total cumulative costs incurred to date. The status will also contain in the balance of obligations remaining at the end of the period and balance of funds required to complete the Task Order. Additionally, the report will address the status of this task order, showing the percentage of project completion and any significant changes in either projected expenditures or percentage of completion.

If the data in this report indicates a need for additional funding beyond that already obligated, this information may only be used as support to the official request for funding required in accordance with the Limitation of Cost (LOC) Clause (FAR 52.232.20) or the Limitation of Funds (LOF) Clause (FAR 52.232.22).

4.4 Acceptance Criteria Deliverables

Project plans and resumes submitted under this task order will provide sufficient information to determine the qualifications of key personnel, as well as the contractor who will accomplish the required tasks. Status reports will provide sufficient information to determine the progress made during the reporting period.

4.5 NRC Furnished Materials and Equipment

The NRC will furnish training and meeting facilities and the required easels, flip charts, pens, highlighters, paper tablets, and masking tape. Additional items may be provided if sufficient notice is given.

5.0 MEETINGS AND TRAVEL

The contractor will attend meetings at NRC Headquarters with NRC staff or as otherwise directed or approved by the NRC PO.

Travel costs to NRC facilities, either to the Professional Development Center (PDC) in Bethesda, Maryland, or the headquarters building in Rockville, Maryland, such as mileage and parking or Metro fares within the local contractor's area will not be allowed nor will parking privileges be provided to contractor personnel.

6.0 LEVEL OF EFFORT

The level of effort for the activities described by this SOW will be largely dependent on the specific projects and activities necessary to implement LSS in accordance with the

recommendations and direction provided by the Office of the Executive Director for Operations.

7.0 CANCELLATION

Cancellation of any work described by this Task can be mandated at any time.

8.0 PERIOD OF PERFORMANCE

The projected period of performance is to be a base period of 12 months with two-twelve month options periods for a total of 36 months from date of award.