

**ORDER FOR SUPPLIES OR SERVICES**

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

BPA NO

1. DATE OF ORDER		2. CONTRACT NO. (If any) NRC-10-07-414		6. SHIPTC		
3. ORDER NO. HR-001		MODIFICATION NO.		4. REQUISITION/REFERENCE NO. See Below		
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div. of Contracts Attn: Robin T. Barnes Mail Stop T-741-2 Washington, DC 20555				a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission		
				b. STREET ADDRESS		
7. TO				c. CITY Washington		e. ZIP CODE 20555
8. NAME OF CONTRACTOR PRADIL, INC.				f. SHIP VIA		
9. COMPANY NAME				8. TYPE OF ORDER		
c. STREET ADDRESS ACTH CAMDEN CENTER				<input type="checkbox"/> a. PURCHASE		<input checked="" type="checkbox"/> b. DELIVERY
d. CITY CAMDEN				e. STATE NJ		f. ZIP CODE 081030000
9. ACCOUNTING AND APPROPRIATION DATA \$115,492.40 31X0200 B&R:8-8415-5C111A BOC:252A JCN: T8410 Obl:\$57,746.00 31X0200 B&R:8-8415-5C111A BOC:252A JCN: 26410 Obl:\$57,746.00 DUNS: 05488511				10. REQUISITIONING OFFICE - HR Task Order for HR		
11. BUSINESS CLASSIFICATION (Check appropriate box(es))						12. F.O.B. POINT N/A
<input checked="" type="checkbox"/> a. SMALL						<input type="checkbox"/> b. OTHER THAN SMALL
<input type="checkbox"/> c. WOMEN-OWNED						<input type="checkbox"/> d. HUBZone
<input type="checkbox"/> e. DISADVANTAGED						<input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED
<input type="checkbox"/> g. EMERGING SMALL BUSINESS						
13. PLACE OF		14. GOVERNMENT BAL. NO		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) See Below		16. DISCOUNT TERMS N/A
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)
0001AC	In accordance with Section C.3 52.216-6 Order clause, this Task Order is for administrative office support for HR. Advanced Services - Long Term 2 people	(b)(4)	hours	(b)(4)	\$105,360.40	
0001AB	Advanced Services - Overtime		hours		\$10,130.00	
<p>In accordance with the attached is the Statement of Work, the amount of funds obligated under this task order is \$115,492.40. The estimated ceiling amount of this task order is \$115,492.40.</p> <p>The project officer is Catherine Blakeney (301) 415-1493 The T. O. Manager for HR is Donna Lam on (301) 490-2001.</p>						

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO		\$115,492.40
21. MAIL INVOICE TO						
a. NAME U.S. Nuclear Regulatory Commission Division of Contracts						
b. STREET ADDRESS (or P.O. Box) Attn: NRC-10-07-414/HR-001						
c. CITY Washington				d. STATE DC	e. ZIP CODE 20555	\$115,492.40
22. UNITED STATES OF AMERICA BY (Signature)				23. NAME (Typed) Sherlene McCubbin Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER		

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**TASK ORDER STATEMENT OF WORK**  
**For NRC 10-7-414**  
**SCOPE OF WORK**  
**TASK ORDER FOR OFFICE OF Human Resources**

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 the onsite office support services for Office of Human Resources (HR), as follows:

Item No.	Type of Support	Short Term Assignment	Long Term Assignment	Estimated Hrs	Hourly Rate	Amount
0001AA	Basic Services				(b)(4)	
0001AB	Overtime Basic Services					
0001AC	Advanced Services		2	(b)(4)		\$105,362.40
0001AD	Overtime Advanced Services					\$10,130.00
<b>TOTAL ESTIMATED CEILING</b>						<b>\$115,492.40</b>

(Estimated Hrs BASIC:

(Estimated Hrs ADVANCED: 2 people @ (b)(4) hours per person- total hours (b)(4) hours)

OT.: 2 people @ (b)(4) hours per person- total hours (b)(4) hours)

Period of Performance: November 1, 2007 through October 31, 2008

The Task Order shall be in effect from the date of this Task Order for one year.

**SPECIFIC OFFICE REQUIREMENT/NEEDS**

The work in this office requires much data input to the training records system and the new Learning Management System for course enrollments, completions, and updating of course descriptions and other related information. In addition to this effort the daily requirement of keeping training materials up to date and converted to MS Word is a big part of the tasks to be performed by the person hired. Specific skills with Adobe Acrobat to create electronic (PDF) files for course manuals and for sending these to the reproduction facility of NRC are a necessary requirement. Since this person will interface with a variety of levels of NRC staff, good communication skills are critical.

**ROLES AND RESPONSIBILITIES**

Attachment A, B, and C are hereby provided in order to assist the NRC offices to understand the roles and responsibilities of the NRC Project Officer, NRC Task Order Manager, and the On-Site Project Manager for Phacil.

**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 **\$115,492.40**. 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 \$115,492.40. 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:

Project Officer: Catherine Blakeney  
(301) 415-1491

Task Order Manager(s): HR/PDKM Task Order Manager  
Donna Lam  
(301) 492-2001

Contractual Matters: Sharlene McCubbin  
Contract Specialist  
(301) 415-6565

And Robin T. Barnes  
Contract Specialist  
(301) 415-5578

#### **OPTION TO EXTEND THE TERM OF THIS TASK ORDER**

The subject task order term will 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 five years.