

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30

1. REQUISITION NO. OPA-11-002 PAGE 1 OF 1

2. CONTRACT NO. NRC-10-07-414

3. AWARD/EFFECTIVE DATE APR 01 2011

4. ORDER NO. OPA-001

5. SOLICITATION NUMBER

6. SOLICITATION ISSUE DATE

7. FOR SOLICITATION INFORMATION CALL:

8. TELEPHONE NO. (No Collect Calls)

9. OFFER DUE DATE/LOCAL TIME

9. ISSUED BY
 U.S. Nuclear Regulatory Commission
 Div. of Contracts, NSA
 Attn: Manon Butt
 Mail Stop: TWB-01-B10M
 Washington, DC 20555

10. THIS ACQUISITION IS
☐ UNRESTRICTED OR ☐ SET ASIDE % FOR:
☐ SMALL BUSINESS
☐ HUBZONE SMALL BUSINESS
☐ SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS (8(A))

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED
☐ SEE SCHEDULE

12. DISCOUNT TERMS

13a. THIS CONTRACT IS A RATED ORDER UNDER OPAS (15 CFR 700)

13b. RATING N/A

14. METHOD OF SOLICITATION
☐ RFQ ☐ IFB ☐ RFP

15. DELIVER TO
 U.S. Nuclear Regulatory Commission
 Attn: Catherine Blakeney, ADM/DAS/ASC
 Mail Stop O-2-A13
 11555 Rockville Pike
 Rockville MD 20852

16. ADMINISTERED BY
 U.S. Nuclear Regulatory Commission
 Div. of Contracts
 Mail Stop: TWB-01-B10M
 Washington, DC 20555

17a. CONTRACTOR/OFFEROR CODE 054885111 FACILITY CODE

18a. PAYMENT WILL BE MADE BY
 Department of Interior / NBC
 NRCPayments@nbc.gov
 Attn: Fiscal Services Branch - U2770
 7301 W. Mansfield Avenue
 Denver CO 80235-2230

17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER

18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED
☐ SEE ADDENDUM

19. ITEM NO	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	<p>Task Order OPA-001 is for administrative office support services for the Office of Public Affairs (OPA), in accordance with Section C.3, 52.216-18 Ordering clause of Contract NRC-10-07-414, and the attached OPA Scope of Work.</p> <p>Basic Services - Short Term - one person - Regular Hours</p> <p>The task order period of performance is from April 4, 2011 through September 30, 2011.</p> <p>The estimated ceiling amount of this task order is \$8,424.00. The amount of funding obligated under this task order is \$8,424.00.</p> <p>NRC Project Officer: Catherine Blakeney, 301-415-1491, Catherine.Blakeney@nrc.gov</p> <p>NRC Task Order Manager: Valerie Shannon, 301-415-8208, Valerie.Shannon@nrc.gov</p> <p>(Use Reverse and/or Attach Additional Sheets as Necessary)</p>		hours		
				SUBTOTAL	\$8,424.00

25. ACCOUNTING AND APPROPRIATION DATA
 BAR: 2011-7K-51-L-172 JCN: N7487 BOC: 252A APENO: 31X0200
 FFS# RQ 112103 OBLIGATE \$8,424.00
 DUNS 054885111 NAICS Code 561110 PSC R699

26. TOTAL AWARD AMOUNT (For Govt. Use Only)
 \$8,424.00

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED ADDENDA
☐ ARE ☐ ARE NOT ATTACHED.

27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4 FAR 52.212-5 IS ATTACHED ADDENDA
☐ ARE ☐ ARE NOT ATTACHED.

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH FOR 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)
 Manon L. Butt

30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)
 Sascha Kornell, President

30c. DATE SIGNED
 4/1/2011

31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT)
 Manon L. Butt
 Contracting Officer

31c. DATE SIGNED
 4/1/2011

APR 4 2011

TEMPLATE - ADM001

SUNSI REVIEW COMPLETE

ADM002

TASK ORDER STATEMENT OF WORK
Task Order Number: OPA-001

SCOPE OF WORK
TASK ORDER FOR THE OFFICE OF PUBLIC AFFAIRS

In accordance with Section C.3, 52.216-18 Ordering Clause and Section B.1 Statement of Work under contract number NRC-10-07-414, the contractor shall provide onsite office support services for the Office of Public Affairs (OPA), as follows:

<i>Item No.</i>	<i>Type of Support</i>	<i>Short Term Assignment</i>	<i>Long Term Assignment</i>	<i>Estimated Hours</i>	<i>Hourly Rate</i>	<i>Amount</i>
001	Basic Services					
002	Overtime Basic Services					
003	Advanced Services					
004	Overtime Advanced Services					
TOTAL ESTIMATED CEILING						\$8,424.00

The estimated hours shown are for one person, for approximately six weeks, from April 4, 2011 through May 13, 2011.

PERIOD OF PERFORMANCE

The OPA task order period of performance is from April 4, 2011 through September 20, 2011.

SPECIFIC OFFICE REQUIREMENT/NEEDS

OPA needs contractual support to provide assistance in performing various administrative tasks including, but not limited to, answering phones, typing and filing, distributing mail, preparing documents; meeting/conference requirements; records management; and processing and tracking ticketed items. Software skills required are Microsoft Outlook, Word, Excel, Access, and the Conference Room Scheduler System.

CONSIDERATION AND OBLIGATION--TASK ORDERS (JUN 1988)

(a) The total estimated amount of this task order (ceiling) for the products/services ordered, delivered, and accepted under this contract is \$8,424.00. The Contracting Officer may unilaterally increase this amount as necessary for orders to be placed with the contractor during the contract period provided such orders are within any maximum ordering limitation prescribed under this contract.

(b) The amount presently obligated with respect to this task order is \$8,424.00. The Contracting Officer may issue delivery orders for work up to the amount presently obligated. 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 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 task order. Any work undertaken by the Contractor in excess of the obligated amount specified above is done so at the Contractor's sole risk.

POINTS OF CONTACT:

Your contacts during the course of this task order are:

NRC Project Officer: Catherine Blakeney
301-415-1491
Catherine.Blakeney@nrc.gov

NRC Task Order Manager: Valerie Shannon
301-415-8208
Valerie.Shannon@nrc.gov

Contractual Matters: Manon Butt
Contract Specialist
301-492-3629
Manon.Butt@nrc.gov

OPTION TO EXTEND THE TERM OF THIS TASK ORDER

The subject task order term may be extended by the Government unilaterally should the government exercise its option under the basic contract, unless provided otherwise in writing to the contractor. The total duration of this task order, including the exercise of any options under the basic contract, shall not exceed September 20, 2012.