

GS23F0146R

ORDER FOR SUPPLIES OR SERVICES

NRC DR 03 10 064

NRC T003

PAGE OF PAGES

1 2

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

BPA NO. NRC-DR-03-10-064

1. DATE OF ORDER  
2. CONTRACT NO. (if any) GS23F0146R  
6. SHIP TO

3. ORDER NO. NRC-T003  
MODIFICATION NO.  
4. REQUISITION REFERENCE NO. NRR-12-231 & NRR-12-199  
FSS: 123098 & 122670  
5. ISSUING OFFICE (Address correspondence to)  
U.S. Nuclear Regulatory Commission  
Div. of Contracts  
Attn: Morie Guntter-Henderson  
Mail Stop: TWB-01-B10M  
Washington, DC 20555

a. NAME OF CONSIGNEE  
U.S. Nuclear Regulatory Commission  
b. STREET ADDRESS  
c. CITY Washington  
c. STATE DC  
e. ZIP CODE 20555  
f. SHIP VIA

7. TO  
a. NAME OF CONTRACTOR DUNS: 968430645  
WASHINGTON SAFETY MANAGEMENT SOLUTIONS LLC  
WSMS  
b. COMPANY NAME  
c. STREET ADDRESS 2131 S CENTENNIAL AVE  
d. CITY AIKEN  
e. STATE SC  
f. ZIP CODE 298037680  
9. ACCOUNTING AND APPROPRIATION DATA  
See Block 17b for Accounting And Appropriation Data  
10. REQUISITIONING OFFICE NRR  
DUNS: 968430645; OBLIGATE: \$30,000.00

8. TYPE OF ORDER  
a. PURCHASE  
b. DELIVERY  
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

11. BUSINESS CLASSIFICATION (Check appropriate box(es))  
a. SMALL  
b. OTHER THAN SMALL  
c. DISADVANTAGED  
d. WOMEN-OWNED  
e. HUBZone  
f. SERVICE-DISABLED VETERAN-OWNED  
g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM  
h. EDWOSB  
12. F.O.B. POINT  
13. PLACE OF a. INSPECTION b. ACCEPTANCE  
14. GOVERNMENT BAL. NO  
15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)  
16. DISCOUNT TERMS

17. SCHEDULE (See reverse for Requirements)

| ITEM NO. (a) | SUPPLIES OR SERVICES (b)   | QUANTITY ORDERED (c) | UNIT (d) | UNIT PRICE (e) | AMOUNT (f) | QUANTITY ACCEPTED (g) |
|--------------|--|----------------------|----------|----------------|------------|-----------------------|
|              | <p>Issuance of Task Order No. NRC-T003 as a Labor Hour Task Order entitled " Technical Assistance for the Review of Research and Test Reactor Licensing Actions, JCN J-4373, Task Order No. NRC-T003, Oregon State University TRIGA Reactor Fueled Experiment License Amendment."</p> <p>Total Amount Obligated: \$30,000.00<br/>Total Ceiling Amount: \$114,715.23<br/>Period of Performance: Date of Award - Feb 28, 2014</p> <p>The issuance of this task order does not amend any other terms or conditions of the subject contract.</p> <p>B&amp;R: 2012-20-11-178; JCN: J4373T3; BOC: 252A APPN: 31X0200<br/>Obligate \$10,000.00 RPPA# NRR-12-231 FSS: 123098</p> <p>B&amp;R: 20-11-4-178; JCN: J4373; BOC: 252A APPN: 31X0200.121<br/>Obligate \$20,000.00 RPPA# NRR-12-199 FSS: 122670</p> <p>See the continuation page for more information.</p> |                      |          |                |            |                       |

18. SHIPPING POINT  
19. GROSS SHIPPING WEIGHT  
20. INVOICE NO.  
21. MAIL INVOICE TO

SEE BILLING INSTRUCTIONS ON REVERSE

a. NAME Department of Interior / NBC  
NRCpayments@nrc.gov  
b. STREET ADDRESS (or P.O. Box) Actn: Fiscal Services Branch - D2770  
7301 W. Mansfield Avenue  
PHONE FAX  
c. CITY Denver  
d. STATE CO  
e. ZIP CODE 80235 2230  
17(h) TDOTAL (Cont. pages)  
17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA  
By (Signature): *Morie Guntter-Henderson* PLACE  
23. NAME (Typed) Morie Guntter-Henderson  
24. CONTRACTING SOURCE NO. OFFICE

AUTHORIZED FOR LOCAL REPRODUCTION PREVIOUS EDITION NOT USABLE  
OPTIONAL FORM 347 (REV. 2/2010) PRESCRIBED BY GSAR AF 48 CFR 53.213(f)

SUNSI REVIEW COMPLETE

SEP 21 2012

TEMPLATE - ADM001

ADM002

**SECTION B – CONTINUATION PAGE**

In accordance with the Terms and Conditions, TASK ORDER PROCEDURES, of the subject contract, Task Order No. 3 is definitized. The effort shall be performed in accordance with the attached Statement of Work.

**B.1 CONSIDERATION AND OBLIGATION (JUN 1988)**

- (a) The total estimated cost to the Government for full performance under this contract is \$114,715.20.
- (b) The amount obligated by the Government with respect to this Task Order is \$30,000.00. This obligated amount may be unilaterally increased from time to time by the Contracting Officer by written modification to this contract. The obligated amount shall, at no time, exceed the Task Order 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 contract. Any work undertaken by the Contractor in excess of the obligated amount specified above is done so at the Contractor's sole risk.

**B.2 DURATION OF CONTRACT PERIOD (MAR 1987)**

This contract shall commence on day of award and will expire February 28, 2014.

**B.3 PRICE SCHEDULE**

| CLIN | LABOR CATEGORY                          | QTY | UNIT | UNIT PRICE          | TOTAL CEILING |
|------|---|-----|------|---------------------|---------------|
| 0001 | Facilitator/PM                          |     | hrs  |                     |               |
| 0002 | Subject Matter Expert                   |     | hrs  |                     |               |
| 0003 | Subject Matter Expert                   |     | hrs  |                     |               |
| 0004 | ODCs: Air Fare, Hotel, M&I, Auto Rental |     |      |                     |               |
|      | <b>Total</b>                            |     |      | <b>\$114,715.23</b> |               |

**B.4 KEY PERSONNEL**

The following individuals are considered to be essential for the successful performance of work under this Task Order:

W. Watkins      Facilitator/PM  
 J. Willison     SME  
 C. Neil          SME

**B.5 NRC PROJECT OFFICER AND CONTRACT SPECIALIST**

NRC contacts during the course of this Task Order are:

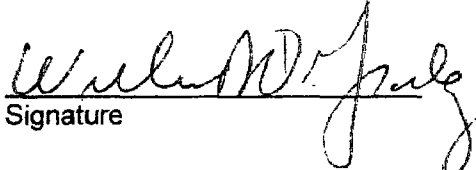
Technical Matters: April Bucher, Project Officer  
(301)415-5142, [April.Bucher@nrc.gov](mailto:April.Bucher@nrc.gov)

Contractual Matters: Morie Gunter-Henderson, Contracting Officer  
(301)492-3646, [Morie.Gunter-Henderson@nrc.gov](mailto:Morie.Gunter-Henderson@nrc.gov)

**B.6 CONTRACTOR ACCEPTANCE OF TASK ORDER NRC-T003**

This issuance of this work order does not amend any terms or conditions of the delivery order under the GSA FSS Contract. Acceptance of Task Order No. NRC-T003 shall be made by having an official, authorized to bind your organization, execute two copies of this documents in the space provided and return one copy to the Contract Specialist. Retain the other copy for your records.

Accepted Task Order No. NRC-T003

  
Signature

9/19/12  
Date

URS So Contract Manager  
Title

Statement of Work

JCN J-4373, Task Order 3

TITLE: Technical Assistance for the Review of Research and Test Reactor Licensing Actions, JCN J-4373, Task Order No. 3, Oregon State University TRIGA Reactor Fueled Experiment License Amendment

JCN: J-4373

B&R NUMBER: 2011-x0200- 20-11-4-178

PROJECT OFFICER: April Bucher, (301) 415-2147

TECHNICAL MONITORS: Alexander Adams, Jr., (301) 415-1127  
Linh Tran, (301) 415-5142

TAC NUMBER: ME8443

**1. BACKGROUND**

The U. S. Nuclear Regulatory Commission's (NRC) Office of Nuclear Reactor Regulation (NRR) is responsible for the licensing and regulatory oversight of civilian nuclear power reactors and research and test reactors (RTRs) in the United States. NRR implements regulations and develops and implements policies, programs, and procedures pertaining to all aspects of licensing and inspection of these facilities. One of NRR's responsibilities is to evaluate and process requests for licensing actions, including applications for license amendment, from RTR licensees.

Oregon State University (OSU or the licensee) has applied for a license amendment to Facility License No. R-106 for the Oregon State TRIGA Reactor (OSTR). The license amendment requests changes to the technical specifications (TSs) to allow the conduct of fueled experiments.

**2. OBJECTIVE**

The objective of this task order is to obtain technical expertise from URS Safety Management Solutions (URS) staff to assist the NRC staff in determining the technical adequacy of the OSU license amendment request, in accordance with review guidance provided in NUREG-1537, Part 2, "Guidance for Preparing and Reviewing Applications for the Licensing of Non-Power Reactors, Standard Review Plan and Acceptance Criteria."

**3. TECHNICAL AND OTHER SPECIAL QUALIFICATIONS REQUIRED**

A team of up to three members who collectively possess the following expertise: knowledge and practical experience with all aspects of RTR technology, knowledge and practical experience in areas such as system and nuclear engineering, core physics, thermal hydraulics, fuel analyses,

health physics and accident analysis. One member shall serve solely as a facilitator to provide project management support.

**4. WORK REQUIREMENTS AND SCHEDULE**

| <u>Tasks</u>   | <u>Scheduled Completion</u>   |
|--|---|
| <p>1. Participate in kick off meeting via conference call to discuss information relating to the license amendment.</p>  | <p>Two weeks after contract award</p>   |
| <p>2. Using the regulatory guidance discussed in NUREG-1537, Part 2 "Guidance for Preparing and Reviewing Applications for the Licensing of Non-Power Reactors, Standard Review Plan and Acceptance Criteria," review the licensee's amendment request. Prepare a review plan.</p> <p>a. Draft.</p> <p>b. Incorporate NRC comments and prepare the final review plan.</p>  | <p>One week after completion of Task 1</p> <p>One week after receipt of NRC comments</p>      |
| <p>3. Based on the requirements of the regulations including 10 CFR Parts 20, 30, 40, 50 and 70, as appropriate and guidance contained in NUREG-1537, Part 2, determine OSU's conformance to the regulatory requirements. Conduct site visit to ensure that the application is well understood. Document the evaluative analysis of the licensee's conformity to the above requirements and regulations. Identify where additional information is needed, if any. Prepare safety evaluation (SE) input and if needed, a request for additional information (RAI). Prepare public and non-public versions of SE and RAI if needed.</p> <p>a. Draft</p> <p>b. Incorporate NRC comments and prepare a revised draft SE input and if needed, an RAI,</p> | <p>Three months after completion of Task 2b</p> <p>One week after receipt of NRC comments</p> |
| <p>4. Participate in telephone conference calls with the licensee, as necessary, to review RAIs and determine schedule for RAI response. Revise RAIs on outcome of conference call, if necessary.</p>  | <p>Two weeks after completion of Task 3b</p>  |
| <p>5. Conduct site visit to discuss RAI responses. Review the applicant's RAI responses, as appropriate, and perform additional assessments, as appropriate. Identify any additional information needed to resolve the previous open items.</p>  |   |

|   |  |
|---|--|
| Participate in telephone conference calls with the licensee, as necessary, to ensure that the issues are well understood, and arrive at an acceptable path to resolution. |  |
| a. Revision to Draft SE Input report  | Three weeks after receipt of final RAI responses |
| b. Incorporate NRC comments and prepare Final SE input report.  | Two weeks after receipt of NRC comments          |

**5. RELATED SUPPORT**

Provide related support to NRC as necessary, to include but not limited to; responding to questions related to the final SE input report, attend follow up meetings or hearings with the NRC to discuss results of the application review and assisting the NRC staff in the resolution of outstanding issues from those meetings.

**6. TRAVEL**

Two trips, the first two persons for three days as part of Task 3 and the second two persons for 4 days as part of Task 5 are anticipated in support of this license amendment review.

**7. LEVEL OF EFFORT**

The estimated level of effort in professional staff hours apportioned among the tasks by labor category and assumes two sets of RAI responses is as follows;

| <b>Task 1: Task Order Kickoff Meeting</b> |                                       |  |                              |
|---|---------------------------------------|--|------------------------------|
| <b>Labor Category</b>                     | <b>Estimated Hours Per Individual</b> | <b>Estimated Number of Individuals</b> | <b>Total Estimated Hours</b> |
| Facilitator                               | 2                                     | 1                                      | 2                            |
| Subject Matter Expert                     | 2                                     | 2                                      | 4                            |
| <b>Total Estimated Hours</b>              |                                       |  | <b>6</b>                     |

| <b>Task 2: Review Plan</b>   |                                       |  |                              |
|------------------------------|---------------------------------------|--|------------------------------|
| <b>Labor Category</b>        | <b>Estimated Hours Per Individual</b> | <b>Estimated Number of Individuals</b> | <b>Total Estimated Hours</b> |
| Facilitator                  | 4                                     | 1                                      | 4                            |
| Subject Matter Expert        | 10                                    | 2                                      | 20                           |
| <b>Total Estimated Hours</b> |                                       |  | <b>24</b>                    |

| <b>Task 3: Evaluate Licensee Application</b> |                                       |  |                              |
|--|---------------------------------------|--|------------------------------|
| <b>Labor Category</b>                        | <b>Estimated Hours Per Individual</b> | <b>Estimated Number of Individuals</b> | <b>Total Estimated Hours</b> |
| Facilitator                                  | 40                                    | 1                                      | 40                           |
| Subject Matter Expert                        | 210                                   | 2                                      | 420                          |
| <b>Total Estimated Hours</b>                 |                                       |  | <b>460</b>                   |

| <b>Task 4: RAIs</b>          |                                       |  |                              |
|------------------------------|---------------------------------------|--|------------------------------|
| <b>Labor Category</b>        | <b>Estimated Hours Per Individual</b> | <b>Estimated Number of Individuals</b> | <b>Total Estimated Hours</b> |
| Facilitator                  | 2                                     | 1                                      | 2                            |
| Subject Matter Expert        | 6                                     | 2                                      | 12                           |
| <b>Total Estimated Hours</b> |                                       |  | <b>14</b>                    |

| <b>Task 5: Review RAIs/Safety Evaluation Input</b> |                                       |  |                              |
|--|---------------------------------------|--|------------------------------|
| <b>Labor Category</b>                              | <b>Estimated Hours Per Individual</b> | <b>Estimated Number of Individuals</b> | <b>Total Estimated Hours</b> |
| Facilitator  | 25                                    | 1                                      | 25                           |
| Subject Matter Expert                              | 110                                   | 2                                      | 220                          |
| <b>Total Estimated Hours</b>                       |                                       |  | <b>245</b>                   |

| <b>Task 6: Related Support</b> |                                       |  |                              |
|--------------------------------|---------------------------------------|--|------------------------------|
| <b>Labor Category</b>          | <b>Estimated Hours Per Individual</b> | <b>Estimated Number of Individuals</b> | <b>Total Estimated Hours</b> |
| Facilitator                    | 10                                    | 1                                      | 10                           |
| Subject Matter Expert          | 35                                    | 2                                      | 70                           |
| <b>Total Estimated Hours</b>   |                                       |  | <b>80</b>                    |

TOTAL: 829 Professional Staff hours

## **7. PERIOD OF PERFORMANCE**

The period of performance is from day of award thru February 28, 2014.

## **8. REPORTING REQUIREMENTS**

### **Monthly Status Reports**

URS shall submit, electronically, a Monthly Status Report by the 15<sup>th</sup> of each month to NRC Project Officer (Tonya Russell, [Tonya.Russell@nrc.gov](mailto:Tonya.Russell@nrc.gov)), and NRC Technical Monitors (Alexander Adams, Jr., [Alexander.Adams@nrc.gov](mailto:Alexander.Adams@nrc.gov) and Linh Tran, [Lihn.Tran@nrc.gov](mailto:Lihn.Tran@nrc.gov)). The report shall provide the technical and financial status of the contract. This includes an itemization of hours spent by each labor category for each assigned task. A hard copy of the report shall be mailed to the NRC contracting officer. The format of this report is contained in

## Attachment 1.

The technical status section of the report shall contain a summary of the work performed under the Task Order during the reporting period; milestones reached, or if missed, an explanation why; any problems or delays encountered or anticipated with URS's recommendations for resolution; and planned work for the next reporting period. The status shall include information on travel during the period (if any) to include trip start and end dates, destination, and travelers for each trip.

The financial status section of the report shall include the total award amount and funds obligated to date; total costs incurred in the reporting period, and total cumulative costs incurred to date. The status shall also contain the balance of obligations remaining at the end of the period and balance of funds required to complete the Task Order.

### Technical Reporting Requirements

NOTE: All reports are to be prepared in Microsoft® Office Word 2007 or compatible format and submitted electronically to the Technical Monitors with a copy provided to the Project Manager. The transmittal letter and cover page shall contain the contract number, task order number, NRC technical assignment control (TAC) number, and the facility name and docket number, as appropriate, the job code number (JCN), and the title of the task order.

1. At the completion of Task 2, submit a draft review plan, draft and final as appropriate which shall include: the scope of the review, milestones to be completed and expected completion dates, any changes to the proposed staffing plan and resource loading data.
2. At the completion of Task 3, submit a revised draft SE input which contains the results of the preliminary evaluation with possible open items in a report that contains the following: the applicable regulation requirements or standards, an assessment of the adequacy of the applicant's conformity to applicable regulation requirements, discussion of the applicant's method for satisfying the regulations or standards, and an analysis of whether the licensee's method conform to the applicable regulations and standards. If needed, submit a draft set of RAIs to solicit the information necessary to address the open items in the draft SE.
3. At the completion of Task 4, submit the revised RAI's, if necessary, which **clearly articulates** the basis for additional information.
4. At the completion of Task 5, submit Safety Evaluation Input, revised and final as appropriate, which incorporates NRC staff's written comments reflecting clarifications and decisions reached.

### **9. NRC FURNISHED MATERIALS**

- a) The NRC Technical Monitor (TM) will provide URS with a copy of the amendment request and copies of replies to RAIs, if RAIs are needed, as they are received from the licensee.
- b) The NRC TM will provide URS with a copy the Licensee's application. The licensee's application contains proprietary information to be withheld from public disclosure under 10 CFR 2.390 § 2.390 PUBLIC INSPECTIONS, EXEMPTIONS, REQUESTS FOR



**WITHHOLDING. All the proprietary information provided by the NRC TM shall be safeguarded against unauthorized disclosure, in accordance with Blanket Purchase Agreement attachment entitled "NRCAR clause 2052.209-72" paragraph (e)(2) which states "a contractor receiving proprietary data will treat the information in accordance with restrictions placed on the use of the information." After completion of work, the documents containing proprietary information shall be returned to NRC TM.**

- c) The above 10 CFR 2.390 § 2.390 PUBLIC INSPECTIONS, EXEMPTIONS, REQUESTS FOR WITHHOLDING document is available in the NRC's Agency's website using the above number provided at:  
<http://www.nrc.gov/reading-rm/doc-collections/cfr/part002/part002-0390.html>

#### **10. License Fee Recovery**

All work specified in this SOW is not subject to license fees.

#### **11. ASSUMPTIONS AND UNDERSTANDINGS**

It is understood that the scope of the related support activity and the amount of hours to be used shall be agreed upon between the URS Project Manager and the NRC TM before starting the activity if it is needed. The NRC TM shall confirm the request, assistance due date, and estimated level of effort for the specific activity by email to URS with a copy to the NRC Project officer. Support shall not exceed 80 hours.

#### **ATTACHMENTS**

1. Sample Monthly Status Report
2. Quality Assurance Surveillance Plan



**C. Work Performed**

Work under this task order is XX percent complete.

**D. Problem/Resolution**

**E. Travel for This Period**

| Name | Start Date | End Date | Destination |
|------|------------|----------|-------------|
|      |            |          |             |
|      |            |          |             |

**F. Plans for Next Period**

**G. Staff Hour Summary**

| Subtask | Staff Assigned | Hours Budgeted | Hours Expended | Task Status |
|---------|----------------|----------------|----------------|-------------|
| 1       | xxxx           |                |                | % Completed |
|         | xxxx           |                |                |             |
| 2       | xxxx           |                |                | % complete  |
|         | xxxx           |                | 0              |             |

**Attachment 2**

Quality Assurance Surveillance Plan

Performance requirements will be identified in each individual task order. The table below summarizes the performance requirements, deliverables, acceptable standards, surveillance method, incentives and deductions that maybe applicable to a task order.

| Performance Requirement and Deliverables | Standard  | Method of Review                       | Incentives/Deduction  |
|--|---|--|---|
| Review Plan                              | <p>Review plan covers all required tasks and contains all milestones that must be completed for the final SE input input to be accepted by the NRC.</p> <p>No spelling or grammatical errors.</p>   | NRC TM will review the plan.           | <p>Full Payment for 100% compliance.</p> <p>Items determined to be missing or incorrect will be corrected by contractor. If not incorporated after initial identification by NRC, contractor will add/correct at its own expense.</p> |
| Provide Draft SE Input                   | <p>Draft SE Input is in accordance with guidance provided by the NRC, includes all information requested in the SOW with placeholders as necessary, and incorporates all comments from the NRC TM.</p> <p>Thoroughly researched licensing action, regulatory requirements, and regulatory guidance before issuing RAI.</p> <p>No spelling or grammatical errors</p> | NRC TM will review the Draft SE Input. | <p>Full payment for 100% compliance.</p> <p>Items determined to be missing or incorrect will be corrected by contractor. If not incorporated after initial identification by NRC, contractor will add/correct at its own expense.</p> |
| Provide RAI                              | <p>RAI will have direct correlation to safety related information and is appropriate for the level of review being conducted.</p> <p>No spelling or grammatical errors</p>  | NRC TM will review the RAIs            | <p>Items determined to be missing or incorrect will be corrected by the contractor.</p> <p>If not incorporated after initial identification by NRC, contractor will add/correct at its own expense.</p>                               |

| Performance Requirement and Deliverables | Standard  | Method of Review                 | Incentives/Deduction  |
|--|---|----------------------------------|---|
| Provide Final SE Input                   | <p>SE Input is in accordance with the review guidance provided by the NRC, includes all information requested in the SOW and incorporates all comments by the NRC TM. Technical conclusions are properly supported.</p> <p>No spelling or grammatical errors.</p> | NRC TM will review the SE Input. | <p>Full payment for 100% compliance.</p> <p>Items determined to be missing or incorrect will be corrected by contractor. If not incorporated after initial identification by NRC, contractor will add/correct at its own expense.</p> |