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PREVIOUS EDITION IS NOT UEABLE

Prescribed by GSA - FAR (48 GFR) 53.212

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:

Item No.	Type of Support	Short Term Assignment	Long Term Assignment	Estimated Hours	Hourly Rate	Amount
001	Basic Services	1		(b)(4)	(b)(4)	\$8,424.00
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.