

**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: 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, NSA, Attn: Manon Butt, Mail Stop: TWB-01-B10M, Washington, DC 20555  
 CODE 3100 10. THIS ACQUISITION IS:  UNRESTRICTED OR  SET ASIDE  N. FOR.  SMALL BUSINESS  
 NAICS: 561110 SIZE STANDARD  SUBZONE SMALL BUSINESS  SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS (BIA)

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:  RFO  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  
 CODE 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 PHACIL, INC., 991 IIS HWY 22 W STE 200, BRIDGEWATER NJ 088072957, TELEPHONE NO. 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER  SEE ADDENDUM  
 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, CODE 3100

19. ITEM NO. 20. SCHEDULE OF SUPPLIES/SERVICES 21. QUANTITY 22. UNIT 23. UNIT PRICE 24. AMOUNT

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	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.	(b)(4)	hours	(b)(4)	\$8,424.00
	Basic Services - Short Term - one person - Regular Hours The task order period of performance is from April 4, 2011 through September 20, 2011. 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. NRC Project Officer: Catherine Blakeney, 301-415-1491, Catherine.Blakeney@nrc.gov NRC Task Order Manager: Valerie Shannon, 301-415-0208, Valerie.Shannon@nrc.gov (Use Reverse and/or Attach Additional Sheets as Necessary)				
				SUBTOTAL	\$8,424.00

25. ACCOUNTING AND APPROPRIATION DATA: H&R: 2011-7R-51-L-172 JCN: N7487 BOC: 252A APPNO: 31X0200  
 FFS# RD 112103 OBLIGATE \$8,424.00  
 DUNS 054885111 NAICS Code 561110 PSC RG99 26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$0,424.00

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-5 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 OR OTHERS 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 CONTRACTOR: *Manon L. Butt* 30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT): Manon L. Butt, President  
 31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER): *Manon L. Butt*  
 31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT): Manon L. Butt, Contracting Officer

30c. DATE SIGNED: 4/1/2011 31c. DATE SIGNED: 4/1/2011

*C-23*

**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	1		(b)(4)	(b)(4)	\$8,424.00
002	Overtime Basic Services					
003	Advanced Services					
004	Overtime Advanced Services					
<b>TOTAL ESTIMATED CEILING</b>						<b>\$8,424.00</b>

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](mailto:Catherine.Blakeney@nrc.gov)

NRC Task Order Manager: Valerie Shannon  
301-415-8208  
[Valerie.Shannon@nrc.gov](mailto:Valerie.Shannon@nrc.gov)

Contractual Matters: Manon Butt  
Contract Specialist  
301-492-3629  
[Manon.Butt@nrc.gov](mailto: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.