

# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

8

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

BPA NO.

1. DATE OF ORDER <b>12-14-2011</b>		2. CONTRACT NO. (If any) NRC-HQ-11-C-37-0073		6. SHIP TO:	
3. ORDER NO. NRC-HQ-12-T-37-0002		4. REQUISITION/REFERENCE NO. OE-12-004 Dtd: 10/31/11		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div. of Contracts Attn: Claudia G. Melgar, 301-492-3487 Claudia.Melgar@nrc.gov Mail Stop: TWB-01-B10M Washington, DC 20555				b. STREET ADDRESS Attention: June Cai, 301-415-5192 June.Cai.nrc.gov Mail Stop: 04-A15A 11555 Rockville Pike	
7. TO:		c. CITY Washington		d. STATE DC	e. ZIP CODE 20555
a. NAME OF CONTRACTOR LINKVISUM CONSULTING GROUP, INC.		f. SHIP VIA N/A		8. TYPE OF ORDER	
b. COMPANY NAME		<input type="checkbox"/> a. PURCHASE		<input type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 673 POTOMAC STATION DR NE STE 114		REFERENCE YOUR Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.		Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY LEESBURG	e. STATE VA	f. ZIP CODE 201761819			
9. ACCOUNTING AND APPROPRIATION DATA B&R: 2012-7B-51-H-140; JC: N7493; BOC: 251A; APPN: 31X0200 OBLIGATE: \$28,640.00 FFS: RQ 120302 DUNS: 798244468 NAICS: 541690		10. REQUISITIONING OFFICE OE			
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) <input type="checkbox"/> h. ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB)					12. F.O.B. POINT
13. PLACE OF		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS
a. INSPECTION N/A		b. ACCEPTANCE N/A	N/A		N/A

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)
	<p>Issuance of Firm Fix Price Task Order Number NRC-HQ-12-T-37-0002 under contract NRC-HQ-11-C-37-0073</p> <p>Title: "Safety Culture Continuous Learning and Improvement Services"</p> <p>Current Task Order Cost Ceiling: \$28,640.00 Total Obligated Amount: \$28,640.00</p> <p>Period of Performance: December 16, 2011 through May 15, 2012</p> <p>See Attachment #1 for Statement of Work See Clause A.4 for Contractor Acceptance</p>			SEE CONTINUATION PAGE		

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME Department of Interior / NBC NRCPayments@nbc.gov						
	b. STREET ADDRESS (or P.O. Box) Attn: Fiscal Services Branch - D2770 7301 W. Mansfield Avenue						
	c. CITY Denver	d. STATE CO	e. ZIP CODE 80235-2230		28,640.00		17(i). GRAND TOTAL

22. UNITED STATES OF AMERICA  
BY (Signature)

23. NAME (Typed)  
Matthew J. Bucher  
Contracting Officer  
TITLE: CONTRACTING/ORDERING OFFICER

AUTHORIZED FOR LOCAL REPRODUCTION  
PREVIOUS EDITION NOT USABLE

TEMPLATE - ADM001

SUNSI REVIEW COMPLETE

DEC 15 2011

OPTIONAL FORM 347 (REV. 5/2011)  
PRESCRIBED BY GSA/FAR 48 CFR 53.213(f)

ADM002

## Table of Contents

<b>SECTION A - CONTINUATION BLOCK.....</b>	<b>A-2</b>
A.1 PRICE/COST SCHEDULE.....	A-3
A.2 CONSIDERATION AND OBLIGATION .....	A-3
A.3 DURATION OF TASK ORDER .....	A-3
A.4 CONTRACTOR ACCEPTANCE OF TASK ORDER 01.....	A-3
<b>SECTION B - GENERAL TERMS .....</b>	<b>B-2</b>
B.1 COMPLIANCE WITH U.S. IMMIGRATION LAWS AND REGULATIONS (MAY 2010) .....	B-2
B.2 SEAT BELT .....	B-2
B.3 WHISTLEBLOWER PROTECTION FOR NRC CONTRACTOR AND SUBCONTRACTOR EMPLOYEES (JULY 2006) .....	B-2

## SECTION A -

### A.1 PRICE/COST SCHEDULE

Task Order 1: Identify Information Sources and Develop Template	
Tasks	Total
Task 1: Identify Information Sources and Develop Template	
Task 2: Develop Case Studies	
Task 3: Deliver Presentations	
Total Fixed Price	\$28,640.00

### A.2 CONSIDERATION AND OBLIGATION

- (a) The total ceiling for the services ordered, delivered, and accepted under this task order is \$28,640.00; this task order is fully funded.

### A.3 DURATION OF TASK ORDER

This Task Order shall commence 5 months after receipt of Task Order NRC-HQ-11-T-37-0001.

### A.4 CONTRACTOR ACCEPTANCE OF TASK ORDER NRC-HQ-12-T-37-0002

Acceptance of Task Order No. NRC-HQ-12-T-37-0002 should be made by having an official, authorized to bind your organization, execute two copies of this document in the space provided and return one copy to the Contracting Officer. You should retain the other copy for your records.

Accepted Task Order No. NRC-HQ-12-T-37-0002:

*Fatimah Moody*

\_\_\_\_\_  
Name – Fatimah Moody

\_\_\_\_\_  
CEO

\_\_\_\_\_  
Title

\_\_\_\_\_  
12/14/2011

\_\_\_\_\_  
Date

## **SECTION B - GENERAL TERMS**

### **B.1 COMPLIANCE WITH U.S. IMMIGRATION LAWS AND REGULATIONS (MAY 2010)**

NRC contractors are responsible to ensure that their alien personnel are not in violation of United States immigration laws and regulations, including employment authorization documents and visa requirements. Each alien employee of the Contractor must be lawfully admitted for permanent residence as evidenced by Permanent Resident Card Form I-551, or must present other evidence from the U.S. Department of Homeland Security/U.S. Citizenship and Immigration Services that employment will not affect his/her immigration status. The U.S. Citizenship and Immigration Services provides information to contractors to help them understand the employment eligibility verification process for non-US citizens. This information can be found on their website, [www.uscis.gov](http://www.uscis.gov).

The NRC reserves the right to deny or withdraw Contractor use or access to NRC facilities or its equipment/services, and/or take any number of contract administrative actions (e.g., disallow costs, terminate for cause) should the Contractor violate the Contractor's responsibility under this clause.

### **B.2 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.

### **B.3 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.

## Statement of Work

**TITLE:** SAFETY CULTURE CONTINUOUS LEARNING AND IMPROVEMENT SERVICES

### 1.0 Scope of Work

The contractor shall develop two case study learning tools to provide examples of real-life events where the results of investigations identified regulatory contributions to the causes and consequences of the event, particularly as related to organizational and safety culture types of issues. The two case studies shall focus on the Upper Big Branch Mining accident and the Deepwater Horizon offshore oil drilling rig explosion and associated oil spill. These case study tools must allow the agency staff to be aware of and learn from the regulatory contributions to these events.

### 2.0 Objective

The contractor shall provide consultants to develop these case study learning products. The case study products will be used to encourage active learning among the Nuclear Regulatory Commission (NRC) staff by highlighting regulatory lessons learned from these well known current events, particularly as related to organizational and safety culture types of issues. The goal is to generate interest among NRC staff and encourage them to consider how to apply the lessons learned from a regulatory perspective to their work activities and the agency's processes.

The content of the case studies shall be based on official, publicly available investigation reports. The format of the case studies shall provide a brief synopsis of an event, highlight the regulatory contributions to its outcome (particularly safety /organizational culture types of issues involved), and include some thought-provoking questions and/or insights. These products shall be visually appealing and contain interesting elements (e.g., graphics, quotes, etc.). Overall, their content shall be at a high level, with links to additional resources and references provided if the reader is interested in obtaining more detailed information.

### 3.0 Tasks

#### 3.1 Task 1 – Identify Information Sources and Develop Template

##### Requirement:

The contractor shall identify sources of information to be used for developing the case study products. The sources shall be credible and from reputable organizations, such as official investigation reports. For example, for the mining accident, the Governor's Independent Investigation Panel would be considered such a source. For the oil spill, an example would be the National Commission on the BP Deepwater Horizon Oil Spill and Offshore Drilling. The contractor shall research and identify such sources.

In addition, the contractor shall develop a template for the case studies. The template shall provide a general organization with topics/sections and be visually appealing and be fairly short in length (e.g., 2-3 pages). In developing the templates, the contractor shall review the case studies that the NRC has developed for external use for its regulated

community and stakeholders as an example of an effective format (see link: <http://www.nrc.gov/about-nrc/regulatory/enforcement/safety-culture.html#case>). The contractor also is required to hold a discussion with the PO to obtain guidance and other examples of high quality products.

The proposed information sources and the template shall be provided to the PO for review and approval. Comments from the PO shall be resolved for the final versions before development of the actual case studies begins.

**Standard(s):**

All deliverables shall be provided on time to the NRC PO and NRC CS, be technically acceptable, and in the specified format. The contractor shall provide the deliverable in Microsoft ® Office Word 2007 and/or PDF format, to the NRC PO and NRC CS, unless otherwise directed by the NRC PO and NRC CS.

The contractor shall submit the initial draft products to the NRC PO 3 weeks after task order award. The NRC PO will provide comments within 2 weeks after receipt of the initial draft products, and the contractor shall provide the final versions that address the PO's comments 2 weeks after receipt of the comments.

**Deliverable(s):**

Provide a draft list of credible sources of information for the two events and a draft template to be used in developing the case studies for PO review and approval. Provide final versions of the list and template that effectively resolve the PO's comments.

**Task 2 – Develop Case Studies**

**Requirement:**

The contractor shall develop two case study learning products, using the approved information sources and case study template from Task NRC-HQ-11-T-37-0001 above.

**The case study content shall only use the approved information sources;** the contractor is not being requested to conduct any type of their own independent evaluation of the event. The case studies must follow the general guidance described in the Objectives section of this Task Order.

The contractor shall develop an initial draft of both of the case studies for NRC PO review and comment. The contractor shall then revise the case studies based on the PO's comments and produce final versions.

**Standard(s):**

All deliverables shall be provided on time to the NRC PO and NRC CS, be technically acceptable, and in the specified format. The contractor shall provide the deliverable in Microsoft ® Office Word 2007 and/or PDF format, to the NRC PO and NRC CS, unless otherwise directed by the NRC PO and NRC CS.

The contractor shall submit the initial draft products to the NRC PO 1 month from the acceptance of the deliverable associated with Task NRC-HQ-11-T-37-0001. The NRC PO will provide comments within 3 weeks after receipt of the initial draft products. During this comment period, the NRC PO may decide to provide the draft products to individuals/organizations outside of the agency (e.g., the organizations that conducted the

investigations the case studies are drawing from) for additional review and comment. After receipt of the comments, the contractor shall provide the final version of the case studies that address the PO's comments within 2 weeks.

**Deliverable(s):**

Provide initial drafts of the two case study learning tools for PO review and comment, and final versions of the case studies that effectively resolve the PO's comments.

**3.3 Task 3 – Deliver Presentation**

**Requirement:**

The contractor shall provide 2 oral presentations (one on each case study) to approximately 30-40 individuals, including those who may be on teleconference. The presentation must be approximately 1-2 hours in length, including time for questions. The presentation should cover all the sections and information from the case studies.

**Standard(s):**

Group presentation must cover all applicable areas from the case studies and conducted on the date(s) agreed upon with the NRC PO. The contractor shall provide the deliverable in Microsoft® Office Word 2007 and/or PowerPoint® Office 2007, to the NRC PO and NRC CS, unless otherwise directed by the NRC PO and NRC CS.

The contractor shall conduct the presentations within 4 weeks from the NRC PO's acceptance of the final case studies. The contractor shall provide draft slides for the PO's review at least 2 weeks before the presentation date. The PO will provide comments within 5 business days, and the contractor shall provide the final slides at least 2 business days before the date of the presentation.

**Deliverable(s):**

Provide slides, both electronic and hard copy, to the NRC PO to communicate and brief the content of the case studies, and conduct 2 oral group presentations on the agreed upon dates.

**Summary Table of Deliverables:**

Task	Deliverable	Due Date
1.1	Draft list of sources of information and case study template	Within 3 weeks of the start of the period of performance
1.2	Final list of sources of information and case study template	Within 2 weeks of receipt of NRC PO comments
2.1	2 draft case studies	Within 1 month from completion of Task 1
2.2	2 final case studies	Within 2 weeks after receipt of NRC PO comments

Task	Deliverable	Due Date
3.1	Draft presentation slides	At least 2 weeks before the presentation date.
3.2	Final presentation slides	At least 2 business days before the presentation date
3.3	Conduct 2 presentations (one for each case study)	Within 4 weeks from the PO's acceptance of the final case studies under Task 2

**4.0      Key Personnel:**

The following individuals are considered essential to the successful performance of work hereunder and are key personnel:

Name	Key Personnel
Dr. Terry von Thaden	Senior Safety Culture Expert
Clarissa Cullers	Project Manager
Julie Vianello	Junior Safety Culture Expert
Rob Schmitz	Junior Safety Culture Expert
Patricia Dodson	IT Expert

The contractor agrees that such personnel shall not be removed from the effort under the TO without approval of the NRC PO and NRC CO.

**5.0      Meetings and Travel: the NRC Headquarters locations.**

If the speaker is away from his or her place of residence and requests flight arrangements be made from a location other than their place of residence, the NRC will not be obligated to reimburse the additional costs.

Hotel reservations, estimated cost for travel, rental car and, any other expenses that may be incurred in connection with the tasks shall be made by the contractor and will be reimbursed for actual plus allowable negotiated General and Administration, with back up documentation/receipts attached to the invoice. Actual expenses will be reimbursed up to the established ceiling for travel. In an effort to avoid cost all together the NRC is amenable to allowing video teleconference to perform the requirements associated with to Task 3.3 entitled Deliver Presentation.