

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

1. REQUISITION NO.
HR-11-307
114472

PAGE 1 OF 10

2. CONTRACT NO. NRC-38-10-723A
3. AWARD/EFFECTIVE DATE 09-29-2011
4. ORDER NO. NRC-HQ-11-T-38-0006
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: TWS-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
 (8A)

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS 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
 RFQ 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: TWS-01-B10M
Washington, DC 20555
CODE 3100

17a. CONTRACTOR/OFFEROR CODE FACILITY CODE
SUNTIVA, LLC
SUNTIVA EXECUTIVE CONSULTING
7600 LEBBURG PIKE STE 440B
FALLS CHURCH VA 220432004
TELEPHONE NO.
17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER
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

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
	<p>This Task Order is issued under the base contract NRC-38-10-723A - "Organization Development Interventions." The purpose of this Task Order is to provide general OD services to NRC offices in need. See attached Statement of work for more detailed explanation of services to be provided.</p> <p>Period of Performance: September 29, 2011 to March 31, 2012 Total Amount of Task Order: \$100,000.00 Basic Contract Ceiling: \$1,933,535.00 Total Task Order Value Against Base Contract: \$914,281.56</p> <p>SB#: 0353/10/007890</p> <p>See attached pages for additional Terms and Conditions and for detailed Statement of Work.</p> <p>(Use Reverse and/or Attach Additional Sheets as Necessary)</p>				

25. ACCOUNTING AND APPROPRIATION DATA
B&B: 2011-04-51-B-192; Job Code: 8477; BOC: 252A
Appro. No.: 31X0200; Amount Obligated: \$100,000.00
DOWNS#: 167032239; NAICS Code: 236210

26. TOTAL AWARD AMOUNT (For Govt. Use Only)
N/A \$100,000.00

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-8 AND 52.212-6 ARE ATTACHED. ADDENDA ARE ARE NOT ATTACHED.

27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-8 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 8), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR
30b. DATE SIGNED
30c. NAME AND TITLE OF SIGNER (TYPE OR PRINT)
30d. NAME OF CONTRACTING OFFICER (TYPE OR PRINT)
30e. DATE SIGNED

Ernie Hensley, VICE PRESIDENT
Sept 29, 2011
Erika Esau
Contracting Officer
9/27/2011

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION IS NOT USABLE

STANDARD FORM 1449 (REV. 5/2011)
Prescribed by GSA - FAR (48 CFR) 52.212

SUNSI REVIEW COMPLETE

TEMPLATE - ADM001

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	CONSULTATIVE SERVICES	417.00	HOURS	\$239.51	\$99,875.67
2	ADMINISTRATIVE EXPENSES	1	LOT		\$124.33
GRAND TOTAL ---					<u>\$100,000.00</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

I. Background

The NRC staff offices are experiencing rapid changes which may result in an additional need for organization development services. While these services may not be deemed change management activities per se, providing OD support to offices in need at this time can greatly support successful change.

II. Request for the Following Deliverables and Services

Suntiva, under HR contract – 38-10-723 – shall:

Hold a series of planning meetings before any work takes place to align scope, expectations and metrics. (8 hours)

Hold project ¹entry meetings the HR OD project officer to clarify and align expectations. (2 hours)

Perform the services requested by the individual offices, as assigned and approved by the NRC OD project director. These services may include:

1. Meeting and offsite facilitation.
2. Training in the areas of action planning, communication, leadership, conflict management, team development and change management.²
3. Leadership coaching or team coaching (also known as process consultation).
4. Group activities to enhance team development.
5. Business-process improvement.
6. Data gathering and Diagnosis/Survey Feedback.
7. Change management.
8. Any other activities listed on pg.16 of the original Suntiva Contract Statement of Work (See Attachment A).

III. Process

¹ The term project refers to all of the work performed under this work order (except in the instance of describing a project plan for a specific engagement). Engagement refers to all of the work performed for a specific office and a specific challenge area under this work order. Intervention refers to a specific activity that the contractor may perform for an individual office within an engagement, such as an offsite, team building activity or coaching.

² ...as identified jointly with the HR Project Officer, contractor and client, is within the context of the larger OD project and is data driven.

A. Each office engagement will identify, in consultation with the HR project manager, the specific deliverables and services required. However, all office engagements will incorporate the following:

1. An entry and update meetings to develop scope and work plans; (4 hours)
2. A high level project plan that outlines deliverables and services, expected long and short term objectives, milestones, due dates and metrics. (4 hours)
3. A 1 -2 page memorandum accompanying the engagement project plan that outlines, in narrative form, the problem statement, the OD intervention methods planned, the expected long-term, systemic outcomes expected, and the rationale for proposing specific interventions. (3 hours)

IV. Expected Outcomes

- A. Identified metrics are achieved.
- B. Improved work force cohesiveness and collaboration.

V. Roles and Responsibilities

A. The NRC offices requesting services from HR will be responsible for administrative and logistical activities that might be required to implement this work order. These may include:

1. Providing the funding and administrative management of non-NRC meeting space.
2. Scheduling meetings with the consultant at mutually convenient times;
3. Providing the consultant an NRC work space periodically and upon request.
4. Providing the consultant escort support in and out of the building and to breaks, as needed.

B. Suntiva consultants will be responsible for providing deliverables and services as identified in this work order. Suntiva project director will submit no less than monthly, status reports to the client and the HR OD program manager.

Attachments

Start Date; September 29, 2011. End Date: March 31, 2012

Attachment A

Initial entry meetings to define scope, expectations of project. (4 hours)	Clear understanding of how the engagement process for each request will proceed.	4
Entry and status meetings with client and contractor. (4 hours per each engagement)		4
Specific Engagements		TBD
TOTAL HOURS		417 hours

Note: Suntiva will not exceed the total of \$100,000.00 (417 hours x \$239.51/hour) unless authorized by the NRC OD Contract PM. All work must be completed by March 31, 2012. Start Date: September 29, 2011.

ATTACHMENT B – OD Theories, Concepts, and Activities

ORGANIZATION DEVELOPMENT CONCEPTS AND THEORY (PARTIAL LIST)

Adult Learning Theory
Human Development Theory
Business process re-engineering
Change management
Conflict resolution
Culture Change
Dialogue
Double-loop learning
Emotional Intelligence
Executive and Leadership Coaching
High Performing Organization
Interpersonal communication
Leadership
Mental Models
Organizational Culture
Organizational Effectiveness
Organizational Learning
Strategic Management
Systems Thinking
Team development and life-cycle

ORGANIZATION DEVELOPMENT ACTIVITIES AND METHODS (PARTIAL LIST)

After action reviews
Assessment Instruments
Best Practices
Executive and Leadership Coaching
Education and training
Create and Conduct Employee Surveys
Experiential Problem-solving activities
Focus Group Development and Facilitation
Future Search
Group Facilitation
Informational Interviewing
Needs Assessments
Process consultation
Program Evaluation
Personality and behavior profile assessment (FIRO-B; DiSC; MBTI; SDI)
Scenario planning
Seminars
Retreat Planning and Off-site (within the context of an OD effort)
Teambuilding
Job Task Analysis
Workshops