

# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 10

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

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

1. DATE OF ORDER <b>9/18/2012</b>		2. CONTRACT NO. (If any) GS23F0146R		6. SHIP TO:	
3. ORDER NO. NRC-T004		4. REQUISITION/REFERENCE NO. Dated: 10/12/2011		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div. of Contracts Attn: P Merriweather 301.492.3614 Mail Stop: TWB-01-B10M Washington, DC 20555				b. STREET ADDRESS Attn: April Bucher Mail Stop: 013-C2 11555 Rocville Pike	
				c. CITY Rockville	d. STATE MD
				e. ZIP CODE 20852	
7. TO:				f. SHIP VIA	
a. NAME OF CONTRACTOR WASHINGTON SAFETY MANAGEMENT SOLUTIONS LLC WSMS		DUNS: 968430645			
b. COMPANY NAME				8. TYPE OF ORDER	
c. STREET ADDRESS 2131 S CENTENNIAL AVE				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY 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 AIKEN	e. STATE SC	f. ZIP CODE 298037680			
9. ACCOUNTING AND APPROPRIATION DATA B&R: 2012-20-11-178; JCN: J4373T4; BOC: 252A APPN: 31X0200.220; NAICS: 541690; FAIMIS: 1233012 DUNS: 968430645; OBLIGATE: \$11,000.00		10. REQUISITIONING OFFICE NRR			
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input 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) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB				12. F.O.B. POINT N/A	
13. PLACE OF a. INSPECTION    b. ACCEPTANCE		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
				16. DISCOUNT TERMS	

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 Task Order No. 2 entitled "Technical Assistance for the Review of Research and Test Reactor Licensing Actions, JCN J-4373, Task Order No. 4, Kansas University Missouri TRIGA Mk-II Reactor for an Increased U-235 Inventory"</p> <p>Total Amount Obligated: \$11,000.00 Total Ceiling Amount: \$41,483.64</p> <p>The Contract agrees to perform the task order in accordance the The attached SOW.</p> <p><i>[Signature]</i> Official Authorized to bind Organization <i>9/18/12</i> Date</p>					
SEE BILLING INSTRUCTIONS ON REVERSE		18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.		
		21. MAIL INVOICE TO:				17(h) TOTAL (Cont. pages)
		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				
						17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA By (Signature) <i>Pearlette Merriweather</i>	23. NAME (Typed) Pearlette Merriweather Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER
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OPTIONAL FORM 347 (REV. 2/2012)  
PRESCRIBED BY GSA/FAR 101-11.6 53.213(f)

TEMPLATE - ADM001

SUNSI REVIEW COMPLETE

SEP 26 2012

ADM002

## B.1 TASK/DELIVERY ORDER PERIOD OF PERFORMANCE (AUG 2011)

This order shall commence on September 12, 2012 until February 28, 2013.

## B.2 PRICE SCHEDULE

Task 1: Kickoff Meeting			
Labor Category	Labor Rates	Hours	Cost
Facilitator			
Subject Matter Expert			
Total			

Task 2: Review Plan			
Labor Category	Labor Rates	Hours	Cost
Facilitator			
Subject Matter Expert			

Task 3: Evaluate Licensee Application			
Labor Category	Labor Rates	Hours	Cost
Facilitator			
Subject Matter Expert			
Total			

Task 4: RAIs			
Labor Category	Labor Rates	Hours	Cost
Facilitator			
Subject Matter Expert			
Total			

Task 5: Review RAIs/Safety Evaluation Input			
Labor Category	Labor Rates	Hours	Cost
Facilitator			
Subject Matter Expert			
Total			

Task 6: Related Support			
Labor Category	Labor Rates	Hours	Cost
Facilitator			
Subject Matter Expert			
Total			

Grand Total :\$41,483.64

## Statement of Work

### JCN J-4373, Task Order 4

TITLE: Technical Assistance for the Review of Research and Test Reactor License Amendment, JCN J-4373, Task Order No. 4, Kansas State University TRIGA Mk-II Reactor for an Increased U-235 Inventory

JCN: J-4373

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

PROJECT OFFICER: April Bucher, (301) 415-5142

TECHNICAL MONITOR: Spyros Traiforos, (301) 415-3965

#### **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.

Kansas State University (KSU or the licensee) has applied for a license amendment to Facility License No. R-88 for the Kansas State TRIGA Mk-II Nuclear Reactor Facility. The license amendment requests changes to the technical specifications (TSs) to allow the insertion of up to four U-235 fuel elements of up to 12.5% uranium by weight.

#### **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, 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>
1. Participate in kick off meeting via conference call to discuss information relating to the license amendment.	Two weeks after contract award
2. Using the regulatory guidance discussed in NUREG-1537, Part 2	

<p>"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 KSU's conformance to the regulatory requirements. Participate in a conference call 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).</p> <p>a. Draft</p> <p>b. Incorporate NRC comments and prepare a revised draft SE input and if needed, an RAI.</p>	<p>Four weeks after completion of Task 2b</p> <p>One week after receipt of NRC comments</p>
<p>4. Participate in conference calls with the licensee, as necessary, to review RAIs and determine schedule for RAI response. Revise RAIs on outcome of conference calls, if necessary.</p>	<p>Two weeks after completion of Task 3b</p>
<p>5. Participate in a conference call 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. 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.</p> <p>a. Revision to Draft SE Input report</p> <p>b. Incorporate NRC comments and prepare Final SE input report.</p>	<p>Three weeks after receipt of final RAI responses</p> <p>Two weeks after receipt of NRC comments</p>

## 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

No travel is planned for this task.

## 7. REPORTING REQUIREMENTS

### Monthly Letter Status Reports

URS shall submit a Monthly Letter Status Report by the 15<sup>th</sup> of each month. 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. URS shall submit the report electronically to the following: NRC Project Officer, April Bucher at, [April.Bucher@nrc.gov](mailto:April.Bucher@nrc.gov) and the NRC Technical Monitor, Spyros Traiforos at [Spyros.Traiforos@nrc.gov](mailto:Spyros.Traiforos@nrc.gov); 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 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.

## 8. NRC FURNISHED MATERIALS

The NRC 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. The licensee's application contains proprietary information to be withheld from public disclosure under 10 CFR 2.390.

#### **9. License Fee Recovery**

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

#### **10. 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

Attachment 1

Sample  
Monthly Status Report for Month .....  
Under JCN-.....

**A. Task Order Identification and Financial Summary Information**

Contract Number                      JCN Number                      Task Order Number

J-

Project Title:

Project Manager

NRC Technical Monitor

NRC Project Manager

XXXXXX

(301) 415-xxxx

Total Award Amount:

Funds Obligated to Date:

Total Costs Incurred This Reporting Period

Total Costs Incurred This Reporting Period

Indirect:

Cumulative Costs to Date:

Percent Expended (Cum Cost/Obligated):

Balance of Obligated Funds Remaining:

Balance of Fund Required for Completion:

Period of Performance:

FY2012	10/11	11/11	12/11	1/12	2/12	3/12	4/12	5/12	6/12	7/12	8/12	9/12	Total
Planned													
Revised Plan													
Actual													

**B. Efforts Completed/Schedule Milestone Information**

Subtask	Description	Planned Completion Date	Revised Completion Date	Actual Completion Date
1	xxx	xx/xx/xxxx		
2				

**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

No travel is planned for this task.

**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	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.  No spelling or grammatical errors.	NRC TM will review the plan.	Full Payment for 100% compliance.  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.
Provide Draft SE Input	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.  Thoroughly researched licensing action, regulatory requirements, and regulatory guidance before issuing RAI.  No spelling or grammatical errors	NRC TM will review the Draft SE Input.	Full payment for 100% compliance.  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.
Provide RAI	RAI will have direct correlation to safety related information and is appropriate for the level of review being conducted.  No spelling or grammatical errors	NRC TM will review the RAIs	Items determined to be missing or incorrect will be corrected by the contractor. If not incorporated after initial identification by NRC, contractor will add/correct at its own expense.

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>