

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

1. REQUESTION NO.
HR-11-348
114200

PAGE 1 OF 9

2. CONTRACT NO. **NRC-38-10-723A**

3. AWARD/EFFECTIVE DATE **09-27-2011**

4. ORDER NO. **NRC-BQ-11-T-38-0003**

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: Rob Robinson, 301-492-3693
Mail Stop: TWB-01-B10M
Washington, DC 20555

CODE **3100**

10. THIS ACQUISITION IS

SMALL BUSINESS

HUBZONE SMALL BUSINESS

SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS

UNRESTRICTED OR SET ASIDE _____ % FOR:

WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM NAICS: 611430

ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB) SIZE STANDARD: \$7 Million

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK 19 MARKED

SEE SCHEDULE

12. DISCOUNT TERMS

13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)

13b. RATING
N/A

14. METHOD OF SOLICITATION

RFP IFB RFP

15. DELIVER TO

U.S. Nuclear Regulatory Commission
Washington DC 20555

CODE

16. ADMINISTERED BY

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

CODE **3100**

17a. CONTRACTOR/OFFEROR

SUNSI, LLC
SUNSI EXECUTIVE CONSULTING
7600 LEBURG PIKE STE 440E
FALLS CHURCH VA 220432004
TELEPHONE NO.

CODE

FACILITY CODE

17b. 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**

17c. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER

18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 16a UNLESS BLOCK BELOW IS CHECKED

SEE ADDENDUM

19. ITEM NO.	20. See CONTINUATION Page SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	<p>This Task Order is issued under the base contract NRC-38-10-723A - "Organization Development Intervention." The purpose of this Task Order is to support the Office of Nuclear Reactor Regulation (NRR) by assisting with the leadership alignment in preparation of an upcoming Office reorganization/restructuring.</p> <p>Period of Performance: Sept. 27, 2011 - Sept. 23, 2012 Total Amount of Task Order: \$34,628.00 Basic Contract Ceiling: \$1,953,535.00 Total Task Order Value Against Basic Contract: \$826,065.56</p> <p>SBA#: 0353/10/007890</p> <p>See attached pages for additional Terms and Conditions and detailed Statement of Work.</p> <p>(Use Reverse and/or Attach Additional Sheets as Necessary)</p>				

25. ACCOUNTING AND APPROPRIATION DATA See CONTINUATION Page
BLR#: 2011-04-51-B192; Job Code: T8477; BOC: 252A
Appro. No.: 31X0200; Amount Obligated: \$34,628.00
DUNS#: 167032239; NAICS Code: 236210

26. TOTAL AWARD AMOUNT (For Govt. Use Only)
\$34,628.00

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-6 ARE ATTACHED. ADDENDA ARE ARE NOT ATTACHED.

27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-6 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 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 6), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR
Eric Henson

31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)
Erika Sam

30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)
ERIC HENSON VICE PRESIDENT

30c. DATE SIGNED
Sept 29, 2011

31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT)
Erika Sam
Contracting Officer

31c. DATE SIGNED
9/27/2011

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION IS NOT USABLE

STANDARD FORM 1449 (REV. 5/2011)
Prescribed by GSA - FAR (48 CFR) 53.212

TEMPLATE - ADM001

SUNSI REVIEW COMPLETE

OCT 05 2011

ADM002

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A.2 PRICE/COST SCHEDULE

ITEM NO.	DESCRIPTION OF SUPPLIES/SVCS	QTY UNIT	UNIT PRICE	AMOUNT
1	ORGANIZATION DEVELOPMENT CONSULTANTS	142 HOURS	\$239.51	\$34,010.42
2	ASSESSMENT COSTS	3 LOT	\$150.00	\$450.00
3	ADDITIONAL ADMINISTRATIVE EXPENSES	1 LOT		\$167.58
GRAND TOTAL ---				<u>\$34,628.00</u> =====

TASK ORDER TERMS AND CONDITIONS

NOT SPECIFIED IN THE CONTRACT.

A.3 NRC Acquisition Clauses - (NRCAR) 48 CFR Ch. 20

A.4 Other Applicable Clauses

See Addendum for the following in full text (if checked)

52.216-18, Ordering

52.216-19, Order Limitations

52.216-22, Indefinite Quantity

52.217-6, Option for Increased Quantity

52.217-7, Option for Increased Quantity Separately Priced Line Item

52.217-8, Option to Extend Services

52.217-9, Option to Extend the Term of the Contract

A.5 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 60 days.

A.6 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 60 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed four (4) years.

A.7 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.8 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.9 AUTHORITY TO USE GOVERNMENT PROVIDED SPACE AT NRC HEADQUARTERS (JUL 2007)

Prior to occupying any government provided space at NRC HQs in Rockville Maryland, the Contractor shall obtain written authorization to occupy specifically designated government space, via the NRC Project Officer, from the Chief, Space Design Branch, ADSPC. Failure to obtain this prior authorization can result in one, or a combination, of the following remedies as deemed appropriate by the Contracting Officer.

- (1) Rental charge for the space occupied will be deducted from the invoice amount due the Contractor
- (2) Removal from the space occupied
- (3) Contract Termination

A.10 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.11 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.

United States Nuclear Regulatory Commission
Washington, DC 20555-0001

Issued by: Patricia Adelstein

Background

NRR is the largest program office within NRC, currently composed of 9 divisions. The Office is led by Office Director, Eric Leeds, who has two Deputy Directors on his Executive Team. The overall NRR Leadership Team is comprised of Eric, his two Deputies and twenty other SES Division and Deputy Division Directors. Effective October 9, the office will reorganize; reducing the number of divisions to 8 and moving or combining some branches. Separately, implementation of the TABS Task Force Report will change the current delivery of PMDA services. Effective alignment, coordination, cooperation and communication from the top down and across the various divisions is critical to the mission of an organization this size, particularly during times of change. This is even more critical when the organization is led by a "trio" as opposed to an individual leader. A lack of alignment from the top down can cause confusion, misdirection, needless churn, inefficiencies and loss of productivity impacting the overall performance of the organization.

Request to Suntiva

Please perform the following work as identified below under the OD Intervention Services Contract NRC-38-10-723A.

Expected Overall Outcomes

In the spirit of continuous improvement and building upon what already works, The Office Director has received feedback that he and his two deputies could be more closely aligned. Improved executive alignment will further enable the office's business focus, coordination, and communication during this period of transition. As such, Suntiva proposes a structured executive alignment process for NRR.

The Executive Team Alignment Process

The NRR Executive Team will engage with a highly skilled Suntiva Master Certified Coach (MCC), Dr. Haney Malik, in a structured executive team alignment process. This process will involve the following steps:

Step 1: Assess the Executive Team's degree of readiness and openness to engage in such an in-depth alignment process. Dr. Malik will conduct an initial meeting with the Office Director and his Deputies to discuss the process and to align around mutual expectations.

Step 2: Conduct a baseline assessment focused on different leadership styles using an instrument such as MBTI Step II or FIRO. Dr. Malik will debrief the results with the trio. This will allow Eric and his Deputies to get to know one another's similarities and differences through a guided, structured, safe process. It will lay the groundwork for more intense conversations. Dr. Malik will seek their input on their current level of alignment and performance, and how subsequent improvements can be measured.

Step 3: Conduct two sessions where each member of the Executive Team is asked to respond to a series of questions. As each member of the team responds, the others will listen to the answers and observe similarities and

differences, areas of agreement and areas of disagreement. They will work through any underlying differences and assumptions to deepen the relationships and foster more effective communication and working relationships.

Step 4: (Conducted in parallel to Step 3) Conduct a series of interviews with leadership team members assessing the impact of alignment, or the lack thereof, on the effectiveness of the NRR leadership team and NRR in general. Sara Rohling will seek specific examples of when the ET was aligned and when they were not, recommendations on how the ET can operate in a more aligned fashion, particularly when experiencing change, and how subsequent improvements in alignment can be measured.

Step 5: Synthesize and theme the interview data and report it back to the ET members through a facilitated meeting. The ET will be asked to process the feedback in relation to what they have learned about each other as part of the alignment process, and come to a shared understanding of the current and evolving landscape.

Step 6: Create a shared vision of how the ET wants to work together more effectively. Create an operating agreement as to how they can make this vision a reality in the short and long term. Clarify roles and responsibilities and how they will hold each other accountable to making the framework come alive.

Step 7: Report back to the Leadership Team what the ET has learned as a result of the alignment process, and share their ET alignment operating framework. Work with the leadership team to get buy-in and ensure alignment cascades down to the next level of the NRR organization. Suntiva will facilitate this meeting using it as an opportunity to ensure clarity around alignment and to address the other themes emerging from the leadership team effectiveness data gathering interviews.

Step 8: Facilitate up to 3 additional brief leadership team meetings to integrate the feedback from the data gathering process and strengthen the NRR Leadership Team's focus, cohesion, operating agreements and performance.

Roles and Responsibilities

The Office Director or his designate will be responsible for administrative and logistical activities that might be required in this work order, including scheduling meetings with the consultant at mutually convenient times. The consultant will be responsible for providing deliverables and services as identified in this work order. Suntiva's project officer will be responsible for providing reports to the client leadership and to the HR program manager no less than every month.

Attachment (hard copy only)

NRC-38-10-723A NRC-HQ-11-T-38-0003

		Prep for and Conduct Alignment Meetings, LT Data Gathering, Analysis, Design and Meeting Facilitation											
	Understand and Plan											Total Hrs	Total Price
Suntiva Coach	Prep for and conduct initial meeting with stakeholders. Launch comms. Create project plan	Conduct baseline assessment meeting (inc. administering and debriefing assessments)	Prep for and conduct 2 Executive Team (ET) alignment meetings	Develop Leadership Team (LT) Assessment Questions/Meet with sponsor to discuss	Scheduling and conducting data gathering interviews with LT members	Data Analysis and theming	Creating feedback report, and sharing findings with ET during alignment meeting	Conducting final ET alignment meetings	Facilitating 2 hour feedback meeting with LT to ensure alignment cascades	Designing and facilitating up to 3 x 2 hrs LT alignment and team strengthening meetings			
Sara	7	8	10	4	26	13	15	10	9	24	126	\$30,178.26	
PM	3	0	2	0	5	0	2	2	2	0	16	\$3,832.16	
Assessment costs such as MBTI or collaboration assessment estimate: \$150 per person = \$450												\$450	
Additional administrative expense, unforeseen costs												\$167.58	
												Total	\$34,628

Assumptions:

- Using Suntiva org assessment model to generate data gathering questions
- Conducting up to 23 x 45 minute data gathering interviews
- PM role includes creating project plan, scheduling meetings, ongoing project communication, assessing progress with client, status reports, etc.
- Each ET alignment meeting is 2 hours long.

10 hours of 1-on-1 coaching per SESer:

- 10 hours of coaching
- 5 hours of coach prep time
- 1 PM hour
- Total Price - \$3832.16*