

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

1 REQUISITION NO
FSM-11-099

PAGE 1 OF 7

CONTRACT NO: NRC-41-10-020 3 AWARD/EFFECTIVE DATE: 07-13-2011 4 ORDER NO: NRCT005 5 SOLICITATION NUMBER: 6 SOLICITATION ISSUE DATE:

FOR SOLICITATION INFORMATION CALL: a. NAME: b. TELEPHONE NO (No Collect Calls): 8 OFFER DUE DATE/LOCAL TIME:

ISSUED BY: U.S. Nuclear Regulatory Commission
Div. of Contracts
Attn: Donna Berkowitz
Mail Stop: TWB-01-B10M
Washington, DC 20555

CODE: 3100 10 THIS ACQUISITION IS: UNRESTRICTED OR SET ASIDE % FOR

SMALL BUSINESS WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM NAICS 561400

HUBZONE SMALL BUSINESS ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB) SIZE STANDARD 57 Million

SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS 8(A)

1 DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED: 12 DISCOUNT TERMS: 13a THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700): 13b RATING: N/A

SEE SCHEDULE 14 METHOD OF SOLICITATION: RFQ IFB RFP

5 DELIVER TO: U.S. Nuclear Regulatory Commission
Sandra Nesmith
Mail Stop: T8A23
Washington DC 20555

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

7a CONTRACTOR/OFFEROR CODE: SEAMON CORPORATION FACILITY CODE: 18a PAYMENT WILL BE MADE BY: Department of Interior / NBC
NRCPayments@nbc.gov
Attn: Fiscal Services Branch - 02770
7301 W. Mansfield Avenue
Denver CO 80235-2230

9001 EDMONSTON RD STE 200
GREENBELT MD 207704074
TELEPHONE NO:

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

The purpose of this time and materials task order is to provide the NRC's Federal and State Materials and Environmental Office with meeting space, materials, labor and audiovisual, and equipment needed to produce the Administrative Assistants Retreat on October 5, 2011.

The total ceiling is \$24,513.96. The contractor shall submit back-up information for all subcontractor & consultant costs. The contractor shall be reimbursed for actual costs plus G&A of \$11% for other direct costs. All travel shall be conducted in accordance with the Federal Travel Regulations. The contractor shall provide receipts for all travel costs.

Contractor POC: Karmen Lewis, email: KLewis@SeamonCorporation.com, phone: 301-577-0244 x 3800
NRC Project Officer & POC: Sandra Nesmith, email: sandra.nesmith@nrc.gov, phone: 301-415-6437

(Use Reverse and/or Attach Additional Sheets as Necessary)

5. ACCOUNTING AND APPROPRIATION DATA 26 TOTAL AWARD AMOUNT (For Govt. Use Only): \$24,513.96

DUNS: 781844808 NAICS: 561920 FAIMIS: 112847
B&R: 2011-55-34-4-156 JC: F1218 BOC: 252A APPN. 31X0200
Obligate: \$24,513.96

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

27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212.4 FAR 52.212.5 IS ATTACHED: 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 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

06 SIGNATURE OF OFFEROR/CONTRACTOR: *Steve Mendels* 31a UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER): *Donna Berkowitz*

06b NAME AND TITLE OF SIGNER (TYPE OR PRINT): STEVE MENDELS CFO 31b NAME OF CONTRACTING OFFICER (TYPE OR PRINT): Donna Berkowitz Contracting Officer

30c DATE SIGNED: 7/13/11 31c DATE SIGNED: 7/13/2011

AUTHORIZED FOR LOCAL REPRODUCTION PREVIOUS EDITION IS NOT USABLE STANDARD FORM 1449 (REV. 5/2011) Prescribed by GSA - FAR (48 CFR) 53.212

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30				1. REQUISITION NO. FSM-11-099	PAGE 1 OF 7
2. CONTRACT NO. NRC-41-10-020	3. AWARD/EFFECTIVE DATE 07-13-2011	4. ORDER NO. NRCT005	5. SOLICITATION NUMBER	6. SOLICITATION ISSUE DATE	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME	b. TELEPHONE NO. (No Collect Calls)	8. OFFER DUE DATE/LOCAL TIME	
9. ISSUED BY U.S. Nuclear Regulatory Commission Div. of Contracts Attn: Donna Berkowitz Mail Stop: TWB-01-B10M Washington, DC 20555		CODE 3100	10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: _____ % FOR: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM NAICS: 561920 <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB) SIZE STANDARD: \$7 Million <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> 8(A)		
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE	12. DISCOUNT TERMS		<input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)	13b. RATING N/A	14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP
15. DELIVER TO U.S. Nuclear Regulatory Commission Sandra Nesmith Mail Stop: T8A23 Washington DC 20555		CODE	16. ADMINISTERED BY U.S. Nuclear Regulatory Commission Div. of Contracts Mail Stop: TWB-01-B10M Washington, DC 20555		
17a. CONTRACTOR/OFFEROR SEAMON CORPORATION 9001 EDMONSTON RD STE 200 GREENBELT MD 207704074 TELEPHONE NO.		CODE	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	
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		<input type="checkbox"/> 18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
19. ITEM NO.	20. See CONTINUATION Page SCHEDULE OF SUPPLIES/SERVICES		21. QUANTITY	22. UNIT	23. UNIT PRICE
The purpose of this time and materials task order is to provide the NRC's Federal and State Materials and Environmental Office with meeting space, materials, labor and audiovisual, and equipment needed to produce the Administrative Assistants Retreat on October 5, 2011.					
The total ceiling is \$24,513.96. The contractor shall submit back-up information for all subcontractor & consultant costs. The contractor shall be reimbursed for actual costs plus G&A of \$11% for other direct costs. All travel shall be conducted in accordance with the Federal Travel Regulations. The contractor shall provide receipts for all travel costs.					
Contractor POC: Karmen Lewis, email: KLewis@SeamonCorporation.com , phone: 301-577-0244 x 3800 NRC Project Officer & POC: Sandra Nesmith, email: sandra.nesmith@nrc.gov , phone: 301-415-6437					
(Use Reverse and/or Attach Additional Sheets as Necessary)					SUBTOTAL
25. ACCOUNTING AND APPROPRIATION DATA DUNS: 781844808 NAICS: 561920 FAIMIS: 112843 B&R: 2011-55-34-4-156 JC: F1218 BOC: 252A APPN: 31X0200 Obligate: \$24,513.96				26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$24,513.76	
<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 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 type="checkbox"/> ARE NOT ATTACHED.			
<input type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN _____ 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		<input type="checkbox"/> 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)		30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) Donna Berkowitz Contracting Officer		31c. DATE SIGNED

TASK ORDER TERMS AND CONDITIONS

NOT SPECIFIED IN THE CONTRACT

A.1 PRICE/COST SCHEDULE

Administrative Assistant's Retreat				
Direct Costs				
CLIN	Labor Category	Estimated Hours	Fixed Labor Rates	Estimated Total
001	Sr. Project Director	1.30	\$128.07	\$166.49
002	Sr Project Manager	12.00	\$92.35	\$1,108.20
003	Project Manager	13.00	\$78.55	\$1,021.15
004	Conference Coordinator	15.00	\$56.40	\$846.00
005	Administrative Assistant	13.25	\$48.64	\$644.48
006	Writer/Editor	48.30	\$78.55	\$3,793.97
Total Estimated Direct Costs				\$7,580.29
OTHER DIRECT COSTS				
CLIN	Description			Estimated Total
	Travel			
	Reproduction			
	Materials/Supplies			
	Postage & Delivery			
	Consultants Travel & Fees	80	NTE \$150/hr	
	On-Site Costs: On-Site Services			
	On-Site Costs: A/V & Office Equip			
007	Estimated Total ODCs			\$15,255.56
008	G&A on ODCs at 11%			\$1,678.11
Total Estimated ODCs				\$16,933.67

GRAND TOTAL

\$24,513.96

A.2 NRC Acquisition Clauses - (NRCAR) 48 CFR Ch. 20

A.3 CONSIDERATION AND OBLIGATION –TASK ORDERS (AUG 1989)

- (a) The total estimated amount of this contract (ceiling) for the products/services ordered, delivered, and accepted under this contract is \$24,513.96. 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 Contracting Officer will obligate funds of each task order issued.
- (c) A total estimated cost in addition to any fee will be negotiated for each task order and will be incorporated as a ceiling in the resultant task order. The Contractor shall comply with the provisions of 52.232-20 Limitation of Cost for fully funded task orders and 52.232.22 Limitation of Funds for incrementally funded task orders.

A.4 DURATION OF CONTRACT PERIOD (MAR 2987)

The contract shall commence on July 13, 2011 and shall expire on October 31, 2011.

A.5 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.6 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.7 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.8 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:

NRC-41-10-020 NRCT005

(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.9 STATEMENT OF WORK

STATEMENT OF WORK

TASK TITLE:	ADMINISTRATIVE ASSISTANT OFFSITE RETREAT
JOB CODE:	F1218
CONTRACT NUMBER:	NRC 41-10-020
TASK ORDER NUMBER:	Five (5)
B&R NUMBER:	55344156
NRC ISSUING OFFICE:	FSME
NRC PROJECT OFFICER (PO):	Sandra Nesmith (301) 415-6437
NRC TECHNICAL PROJECT MANAGER (TPM):	Katie Derr (301) 415-5027
NRC TASK ORDER MONITOR (TOM):	Cathy Poland (301) 415-7812

I. BACKGROUND

The Nuclear Regulatory Commission (NRC), Office of Federal and State Materials and Environmental Management Programs (FSME), will conduct a 1-day Administrative Assistant Offsite Retreat. The retreat focuses on skill and team building in an effort to improve overall performance within the office, and open communication among the administrative team and the managers. The retreat will require facilitation support in both the design and execution of the workshop. The location will be offsite from NRC headquarters for an estimated 25 participants to include staff and managers. The retreat will be held on October 5, 2011.

Previous retreat topics were "Get Connected," "Fish Philosophy," and "You are an Essential Piece of the Puzzle." Topics for these retreats have been presented in various ways, i.e., guest speakers, knowledge management exercises, role playing. The facilitator works with the Task Order Monitor (TOM) in preparing for the retreat. The facilitator conducts interviews and/or gathers information from the participating Administrative Assistants and Managers. The facilitator and TOM conduct the retreat. The Office and Deputy Office Director participate the entire day, and the Division and Deputy Division Directors participate in the afternoon. This provides the Administrative Assistants with time to meet with the managers on a one-on-one basis.

The facilitated retreat is held for 1 day from 8:00 am to 5:00 pm at an offsite location from NRC headquarters.

II. OBJECTIVES

The objective of this retreat is to reinforce teamwork, inspire communication between the administrative staff and their managers, and review processes/procedures that the Administrative Assistants use on a daily basis to ensure consistency throughout the office.

III. SCOPE OF WORK

Contractor staff shall work in conjunction with the NRC TOM to ensure a successful retreat is provided for all attendees. The retreat is a 1-day meeting held annually at a local location other than NRC headquarters.

Task 1: Offsite Logistics

The contractor shall create a project plan that outlines all timelines, programs, meeting materials, meeting space requirements, and audio/visual requirements. Specific requirements shall include:

NRC-41-10-020 NRCT005

- Secure a local location for the meeting that has parking and ease of access from metro not further than 7 miles from the NRC Headquarters.
- The contractor shall make arrangements for presentation handouts and for an electronic copy of the minutes to be prepared and distributed as directed by the TOM.
- The contractor shall generate name tags and other incidentals as needed to facilitate a successful meeting.
- The contractor shall insure that all audio/visual equipment required for the presentations is available and working properly and will assist with any last minute outages.
- Sufficient copies shall be made for each person attending to have a copy of the handouts. All programs and other material must be approved by the TOM before being finalized.
- Onsite presence of the contractor staff is not required for this meeting.

Task 2: Facilitation Support Services for Offsite

Facilitation support is required for this meeting. The contractor shall supply support for the structure and execution of the workshop. The Facilitator shall:

- Meet with TOM to discuss/plan the Offsite and develop the draft and final agendas for the Offsite.
- Interview the Administrative Assistants and their managers in order to obtain information to prepare for the Offsite.
- Be present at the Offsite from 7:00 a.m. – 6:00 p.m. for setup, facilitation, and closeout of Offsite.
- Meet with TOM after the Offsite has been completed to review meeting minutes and finalize.
- To increase the effectiveness of future Offsite meetings, the facilitator shall develop a feedback form, to address items such as:
 - Was the lead time adequate;
 - Did information provided meet expectations, and;
 - How were the logistics items such as location of meeting.

The contractor shall distribute feedback forms to each Offsite participant and attendee.

- Within thirty days after the completion of Offsite, the contractor shall provide a hard and electronic copy of the meeting notes for archive purposes to the NRC.
- Thirty days after the completion of Offsite, the contractor shall provide a hard and electronic copy of the data collected from the forms, including the forms themselves, for archive purposes to the NRC. Data shall include a brief analysis of the Offsite including significant free text comments included on forms.

The NRC, FSME will prepare graphic arts materials. All other documents and materials prepared by the contractor shall be subject to final approval by the TOM prior to the Offsite.

IV. QUALITY ASSURANCE

The contractor shall ensure all issues with quality are adequately addressed throughout the course of the work that is performed. The NRC Project Officer and NRC Technical Project Manager (TPM) will review all products with these criteria in mind.

Task 1: Offsite Logistics

The contractor shall ensure that the facilities reserved meet all of the requirements of task 1 on the dates of the conference, that all of the audio visual equipment is available and in working order through out the conference.

Task 2: Support Services for Offsite:

The contractor shall thoroughly review all conference signage, handouts and electronic media for errors and omissions both before and after mass production.

V. LEVEL OF EFFORT

Task 1: Offsite Logistics

The total estimated level of effort for this task is 20 staff-hours.

Task 2: Support Services and Reporting

The total estimated level of effort for this task is 100 staff-hours.

The above estimates are advisory only and not to be considered as the sole basis for development of a staffing plan.

VI. Deliverables

The contractor shall deliver within 30 days following the off-site:

- Three hardcopies and one electronic copy of the meeting minutes for archive purposes to the NRC.
- Three hardcopies and one electronic copy of the feedback form data for archive purposes to the NRC.

VII. APPROPRIATE USE OF GOVERNMENT FURNISHED INFORMATION TECHNOLOGY(IT) EQUIPMENT AND/ OR IT SERVICES/ ACCESS (APRIL 2003)

As part of contract performance the NRC may provide the contractor with information technology (IT) equipment and IT services or IT access as identified in the statement of work or subsequently as identified in the project. Government furnished IT equipment, or IT services, or IT access may include but is not limited to computers, copiers, facsimile machines, printers, pagers, software, phones, Internet access and use, and email access and use. The contractor (including the contractor's employees, consultants and subcontractors) shall use the NRC furnished IT equipment, and/or IT provided services, and/or IT access solely to perform the necessary efforts required under the contract. The contractor (including the contractor's employees, consultants, and subcontractors) are prohibited from engaging or using the NRC IT equipment and government provided IT services or IT access for any personal use, misuse, abuses or any other unauthorized usage.

The contractor is responsible for monitoring its employees, consultants and subcontractors to ensure that NRC furnished IT equipment and/or IT services, and/or IT access are not being used for personal use, misused or abused. The NRC reserves the right to withdraw or suspend the use of its government furnished IT equipment, IT services and/or IT access arising from contractor personal usage, or misuse or abuse; and/or to disallow any payments associated with contractor (including the contractor's employees, consultants and subcontractors) personal usage, misuses or abuses of IT equipment, IT services and/or IT access; and/or to terminate the project arising from violation of this provision.

VIII. TECHNICAL DIRECTION

Cathy Poland is the designated NRC TOM for this procurement. The Technical Project Manager is Katie Derr and Sandra Nesmith is the designated NRC PO. Technical instructions may be provided by TOM during the duration of this requested task. Technical instructions shall not constitute new assignments of work or changes of such a nature as to justify an adjustment in cost or period of performance. Directions, if any, for changes in scope of work, cost, or period of performance will be issued by the NRC Contracting Officer by request of the NRC PO.