

**ORDER FOR SUPPLIES OR SERVICES**  
**NRC 38 06 385 NRC T004**

PAGE OF PAGES  
 1 24

IMPORTANT: Mark all packages and papers with contract and/or order numbers. BPA NO

1 DATE OF ORDER <b>JUL 13 2011</b>		2 CONTRACT NO. (if any) NRC-38-06-385		6 SHIP TO:	
3 ORDER NO. NRC-T004		4 REQUISITION/REFERENCE NO. CFO-11-061 7/5/2011		a NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission	
5 ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div. of Contracts Attn: Monique B. Williams Mail Stop: TWB-01-B10M Washington, DC 20555		7 TO:		b STREET ADDRESS Professional Development Center Mail Stop GW5-A06 ATTN: Ms. Dennise Orlando	
a NAME OF CONTRACTOR GRADUATE SCHOOL		b COMPANY NAME		c CITY Washington	
c STREET ADDRESS 600 MARYLAND AVE SW STE 180		d CITY WASHINGTON		d STATE DC	
9 ACCOUNTING AND APPROPRIATION DATA 2011-7N-51-G-156, N7354, 252A, 31X0200; Amt. Obligated: \$215,280 Commitment No.: RQ 113023, APP#: 11-4117		e ZIP CODE 200242520		f SHIP VIA	
10 REQUISITIONING OFFICE CFO Chief Financial Office & Human Resources		8. TYPE OF ORDER		a. PURCHASE <input type="checkbox"/>	
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. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM <input type="checkbox"/> h. ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB)		12. F.O.B. POINT N/A		b. DELIVERY <input checked="" type="checkbox"/>	
13. PLACE OF		14. GOVERNMENT BAL. NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION		b. ACCEPTANCE		16. DISCOUNT TERMS N/A	

17. SCHEDULE (See reverse for Rejections) See CONTINUATION Page

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Issuance of Task Order No. 004 for project titled, "HRMS Modernization Training"					
	Total Task Order Price: \$215,280.00					
	Period of Performance: 07/11/2011 - 10/31/2011					
	DUNS No.: 040535536					

18 SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		\$215,280.00	
21 MAIL INVOICE TO		a NAME Department of Interior / NBC NRCPAYMENTS_NBCDENVER@nbc.gov		b STREET ADDRESS (or P.O. Box) Attn: Fiscal Services Branch - D2770 7301 W. Mansfield Avenue		17(h) TOTAL (Cont. pages)	
c CITY Denver		d STATE CO		e. ZIP CODE 80235-2230		\$215,280.00.00	
22 UNITED STATES OF AMERICA BY (Signature)		23. NAME (Typed) Monique B. Williams Contracting Officer TITLE CONTRACTING/ORDERING OFFICER		17(i) GRAND TOTAL			

22 UNITED STATES OF AMERICA BY (Signature)

23. NAME (Typed)  
 Monique B. Williams  
 Contracting Officer  
 TITLE CONTRACTING/ORDERING OFFICER

Page 1

TEMPLATE - ADM001

SUNSI REVIEW COMPLETE

JUL 15 2011

ADM002

In accordance with Section A.6, Task Order Procedures, of the contract number NRC-38-06-385, this definitizes Task Order No. 004. This Task Order No. 004 shall be executed in accordance with the attached statement of work.

The period of performance for the base period of this Task Order No. 004 shall be effective from July 11, 2011 through October 31, 2011. The purpose of this requirement is to provide training to NRC employees on the version 9.0 Human Resources Management System (HRMS). The contractor will be required to revise the 2010 HRMS training materials to reflect the finalized HRMS system, and deliver HRMS training demonstrations and webinars to NRC Staff at headquarters and regions.

The total estimated amount of this task order for the base period for products/services ordered, delivered, and accepted under this contract is \$215,280. The amount presently obligated with respect to this contract is \$215,280. Task Order No. 0004 consists of the following prices:

**Period of Performance: July 11, 2011 – October 31, 2011**

Description	Estimated Hours	Unit	Fixed Hourly Rate	TOTAL
<b>Task 1 – Revise and Update Existing Training Materials</b> <ul style="list-style-type: none"> <li>• Assessment Training</li> <li>• Development of Materials</li> </ul>	[REDACTED]	Hrs. Hrs.	[REDACTED]	[REDACTED]
<b>Task 2 – Training (Employee, Timekeeper, Approver) Demonstrations and Webinars</b>	[REDACTED]	Hrs.	[REDACTED]	[REDACTED]
<b>Task 3 – Project Management Support</b>	[REDACTED]	Hrs.	[REDACTED]	[REDACTED]
<b>Total Price for Tasks 1, 2, and 3</b>				[REDACTED]
<b>Travel (Cost Reimbursement) – Contractor must submit actual receipts for travel reimbursement. Also, please refer to the Federal Travel Regulations for allowable costs for reimbursement.</b>	[REDACTED]	LOT	[REDACTED]	[REDACTED]

**TOTAL PRICE FOR BASE PERIOD: \$215,280.00**

**Milestone Schedule for Project Planning:**

*NOTE: The contractor has expressed concern regarding the go-live date of October 23, 2011. Graduate School is signing this task order; however, they would like to update the NRC with the achievability of this schedule until once they attend the planning session and are granted access to the NRC subject system for three working days.*

An initial project kickoff meeting within 10 days of the contract award

- A draft project plan and schedule within 3 days of the kickoff meeting and a final project plan and schedule within 2 weeks of the contract award
- Written progress reports to the PO every two weeks on the work performed during the specified time period. Each report shall specify contract number and reporting period, issues encountered or resolved, as well as a list of the sessions or other project deliverables provided during the reporting period. Project status reports should be delivered no later than the 5 business days after the end of the month and can be contained in the body of an email addressed to the PO.

The following individuals are considered to be essential to the successful performance for work hereunder: Susan Bartlett, Marianne Koster, and Barbara Thelen. The contractor agrees that such personnel shall not be removed from the effort under the task order without compliance with Contract Clause H.1, Key Personnel. The contract deliverables must be submitted in accordance with Deliverables as outlined in the attached Statement of Work.

Your NRC points of contact during the course of this task order are:

Technical Matters: Dennise Orlando  
Sr. Instructional System Specialist  
(301) 492-300

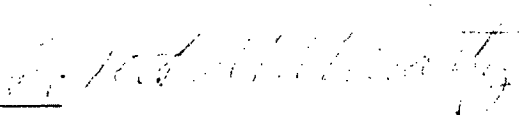
Contractual Matters: Monique B. Williams  
Senior Contracts Specialist  
(301) 493-3640

The issuance of this task order does not amend any terms or conditions of the subject contract.

Acceptance of Task Order No. 0004 should be made by having an official, authorized to bind your organization, execute three copies of this document in the space provided and return two copies to the Contract Specialist. You should retain the third copy for your records.

ACCEPTED: Task Order No. 0004

Robert M. Moriarty



NAME

Manager, Proposal Office

TITLE

July 13, 2011

DATE

**STATEMENT OF WORK  
FOR  
TIME AND LABOR SYSTEM TRAINING**

**I. Background**

The U.S. Nuclear Regulatory Commission (NRC) is an independent Federal agency whose mission is to license and regulate the Nation's civilian use of byproduct, source, and special nuclear materials in order to protect public health and safety, promote the common defense and security, and protect the public and the environment from the effects of radiation. NRC staff license and inspect nuclear reactors, materials, and waste facilities to ensure compliance with applicable codes and standards during all phases of construction, testing, and decommission operation.

In 2010 the NRC began upgrading its current client-server based time reporting system, PeopleSoft Human Resources Management System (HRMS), Time and Labor (T&L) module, version 7.51, to Oracle's PeopleSoft version 9.0. HRMS T&L is used by NRC to capture T&L data for payroll, license fee billing, cost accounting, budget formulation and execution, and program management. T&L has been in production at NRC since the fall of 2001. T&L interfaces with the payroll and human resources modules of the Federal Personnel/Payroll System (FPPS), the agency's core accounting system, the Financial Accounting and Integrated Management Information System (FAIMIS), both hosted by the Department of Interior/National Business Center (DOI/NBC), as well as several in-house systems.

Draft version 9.0 HRMS training materials were developed and piloted in 2010, but the HRMS system upgrade implementation was postponed due to system modifications. NRC used the User Productivity Kit (UPK) to develop the HRMS training materials.<sup>1</sup> The UPK software was used to develop training job aids, on-line (e-learning) performance support tutorials, and handouts for auditorium demonstrations and webinars.

**Purpose**

NRC has finalized the version 9.0 HRMS and will be implementing the system agencywide in October. Training will be delivered between August and October. NRC is currently seeking a contractor to

- revise the 2010 HRMS training materials to reflect the finalized HRMS system, and
- deliver HRMS training demonstrations and webinars to NRC staff located in Rockville, MD (Headquarters), King of Prussia, PA (Region 1), Atlanta, GA (Region 2), Chicago, IL (Region 3), Arlington, TX (Region 4), and Chattanooga, TN (Technical Training Center [TTC]).

---

<sup>1</sup> NRC purchased training software, User Productivity Kit (UPK), when purchasing the Oracle/PeopleSoft version 9.0 software.

**II. Statement of Work**

The contractor shall provide the following tasks:

1. Revise and Update Existing HRMS Training Materials
2. Deliver Training Demonstrations and Webinars
3. Project Management Support

**III. Required Tasks**

**III.1. Task 1 – Revise and Update Existing Training Materials**

**III.1.1 Requirement**

NRC's HRMS training is based on user roles. Using UPK terminology, each user role is called a Module. The Modules (roles) are employee, timekeeper, approving official, and coordinator. Each role executes different processes when using the HRMS, although all the user roles perform some common tasks such as logging on, changing their profile/preference information, and time entry.

The Modules will convey instructions on how to use HRMS. Training delivery will consist of:

- an online e-learning performance support tutorial for each major task consisting of 5 parts: a See It!, Try It!, Know It! (passing grade), Do It!, and Print It! Section<sup>2</sup>
- job aids that can be distributed electronically and printed as needed.
- a 1-2 hour auditorium overview demonstration
- webinars (same content as the demonstration) to reach the employees situated at nuclear power plant sites nationwide
- a recording of the above webinar that can be uploaded into iLearn<sup>3</sup> as a brief e-learning course for new NRC employees

Performance support modules will be developed for each role. Per role, each online tutorial Module reflects each click of the mouse and each field that must be completed, in enough detail that it can be used as a help tool. The following tasks are covered in each Module.

Process	Employee	Approving Official	Timekeeper	Coordinator
General Guidance on How to Use UPK	x			
Log In	x			
Time Entry (time reporting codes, activities, etc.)	x			
Time Approval	x	x	x	x
Request for Leave or Additional Time	x			
Approval of Leave or Additional Time		x		
User Preferences	x			
Prior Period Adjustments	x	x		x
Reports	x	x	x	x
Set up Budget Class in Maintain				x

<sup>2</sup> This performance support system will be accessible via the NRC intranet and will be developed using the UPK

<sup>3</sup> iLearn is the NRC's Learning Management System (LMS)

Time Reporter				
Hours of Work Request (Form 707)	x	x		
Unit Change Request (Form 697)		x	x	
Unit Permissions (Form 696)		x	x	

- The online performance support tutorials (e-learning) UPK Modules also provide the following information:
  - Glossary terms and definitions
  - Decision paths
  - Alternate paths
  - Alternate navigation
  - Standard verbiage
  - Third party software additions - Word, PowerPoint, Excel, etc
  - Hyperlinks - How many, Where
  - Documents
  - Conception Section
  - Jump in points
  - Use of Explanation frames
  - Filters
  - Document Ids
  - Publishing
  - Navigation/Keyboard strokes

NRC will begin functional testing May 17, 2011. The contractor will have access to the UPK system as soon as the basis screens have been reviewed and finalized.

**III.1.2 Standard**

- The contractor shall revise the current HRMS on-line e-learning performance support system with new screen prints and new instructions, as needed, to reflect the finalized 2011 HRMS system. As needed, the contractor shall also subdivide the performance support system is a series of smaller tutorials, each focusing on a specific task per role.
- The contractor shall work with technical advisers from the NRC's Office of the Chief Financial Officer to revise and deliver the training materials via the three delivery modes—online performance support tutorials (e-learning), job aids and content for a brief face-to-face demonstration/webinar presentation.
- The project shall be managed by a NRC project officer (PO) situated within Human Resources, Human Resources Training and Development (HR/HRTD). The PO is located at the NRC's Professional Development Center (PDC) in Bethesda, MD. All materials must be approved by both the NRC technical advisors and PO before they can be accepted as the project deliverables
- The finalized job aids, demonstration agendas and outlines shall be submitted to the NRC in both camera ready hard copy and electronically in Word 2007 and PDF formats On-line tutorials will be revised and finalized using the UPK software.

**III 1.3 Deliverables**

- Updated UPK Modules (e-learning/online tutorials) for all tasks associated with each of the NRC user roles

- Updated job aids for each of the NRC user roles
- Content, instructor outlines and other supporting materials (if needed) for the face-to-face demonstrations and the webinars for each of the NRC user roles
- A recording of the webinar in GoToMeeting that can be uploaded into iLearn<sup>4</sup> as a brief e-learning course for new employees.

### **III.2. Task 2 – Deliver Training Demonstrations and Webinars**

#### **III.2.1 Requirement**

The contractor shall deliver multiple training demonstrations between August and October 2011 in the NRC headquarter and regional locations. During the same period, the contractor shall also deliver the same content via webinars using the NRC's GoToMeeting software.

The contractor will work with the technical advisers from the NRC's Office of the Chief Financial Officer (OCFO) to develop and implement the final delivery schedule. Refer to Appendix A for a tentative delivery schedule. The demonstrations/webinars should primarily

- provide an overall, introduction to the system and explanation that the new system does not include changes to NRC policy
- orient attendees to the basics of time entry, preferences, approving, and other basic functions.
- introduce attendees to the job aids and online tutorials so that they feel comfortable going back to their offices and using these self-study materials in the future
- include Q and A.

#### **III.2.2 Standard**

The contractor shall provide two qualified instructors to deliver the HRMS demonstrations and webinars offered at the PDC or NRC's headquarters or regional facilities. Each demonstration or webinar shall not exceed 2 hours, and an NRC OCFO employee must be at each session to participate in the Q&A. Each session will begin with training for all employees. Following shall be training for either Approving Officials or Timekeepers. In addition the contractor shall:

- a. Provide each instructor with all of the course information necessary to successfully teach their assigned course session(s). Make sure each instructor adequately prepares for each session including reviewing the course materials and conversing with NRC subject matter experts (SMEs) or OCFO technical experts.
- b. Require each instructor fulfills the prepared course preparation activities. These activities include checking that the required teaching resources, equipment, instructional materials, slides, visual aids, and display materials for reference are in the room; as well as arriving no less than 30 minutes before each session. Also, between arrival time and the start of session, the instructor shall test the computer equipment or Webinar software, and complete any other necessary setup before class begins.
- c. Start all contractor-led courses on time, as scheduled, and ensure there is time for Q&A in each presentation.

---

<sup>4</sup> iLearn is the NRC's Learning Management System (LMS)

- d. Require each instructor to meet the minimum standards for effective instructional delivery which include the following:
  - i. Create a professional learning experience in the classroom by being organized, well-versed in the subject matter, and use the best instructional approach, program devices, techniques, and strategies to suit delivery of the training content.
  - ii. Be responsible for reading and understanding the course materials and be able to articulate in a clear, precise fashion the session content.
  - iii. Observe the effect of the instruction on the class and reasonably attempt to clarify, provide examples, or in some other way present the course to help correct problems and improve the participants' opportunity to learn.
  - iv. Maintain control of the learning time so the presentation covers the content and ends on time.
  - v. Address disruptive students, remove or correct barriers to learning during a training session, and recommend a resolution to such deficiencies before the start of the next scheduled session of the course.
  - vi. Manage distractions tactfully, and consistently control questions that are of minimal interest to the class as a whole and can be answered later or individually.
  - vii. Ensure that required student information forms and other administrative actions are completed
  - viii. Analyze verbal and written feedback for guidance on how to improve their delivery.
- e. Ensure each instructor understands and follows all NRC security procedures and policies while working in the NRC.
- f. If an instructor resigns or is unable to deliver a session as scheduled, the contractor shall immediately provide an alternate instructor to support delivery of the session as scheduled. When substituting an instructor, the contractor shall replace the instructor with an instructor that is as qualified or more qualified than the instructor that is departing. The contractor shall obtain the NRC PO's approval prior to substituting the back-up instructor. Whenever possible, maintain the approved course schedule when substituting instructors.
- g. The PO shall request the contractor find a qualified replacement for any instructor who repeatedly (more than two times during the performance period) arrives late or comes to class unprepared to teach the course content at no additional cost to NRC. If a contractor-provided instructor fails to meet his or her commitment to teach on a scheduled day, the NRC may request that the instructor be barred from teaching under this contract and the contractor shall provide a qualified replacement and reschedule the course at a mutually agreeable date without additional cost to the NRC.



- h. Use NRC's webinar course delivery software should NRC replace GoToMeeting with another e-learning delivery product.

### **III 2.3 Deliverables**

Demonstrations and webinars delivered on time and that meet the sessions objectives.

### **III.3. Task 3 – Project Management Support**

#### **III.3.1 Requirement**

The contractor shall provide a Project Manager (PM) who will manage the contractor's participation in the contract and ensure the contractor fulfills all the requirements identified in Section III of this SOW. The contractor's PM will serve as the primary point of contact for the NRC PO and be empowered by the contractor to promptly respond to and resolve contractual, and (contractor) personnel issues. In addition the PM shall manage and coordinate all the course revision work the contractor provides NRC during the period of performance, develop and implement the demonstration/webinar delivery schedule in consultation with the NRC OCFO, and coordinate all the contractor's project and travel-related logistics.

Whenever necessary, the contractor shall meet with the NRC PO to discuss any problems or contractor recommendations for improving the workshops. The meetings or telephone conference shall be mutually scheduled between the PM and the contractor and shall be conducted from the phone or at the PDC in the Washington Metropolitan area.

#### **III 3.2 Deliverables**

All approved contract deliverables delivered on time and within budget.

### **IV. Key Personnel**

Instructors shall have

- a minimum of four (4) years experience teaching adults in an organizational setting in the public, private or academic sector
- experience conducting at least one webinar, preferable with GoToMeeting software, or other comparable software
- developed or participated in the development of at least one online (e-learning) course
- one instructor must have developed or participated in the development of at least one course using UPK software

### **V. Deliverables**

The services and documents resulting from fulfillment of the requirements in Section III of this SOW are the contract deliverables. Additional deliverables include the following.

- An initial project kickoff meeting within 10 days of the contract award
- A draft project plan and schedule within 3 days of the kickoff meeting and a final project plan and schedule within 2 weeks of the contract award
- Written progress reports to the PO every two weeks on the work performed during the specified time period. Each report shall specify contract number and reporting period, issues encountered or resolved, as well as a list of the sessions or other project deliverables provided during the reporting period. Project status reports should be

delivered no later than the 5 business days after the end of the month and can be contained in the body of an email addressed to the PO.

- A monthly invoice within 15 days of the end of each month. Monthly invoices shall include, at a minimum, the following information.
  - the cost, title and date of each session delivered during the month including the total monthly charge, in dollars, for the reporting period and the cumulative total charge.
  - the charge, in dollars, for out of town and/or overnight travel during the reporting period and cumulatively.
  - the labor-hours expended on course revision or project management work, by labor category during the reporting period and cumulatively.

**VI. Travel**

The contractor will be required to travel to the Regions to conduct the HRMS training. When domestic travel is outside the Washington, DC (Metropolitan Area), the contractor shall be responsible for making all travel arrangements. All travel expenses will be reimbursed based on actual expenses in accordance with the Government Travel Regulations in effect at the time the travel is undertaken. The contractor shall submit itemized receipts for travel expenses when invoicing the NRC and shall include supporting documentation for travel such as lodging receipt, copy of airline ticket, copy of rental car receipt or cab receipt(s).

If an instructor is away from his or her place of residence and requests flight arrangements be made from a location other than his or her place of residence, the NRC will not be obligated to pay the increased costs. Local travel costs, such as mileage and parking or metro fares within the location of the contractor's metropolitan area or the DC metropolitan area, will be reimbursed by the NRC. Headquarters and local parking at the PDC are not provided by the NRC.

**VII. NRC Contact Information**

**VII. 1 PDC Location, Project Officer and Mailing Instructions**

Material delivered to  
PDC c/o Headquarters: U.S. Nuclear Regulatory Commission  
Professional Development Center  
11555 Rockville Pike  
Rockville, MD 20852-2738  
ATT: Dennise Orlando, Mail Stop GW4 A1

Courier or direct delivery  
to PDC Project Officer: U.S. Nuclear Regulatory Commission  
Dennise Orlando  
Professional Development Center  
7201 Wisconsin Avenue, Suite 425  
Bethesda, MD 20814-4810  
(301) 492-2002

**VII.2 NRC Regional Locations, and Mailing Instructions**

For each of the NRC's four regions and the Technical Training Center, the following contact information shall be used until further notice:

Region I Office:                    Ms. Christine O'Rourke, Training Coordinator  
U.S. NRC, Region I  
475 Allendale Road  
King of Prussia, PA 19406-1415  
(601) 337-5700

Region II Office:                   Ms. Bridget Evans  
U.S. NRC, Region II  
245 Peachtree Center Ave, Suite 1200  
Atlanta, GA 30303-1257  
(404) 997-4837

Region III Office:                 Ms. Chad McCormick, Training Coordinator  
U.S. NRC, Region III  
2443 Warrenville Road, Suite 210  
Lisle, IL 60532-4352  
(630) 829-9555

Region IV Office:                 Ms. Sandra Linsey, Training Coordinator  
U.S. NRC, Region IV  
611 Ryan Plaza, Suite 400  
Arlington, TX 76011-8064  
(817) 860-8100

NRC Technical                     Ms. Jan Patterson  
Training Center:                   U.S. NRC, Technical Training Center  
5746 Marlin Road, Suite 200  
Chattanooga, TN 37411-5677  
(423) 855-6505

**VIII. Cancellation**

Appendix A contains an estimate of how often each course shall be delivered during the period of performance. Additional sessions of a course may be scheduled at any time during the period of performance.

The NRC reserves the right to cancel or reschedule a training session at its discretion no less than three (3) working days prior to the scheduled offering date with written notification to the contractor and without additional cost to the NRC. The contractor will receive cancellation notifications via email. Sessions will be rescheduled at the NRC's discretion in consultation with the contractor.

Should the NRC have to close down due to any emergency situation or Federal closure, the contractor shall reschedule the course(s) that were scheduled during the agency closure for a mutually agreeable date without additional cost to the NRC. If a scheduled course must be cancelled because the contractor fails to provide a qualified instructor, the contractor shall reschedule the course at a mutually agreeable date without additional cost to the NRC.

**IX. Period of Performance**

The period of performance shall be effective on the date in the task order and will end on October 31, 2011.

**X. NRC Security Considerations**

Contractor employees are not permitted access to NRC's computers without the appropriate NRC IT Level II security clearance. Contractor employees also require clearance for unescorted access to NRC buildings. All on-site contractor staff shall be able obtain and maintain at least an IT Level II security clearance, as required by and processed by NRC, before initiation of this contract. The contractor shall complete the NRC's security applications and finger printing forms for each individual needing unescorted access in NRC buildings and access to NRC's computers. The forms shall be delivered, sealed in an envelope, to the PO for submission to NRC Security.

The NRC shall have and exercise full and complete control over granting, denying, withholding, or terminating IT Level II security access and building access approvals for individuals needing regular unescorted access to NRC's sites under this contract. While at NRC, all contractor personnel shall wear their NRC-provided badge at all times and follow all NRC security procedures.

The contractor shall advise the PO of the termination or dismissal of any employee who has applied for, or has been granted, NRC clearances. The contractor shall obtain and return to the PM any and all photo identification or access badges of all individuals who no longer require access to NRC space or its computers.

In connection with the performance of work under this contract, the contractor may be furnished, or may develop or acquire, safeguards information, proprietary data (trade secrets) or confidential or privileged technical, business, or financial information, including Commission plans, policies, reports, financial plans, other (Official Use Only) internal data protected by the Privacy Act of 1974 (Pub. L. 93-579), or other information which has not been released to the public or has been determined by the Commission to be otherwise exempt from disclosure to the public. The contractor shall ensure that information protected from public disclosure is maintained as required by NRC regulations and policies, as cited in this contract or as otherwise provided by the NRC. The contractor will not directly or indirectly duplicate, disseminate, or disclose the information in whole or part to any other person or organization except as may be necessary to perform the work under this contract. The contractor agrees to return the information to the NRC or otherwise dispose of it at the direction of the contracting officer. Failure to comply with this clause is grounds for termination of this contract.

The classroom and podium computers are installed on the NRC network with NRC infrastructure software. All NRC computer systems and software are supported and maintained by the NRC's Office of Information Services (OIS). The contractor has limited administrative rights to the PDC computer systems due to security concerns and other existing contracts managed by OIS. The facilities, computers, and software located at NRC Headquarters and the PDC may change during the contract period. If the NRC upgrades or modifies its hardware, systems or software, the NRC will provide the contractor training and computer support on new systems and software as they are implemented.

The NRC reserves the right to deny or withdraw the contractor's use or access to NRC IT equipment or services, and take other appropriate administrative actions (e.g., disallow costs, terminate for cause) should the contractor violate their responsibility under this clause.

**XI. Government Furnished Facilities, Supplies, and Equipment and Information**

Upon award of this contract, the NRC will provide the contractor:

- Applicable NRC forms including security clearance forms
- Privacy Act and NRC Security requirements guidance
- Reproduction services - for internally developed NRC course materials
- Copies of applicable HRTD and PDC policies, procedures, protocol, and LMS job aids
- Access to the current HRMS training materials
- Use of the UPK software (onsite only)

In addition, the NRC shall

- Prepare course announcements and registering students.
- Provide facilities for conducting the course and basic support such as overhead projectors, computers with MS Office 2007 for instructor use, flip charts or white boards, paper, pens, and other miscellaneous supplies. Any unique requirements may have to be provided by the contractor if they are not available from the NRC.
- Ensure that all necessary training materials are reproduced in sufficient quantities and delivered to the applicable classroom prior to training.
- Provide student feedback and course evaluation forms.
- Onsite workspace at NRC facilities in the Washington DC Metropolitan area.
- Sign translators or other special disability resources for employees with special needs.

All materials developed specifically for the NRC under this SOW, will become the property of the United States Government and the Government will obtain unlimited rights to use, disclose, reproduce, prepare derivative works, distribute copies to the public, and perform publicly and display publicly in any manner and for any purpose and to have or permit others to do so. Proprietary information shall not be incorporated into the materials delivered under the contract without prior written permission of the NRC Contracting Officer (CO).

## Appendix A: Draft HRMS Training Schedule

Date	Office/ Region	Training Location	Target Audience	Training Times
Day 1	HQ	Commission Hearing Room	Employees Timekeepers Employees Approvers	8:30 – 10:30 10:45 – 12:00 1:00 – 3:00 3:15 – 4:30
Day 2	Resident Inspectors	WEBINAR <sup>5</sup>	Employees Timekeepers	10:00 – 12:30 2:00 – 3:30
Day 3	RGN 1	RGN 1	Employees Timekeepers Employees Approvers	8:30 – 10:30 10:45 – 12:00 1:00 – 3:00 3:15 – 4:30
Day 4	RGN 3	RGN 3	Employees Timekeepers Employees Approvers	8:30 – 10:30 10:45 – 12:00 1:00 – 3:00 3:15 – 4:30
Day 5	HQ	Commission Hearing Room	Employees Approvers Employees Timekeepers	8:30 – 10:30 10:45 – 12:00 1:00 – 3:00 3:15 – 4:30
Day 6	Resident Inspectors	WEBINAR	Employees Timekeepers	10:00 – 12:30 2:00 – 3:30
Day 7	HR	PDC Room C	Employees Approvers Employees Timekeepers	8:30 – 10:30 10:45 – 12:00 1:00 – 3:00 3:15 – 4:30
Day 8	NMSS	EBB - NMSS Conf Room	Employees Timekeepers Employees Approvers	8:30 – 10:30 10:45 – 12:00 1:00 – 3:00 3:15 – 4:30
Day 9	HQ	Commission Hearing Room	Employees Approvers Employees Timekeepers	8:30 – 10:30 10:45 – 12:00 1:00 – 3:00 3:15 – 4:30
Day 10	RGN 4	RGN 4	Employees Timekeepers Employees Approvers	8:30 – 10:30 10:45 – 12:00 1:00 – 3:00 3:15 – 4:30

<sup>5</sup> A Most, if not all Webinars, will originate from the PDC.

Date	Office/ Region	Training Location	Target Audience	Training Times
Day 11	All staff	WEBINAR	Employees Timekeepers Employees Approvers	8:30 – 10:30 10:45 – 12:00 1:00 – 3:00 3:15 – 4:30
Day 12	RGN 2	RGN 2	Employees Timekeepers Employees Approvers	8:30 – 10:30 10:45 – 12:00 1:00 – 3:00 3:15 – 4:30
Day 13	WEBINAR	From PDC	Employees Timekeepers Employees Approvers	8:30 – 10:30 10:45 – 12:00 1:00 – 3:00 3:15 – 4:30
Day 14	TTC	TTC	Employees Timekeepers Employees Approvers	8:30 – 10:30 10:45 – 12:00 1:00 – 3:00 3:15 – 4:30
Day 15	RES	CSB - RES Conf Room	Employees Timekeepers Employees Approvers	8:30 – 10:30 10:45 – 12:00 1:00 – 3:00 3:15 – 4:30
Day 16	HQ	PDC Room C	Employees Timekeepers Employees Approvers	8:30 – 10:30 10:45 – 12:00 1:00 – 3:00 3:15 – 4:30
Day 17	ADM	TWB TWB-5E01	Employees Approvers Employees Timekeepers	8:30 – 10:30 10:45 – 12:00 1:00 – 3:00 3:15 – 4:30
Day 18	Resident Inspectors	WEBINAR	Employees Employees	9:00 – 11:30 1:00 – 3:30
Day 19	Resident Inspectors	WEBINAR	Employees Employees	9:00 – 11:30 1:00 – 3:30
Days 20- 25 (1-2 a day)	All staff	WEBINAR	Employees Timekeepers Employees Approvers	8:30 – 10:30 10:45 – 12:00 1:00 – 3:00 3:15 – 4:30
Day 26	Record WEBINAR for iLearn		Employees Timekeepers Employees Approvers	

## **TASK ORDER TERMS AND CONDITIONS**

### **A.1 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.2 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.3 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](http://www.whitehouse.gov/omb/assets/memoranda_2010/m10-02.pdf)



#### **A.4 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.

**BILLING INSTRUCTIONS FOR  
LABOR HOUR/TIME AND MATERIALS TYPE CONTRACTS (JULY 2011)**

**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 invoices/vouchers for reimbursement of costs in the manner and format described herein. FAILURE TO SUBMIT INVOICES/VOUCHERS IN ACCORDANCE WITH THESE INSTRUCTIONS WILL RESULT IN REJECTION OF THE INVOICE/VOUCHER AS IMPROPER.

**Standard Forms:** Claims shall be submitted on the payee's letterhead, invoice/voucher, 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."

**Electronic Invoice/Voucher Submissions:** The preferred method of submitting vouchers/invoices is electronically to the U.S. Department of the Interior's National Business Center, via email to: [NRCPayments\\_NBCDenver@NBC.gov](mailto:NRCPayments_NBCDenver@NBC.gov).

**Hard-Copy Invoice/Voucher Submissions:** If you submit a hard-copy of the invoice/voucher, a signed original and supporting documentation 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

**Purchase of Capital Property:** *(\$50,000 or more with life of one year or longer)*

Contractors must report to the Contracting Officer, electronically, any capital property acquired with contract funds having an initial cost of \$50,000 or more, in accordance with procedures set forth in NRC Management Directive (MD) 13.1, IV, C – "Reporting Requirements" (revised 2/16/2011).

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

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

**Format:** Invoices/Vouchers shall be submitted in the format depicted on the attached sample form entitled "Invoice/Voucher for Purchases and Services Other Than Personal". Alternate formats are permissible only if they address all requirements of the Billing Instructions. The

instructions for preparation and itemization of the invoice/voucher are included with the sample form.

**Task Order Contracts:** The contractor must submit a separate invoice/voucher for each individual task order with detailed cost information. This includes all applicable cost elements and other items discussed in paragraphs (a) through (q) of the attached instructions. In addition, the invoice/voucher must specify the contract number, and the NRC-assigned task/delivery order number.

**Billing of Costs 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 invoice/voucher, the contractor shall clearly mark it "EXPIRATION INVOICE" or "EXPIRATION VOUCHER".

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

**Currency:** Invoices/Vouchers must be expressed in U.S. Dollars.

**Supersession:** These instructions supersede previous 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. Invoice/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 (including Enterprise-wide Contract (EWC)), GSA Federal Supply Schedule (FSS), Government-wide Agency Contract (GWAC) number, or Multiple Agency Contract (MAC) number, as applicable.
- d. Task Order Number. Insert the task/delivery order number (If Applicable). **Do not include more than one task order per invoice or the invoice may be rejected as improper.**
- e. Invoice/Voucher. The appropriate sequential number of the invoice/voucher, 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.
- f. Date of Invoice/Voucher. Insert the date the invoice/voucher is prepared.
- g. Billing period. Insert the beginning and ending dates (day, month, year) of the period during which costs were incurred and for which reimbursement is requested.

- h. Labor Hours Expended. Provide a general summary description of the services performed and associated labor hours utilized during the invoice period. Specify the Contract Line Item Number (CLIN) or SubCLIN, as applicable, and information pertaining to the contract's labor categories/positions, and corresponding authorized hours.
- i. Property. For contractor acquired property, list each item with an initial acquisition cost of \$50,000 or more and provide: (1) an item description, (2) manufacturer, (3) model number, (4) serial number, (5) acquisition cost, (6) date of purchase, and (7) a copy of the purchasing document.
- j. Shipping. Insert weight and zone of shipment, if shipped by parcel post.
- k. Charges for freight or express shipments. Attach prepaid bill if shipped by freight or express.
- l. Instructions. Include instructions to consignee to notify the Contracting Officer of receipt of shipment.
- m. For Indefinite Delivery contracts, the final invoice/voucher shall be marked "FINAL INVOICE" or "FINAL VOUCHER".
- n. Direct Costs. Insert the amount billed for the following cost elements, adjustments, suspensions, and total amounts, for both the current billing period and for the cumulative period (from contract inception to end date of this billing period).

(1) Direct (Burdened) Labor. This consists of salaries and wages paid (or accrued) for direct performance of the contract itemized, including a burden (or load) for indirect costs (i.e., fringe, overhead, General and Administrative, as applicable), and profit component, as follows:

<u>Labor Category</u>	<u>Hours Billed</u>	<u>Burdened Hourly Rate</u>	<u>Total</u>	<u>Cumulative Hours Billed</u>
-----------------------	---------------------	-----------------------------	--------------	--------------------------------

(2) Contractor-acquired property (\$50,000 or more). 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) an item description, (b) manufacturer, (c) model number, (d) serial number, (e) acquisition cost, (f) date of purchase, and (g) a copy of the purchasing document.

(3) Contractor-acquired property (under \$50,000), Materials, and Supplies. These are equipment other than that described in (2) above, plus consumable materials and 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.

(4) Materials Handling Fee. Indirect costs allocated to direct materials in accordance the contractor's usual accounting procedures.

(5) Consultant Fee. The supporting information must include the name, hourly or daily rate of the consultant, and reference the NRC approval (if not specifically approved in the original contract).

(6) Travel. Total costs associated with each trip must be shown in the following format:

<u>Start Date</u>		<u>Destination</u>		<u>Costs</u>
From	To	From	To	\$

(Must include separate detailed costs for airfare, per diem, and other transportation expenses. All costs must be adequately supported by copies of receipts or other documentation.)

(7) Subcontracts. Include separate detailed breakdown of all costs paid to approved subcontractors during the billing period.

- o. Total Amount Billed. Insert columns for total amounts for the current and cumulative periods.
- p. Adjustments. Insert columns for any adjustments, including outstanding suspensions for unsupported or unauthorized hours or costs, for the current and cumulative periods.
- q. Grand Totals.

**3. Sample Invoice/Voucher Information**

Sample Invoice/Voucher Information (Supporting Documentation must be attached)

This invoice/voucher represents reimbursable costs for the billing period from \_\_\_\_\_ through \_\_\_\_\_

(a) <b><u>Direct Costs</u></b>	<u>Amount Billed</u>	
	<u>Current Period</u>	<u>Cumulative</u>
(1) Direct burdened labor	\$ _____	\$ _____
(2) Government property (\$50,000 or more)	\$ _____	\$ _____
(3) Government property, Materials, and Supplies (under \$50,000 per item)	\$ _____	\$ _____
(4) Materials Handling Fee	\$ _____	\$ _____
(5) Consultants Fee	\$ _____	\$ _____
(6) Travel	\$ _____	\$ _____
(7) Subcontracts	\$ _____	\$ _____
Total Direct Costs:	\$ _____	\$ _____
<b>(b) Total Amount Billed</b>	\$ _____	\$ _____
<b>(c) Adjustments (+/-)</b>	\$ _____	\$ _____
<b>(d) Grand Total</b>	\$ _____	\$ _____

(The invoice/voucher format provided above must include information similar to that included below in the following to ensure accuracy and completeness.)

**SAMPLE SUPPORTING INFORMATION**

The budget information provided below is for format purposes only and is illustrative.

Cost Elements:

1) Direct Burdened Labor - \$4,800

<u>Labor Category</u>	<u>Hours Billed</u>	<u>Burdened Rate</u>	<u>Total</u>	<u>Cumulative Hours Billed</u>
Senior Engineer I	100	\$28.00	\$2,800	975
Engineer	50	\$20.00	\$1,000	465
Computer Analyst	100	\$10.00	<u>\$1,000</u>	<u>320</u>
			\$4,800	1,760 hrs.

*Burdened labor rates must come directly from the contract.*

2) Government-furnished and contractor-acquired property (\$50,000 or more) - \$60,000

Prototype Spectrometer - item number 1000-01 = \$60,000

3) Government-furnished and contractor-acquired property (under \$50,000), Materials, and Supplies - \$2,000

10 Radon tubes @ \$110.00 = \$1,100  
 6 Pairs Electrostatic gloves @ \$150.00 = \$ 900  
 \$2,000

4) Materials Handling Fee - \$40

(2% of \$2,000 in item #3)

5) Consultants' Fee - \$100

Dr. Carney - 1 hour fully-burdened @ \$100 = \$100

6) Travel - \$2,640

(i) Airfare: (2 Roundtrip trips for 1 person @ \$300 per r/t ticket)

<u>Start Date</u>	<u>End Date</u>	<u>Days</u>	<u>From</u>	<u>To</u>	<u>Cost</u>
4/1/2011	4/7/2011	7	Philadelphia, PA	Wash, D.C.	\$300
7/1/2011	7/8/2011	8	Philadelphia, PA	Wash, D.C.	\$300

(ii) Per Diem: \$136/day x 15 days = \$2,040

7) Subcontracting - \$30,000

Company A = \$10,000  
 Company B = \$20,000  
 \$30,000

(EX: Subcontracts for Companies A & B were consented to by the Contracting Officer by letter dated 6/15/2011.)

Total Amount Billed \$99,580  
 Adjustments (+/-) - 0  
 Grand Total \$99,580

**4. Definitions**

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.