

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

1. REQUISITION NO. PAGE 1 OF 11
RPPA: HR-13-114
FAIMIS: 120963

2. CONTRACT NO. 3. AWARD/EFFECTIVE DATE 4. ORDER NO. 5. SOLICITATION NUMBER 6. SOLICITATION ISSUE DATE
NRC-HQ-12-C-38-0079 See Block 16c NRC-HQ-12-T-38-0007

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: La'coya Cooper, (301) 492-3692
Mail Stop: TWB-01-B10M
Washington, DC 20555
CODE 3100
10. THIS ACQUISITION IS UNRESTRICTED OR SET ASIDE: 100 % FOR:
 SMALL BUSINESS WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM NAICS: 541990
 HUBZONE SMALL BUSINESS EDWOSB SIZE STANDARD: \$14 Million
 SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS (S) (A)

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED SEE SCHEDULE
12. DISCOUNT TERMS
13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (16 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
18. ADMINISTERED BY U.S. Nuclear Regulatory Commission
Div. of Contracts
Mail Stop: TWB-01-B10M
Washington, DC 20555
CODE 3100

17a. CONTRACTOR/OFFEROR CODE FACILITY CODE
BATTLE RESOURCE MANAGEMENT, INC.
BRMI
5525 ADAMS RIDGE RD
CLARKSVILLE MD 210291171
TELEPHONE NO. DUNS: 151288037
18a. PAYMENT WILL BE MADE BY Department of Interior / NBC
NRCPayments_NBCDenver@NBC.gov
Attn: Fiscal Services Branch - D2770
7301 W. Mansfield Avenue
Denver CO 80235-2230
PHONE FAX:

17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER
 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-HQ-12-C-38-0079, "NRC: Continuity of Operations (Web-Based)." The purpose of this Task Order is to convert and update the existing online version of the required annual "Continuity of Operations" course to HTML, CSS and JavaScript web standards.</p> <p>Task Order Period of Performance: Date of Award - 9/30/2013 Total Task Order Amount: \$18,909.39</p> <p>Task Order COR: Ronnie Ng, (301) 287-0570 Task Order Technical Monitor: Emaad Burki, (301) 287-0564</p> <p>SBA#: 0373-12-202241</p> <p>The award of this task order is to be fully funded by redirecting \$18,909.39 from the base contract to this task order.</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
B&R#: 2012-84-51-H-192; Job Code: T8491; BOC: 251A
Appro.#: 31X0200; Amount Obligated: \$18,909.39
DUNS#: 15-128-8037; NAICS Code: 541990; APP#: 13-10769
26. TOTAL AWARD AMOUNT (For Govt. Use Only)
NTE \$18,909.39

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.12-3 AND 52.212-6 ARE ATTACHED. ADDENDA ARE ARE NOT ATTACHED.
 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 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 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN IS ACCEPTED AS TO ITEMS.

30a. SIGNATURE OF OFFEROR/CONTRACTOR
[Signature]
NAME AND TITLE OF SIGNER (TYPE OR PRINT)
30c. DATE SIGNED
2/13/13
31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)
[Signature]
31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT)
Erika Eam
Contracting Officer
31c. DATE SIGNED
2/14/2013

AUTHORIZED FOR LOCAL REPRODUCTION PREVIOUS EDITION IS NOT USABLE
STANDARD FORM 1448 (REV. 2/2012)
Prescribed by GSA - FAR (48 CFR) 53.212

SUNSI REVIEW COMPLETE

TEMPLATE - ADM001

FEB 15 2013

ADM002

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A.1 PRICE/COST SCHEDULE

ITEM NO.	DESCRIPTION OF SUPPLIES/SVCS	QTY	UNIT	UNIT PRICE	AMOUNT
0001	Program Manager/Oversight	7	HOUR	\$151.53	\$1,060.70
0002	Project Manager/Task Order(s)	29	HOUR	\$132.08	\$3,830.32
0003	Courseware Developer - Mid	88	HOUR	\$91.47	\$8,049.36
0004	Instructional Designer - Senior	50	HOUR	\$119.38	\$5,969.00
GRAND TOTAL -					\$18,909.39

A.2 DELIVERABLE SCHEDULE

Deliverable	Due Date*	Due to
Sub-Task 1 – Final Project Plan (CLIN 0001)	No later than February 27, 2013	Technical Monitor
Approval of Sub-Task 1	Within 5 business days of receipt of Sub-Task 1	BRMi
Sub-Task 2 – Course Prototype (CLIN 0002)	No later than March 14, 2013.	Technical Monitor
Approval of Sub-Task 2	Within 5 business days of receipt of Sub-Task 2	BRMi
Sub-Task 3 – Draft Courseware Package (PPT File, Audio Files, Audio Transcript) (CLIN 0003)	No later than March 29, 2012	Technical Monitor
Approval of Sub-Task 3	Within 10 business days of receipt of Sub-Task 3	BRMi
Sub-Task 4 – Final Courseware Package (PPT File, Audio Files, Audio Transcript) (CLIN 0004)	No later than April 12, 2013	Technical Monitor
Approval of Sub-Task 4	No later than April 26, 2013	BRMi

*- Payment to be invoiced after NRC final approval of each deliverable item in accordance with the acceptance guidelines set forth above.

TASK ORDER TERMS AND CONDITIONS
NOT SPECIFIED IN THE CONTRACT

A.3 TASK ORDER STATEMENT OF WORK

BACKGROUND

The Nuclear Regulatory Commission (NRC) offers a required annual online course called *Continuity of Operations*. The decision was made to convert and update the course to HTML, CSS and JavaScript web standards to allow for ease of maintenance, improved accessibility, and device compatibility.

TASK ORDER OBJECTIVE

The primary objective of this Task Order is to convert and update the existing online version of the required annual Continuity of Operations course by converting the existing Adobe Flash based courseware built using the **Articulate** software to HTML, CSS and JavaScript web standards, and modifying the courseware as necessary to ensure complete compliance with Section 508.

SCOPE OF WORK

The contractor is required to develop an online courseware package, no longer than 60 minutes in length, based upon the existing course materials for "Regulatory Commitments." This work can be divided into sub-tasks as follows:

The contractor is required to determine and propose the optimum performance order for the work described in section B.1.2. This work can be divided into sub-tasks as follows:

A. Sub-Task 1 – Convert Existing Web-Based Courseware to web standards (HTML/CSS/JavaScript)

The current Adobe Flash based course is built with Articulate and does not allow ease of maintenance, accessibility and device compatibility. The contractor will convert the course to web standards (HTML/CSS/JavaScript) allowing for ease of maintenance, accessibility and device compatibility. The current published courseware, part of source code and webpage framework will be provided.

B. Sub-Task 2 – Incorporate Identified Revisions and Enhancements

A word document will be supplied for each module which identifies the text and multimedia (audio, video and animations) changes to be incorporated. The vendor will incorporate these changes as follows:

1. Provide pricing for all required text revisions and multimedia enhancements.
2. Provide pricing for inclusion of additional multimedia elements, such as additional audio recording, image composition or animation development.

C. Sub-Task 3 – Modify Courseware for Optimum Compliance with Section 508

Currently the courseware does not optimally meet the requirements of Section 508. The courseware includes multimedia elements that do not include synchronized closed captioning, which does not satisfy the requirements of Section 508. The contractor will modify the multimedia elements as necessary to ensure that the audio and text of the course are synchronized.

GENERAL INFORMATION

All terms and conditions, including but not limited to: personnel qualifications, labor categories, and labor rates, have already been negotiated and established under the Basic, Indefinite Delivery/Indefinite Quantity (IDIQ) Contract, NRC-HQ-12-C-38-0079.

PERSONNEL QUALIFICATIONS

(See Basic IDIQ Contract, NRC-HQ-12-C-38-0079.)

DELIVERABLE SCHEDULE

The deliverable schedule detailed in "Section A.2" represents the Government's best estimate of the time required to complete the individual sub-tasks. The final deliverable must be completed no later than September 30, 2013, the last date of the period of performance for this Task Order. The deliverable dates for each individual Sub-Task will be finalized and agreed upon in the Final Project Plan (Sub-Task 1).

GOVERNMENT FURNISHED EQUIPMENT/PROPERTY

(See Basic IDIQ Contract, NRC-HQ-12-C-38-0079.)

A.4 BRANDING (AUG 2011)

The Contractor is required to use the official NRC branding logo or seal on any publications, presentations, products, or materials funded under this contract, to the extent practical, in order to provide NRC recognition for its involvement in and contribution to the project. If the work performed is funded entirely with NRC funds, then the contractor must acknowledge that information in its documentation/presentation.

Access the following websites for branding information and specifications:

<http://www.internal.nrc.gov/ADM/branding/> and Management Directive and Handbook 3.13 -

(internal NRC website): <http://www.internal.nrc.gov/policy/directives/toc/md3.13.htm>

(external public website): <http://pbadupws.nrc.gov/docs/ML1122/ML112280190.pdf>

A.5 TASK/DELIVERY ORDER PERIOD OF PERFORMANCE (AUG 2011)

This order shall commence on the date of award and will expire on September 30, 2013.

A.6 ELECTRONIC PAYMENT (AUG 2011)

The Debt Collection Improvement Act of 1996 requires that all payments except IRS tax refunds be made by Electronic Funds Transfer. Payment shall be made in accordance with FAR 52.232-33, entitled "Payment by Electronic Funds- Central Contractor Registration".

To receive payment, the contractor shall prepare invoices in accordance with NRC's Billing Instructions. Claims shall be submitted on the payee's letterhead, invoice, or on the Government's Standard Form 1034, "Public Voucher for Purchases and Services Other than Personal," and Standard Form 1035, "Public Voucher for Purchases Other than Personal - Continuation Sheet." The preferred method of submitting invoices is electronically to the Department of the Interior at NRCPayments_NBCDenver@nbc.gov. If the contractor submits a hard copy of the invoice, it shall be submitted to the following address:

Department of the Interior
National Business Center
Attn: Fiscal Services Branch - D2770
7301 West Mansfield Avenue
Denver, CO 80235-2230

A.7 BILLING INSTRUCTIONS FOR LABOR HOUR/TIME AND MATERIALS TYPE CONTRACTS (JULY 2011)

General: During performance and through final payment of this contract, the contractor is responsible for the accuracy and completeness of data within the Central Contractor Registration (CCR) database and for any liability resulting from the Government's reliance on inaccurate or incomplete CCR data.

The contractor shall prepare invoices/vouchers for reimbursement of costs in the manner and format described herein. FAILURE TO SUBMIT INVOICES/VOUCHERS IN ACCORDANCE WITH THESE INSTRUCTIONS WILL RESULT IN REJECTION OF THE INVOICE/VOUCHER AS IMPROPER.

Standard Forms: Claims shall be submitted on the payee's letterhead, invoice/voucher, or on the Government's Standard Form 1034, "Public Voucher for Purchases and Services Other than Personal," and Standard Form 1035, "Public Voucher for Purchases Other than Personal--Continuation Sheet."

Electronic Invoice/Voucher Submissions: The preferred method of submitting vouchers/invoices is electronically to the U.S. Department of the Interior's National Business Center, via email to: NRCPayments_NBCDenver@NBC.gov.

Hard-Copy Invoice/Voucher Submissions: If you submit a hard-copy of the invoice/voucher, a signed original and supporting documentation shall be submitted to the following address:

Department of the Interior
National Business Center
Attn: Fiscal Services Branch - D2770
7301 West Mansfield Avenue
Denver, CO 80235-2230

Purchase of Capital Property: (*\$50,000 or more with life of one year or longer*)

Contractors must report to the Contracting Officer, electronically, any capital property acquired with contract funds having an initial cost of \$50,000 or more, in accordance with procedures set forth in NRC Management Directive (MD) 13.1, IV, C – "Reporting Requirements" (revised 2/16/2011).

Agency Payment Office: Payment will continue to be made by the office designated in the contract in Block 12 of the Standard Form 26, or Block 25 of the Standard Form 33, whichever is applicable.

Frequency: The contractor shall submit claims for reimbursement once each month, unless otherwise authorized by the Contracting Officer.

Format: Invoices/Vouchers shall be submitted in the format depicted on the attached sample form entitled "Invoice/Voucher for Purchases and Services Other Than Personal". Alternate formats are permissible only if they address all requirements of the Billing Instructions. The instructions for preparation and itemization of the invoice/voucher are included with the sample form.

Task Order Contracts: The contractor must submit a separate invoice/voucher for each individual task order with detailed cost information. This includes all applicable cost elements and other items discussed in paragraphs (a) through (q) of the attached instructions. In addition, the invoice/voucher must specify the contract number, and the NRC-assigned task/delivery order number.

Billing of Costs after Expiration of Contract: If costs are incurred during the contract period and claimed after the contract has expired, you must cite the period during which these costs were incurred. To be considered a proper expiration invoice/voucher, the contractor shall clearly mark it "EXPIRATION INVOICE" or "EXPIRATION VOUCHER".

Final invoices/vouchers shall be marked "FINAL INVOICE" or "FINAL VOUCHER".

Currency: Invoices/Vouchers must be expressed in U.S. Dollars.

Supersession: These instructions supersede previous Billing Instructions for Labor Hour/Time and Materials Type Contracts (June 2008).

**INVOICE/VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL
(SAMPLE FORMAT - COVER SHEET)**

1. Official Agency Billing Office

Department of the Interior
National Business Center
Attn: Fiscal Services Branch - D2770
7301 West Mansfield Avenue
Denver, CO 80235-2230

2. Invoice/Voucher Information

- a. **Payee's DUNS Number or DUNS+4.** The Payee shall include the Payee's Data Universal Number (DUNS) or DUNS+4 number that identifies the Payee's name and address. The DUNS+4 number is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the Payee to identify alternative Electronic Funds Transfer (EFT) accounts for the same parent concern.
- b. **Payee's Name and Address.** Show the name of the Payee as it appears in the contract and its correct address. If the Payee assigns the proceeds of this contract as provided for in the assignment of claims terms of this contract, the Payee shall require as a condition of any such assignment, that the assignee shall register separately in the Central Contractor Registration (CCR) database at <http://www.ccr.gov> and shall be paid by EFT in accordance with the terms of this contract. See Federal Acquisition Regulation 52.232-33(g) Payment by Electronic Funds Transfer - Central Contractor Registration (October 2003).
- c. **Contract Number.** Insert the NRC contract number (including Enterprise-wide Contract (EWC)), GSA Federal Supply Schedule (FSS), Governmentwide Agency Contract (GWAC) number, or Multiple Agency Contract (MAC) number, as applicable.
- d. **Task Order Number.** Insert the task/delivery order number (If Applicable). **Do not include more than one task order per invoice or the invoice may be rejected as improper.**

- e. Invoice/Voucher. The appropriate sequential number of the invoice/voucher, beginning with 001 should be designated. Contractors may also include an individual internal accounting number, if desired, in addition to the 3-digit sequential number.
- f. Date of Invoice/Voucher. Insert the date the invoice/voucher is prepared.
- g. Billing period. Insert the beginning and ending dates (day, month, year) of the period during which costs were incurred and for which reimbursement is requested.
- h. Labor Hours Expended. Provide a general summary description of the services performed and associated labor hours utilized during the invoice period. Specify the Contract Line Item Number (CLIN) or SubCLIN, as applicable, and information pertaining to the contract's labor categories/positions, and corresponding authorized hours.
- i. Property. For contractor acquired property, list each item with an initial acquisition cost of \$50,000 or more and provide: (1) an item description, (2) manufacturer, (3) model number, (4) serial number, (5) acquisition cost, (6) date of purchase, and (7) a copy of the purchasing document.
- j. Shipping. Insert weight and zone of shipment, if shipped by parcel post.
- k. Charges for freight or express shipments. Attach prepaid bill if shipped by freight or express.
- l. Instructions. Include instructions to consignee to notify the Contracting Officer of receipt of shipment.
- m. For Indefinite Delivery contracts, the final invoice/voucher shall be marked "FINAL INVOICE" or "FINAL VOUCHER".
- n. Direct Costs. Insert the amount billed for the following cost elements, adjustments, suspensions, and total amounts, for both the current billing period and for the cumulative period (from contract inception to end date of this billing period).

(1) Direct (Burdened) Labor. This consists of salaries and wages paid (or accrued) for direct performance of the contract itemized, including a burden (or load) for indirect costs (i.e., fringe, overhead, General and Administrative, as applicable), and profit component, as follows:

<u>Labor Category</u>	<u>Hours Billed</u>	<u>Burdened Hourly Rate</u>	<u>Total</u>	<u>Cumulative Hours Billed</u>
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(2) Contractor-acquired property (\$50,000 or more). List each item costing \$50,000 or more and having a life expectancy of more than one year. List only those items of equipment for which reimbursement is requested. For each such item, list the following (as applicable): (a) an item description, (b) manufacturer, (c) model number, (d) serial number, (e) acquisition cost, (f) date of purchase, and (g) a copy of the purchasing document.

(3) Contractor-acquired property (under \$50,000), Materials, and Supplies. These are equipment other than that described in (2) above, plus consumable materials and supplies. List by category. List items valued at \$1,000 or more separately. Provide the item number for each piece of equipment valued at \$1,000 or more.

(4) Materials Handling Fee. Indirect costs allocated to direct materials in accordance the contractor's usual accounting procedures.

(5) Consultant Fee. The supporting information must include the name, hourly or daily rate of the consultant, and reference the NRC approval (if not specifically approved in the original contract).

(6) Travel. Total costs associated with each trip must be shown in the following format:

<u>Start Date</u>		<u>Destination</u>		<u>Costs</u>
From	To	From	To	\$

(Must include separate detailed costs for airfare, per diem, and other transportation expenses. All costs must be adequately supported by copies of receipts or other documentation.)

(7) Subcontracts. Include separate detailed breakdown of all costs paid to approved subcontractors during the billing period.

o. Total Amount Billed. Insert columns for total amounts for the current and cumulative periods.

p. Adjustments. Insert columns for any adjustments, including outstanding suspensions for unsupported or unauthorized hours or costs, for the current and cumulative periods.

q. Grand Totals.

3. Sample Invoice/Voucher Information

Sample Invoice/Voucher Information (Supporting Documentation must be attached)

This invoice/voucher represents reimbursable costs for the billing period from _____ through _____.

<u>Costs</u>	<u>Amount Billed</u>		(a)	<u>Direct</u>
	<u>Current Period</u>	<u>Cumulative</u>		
(1) Direct burdened labor	\$ _____	\$ _____		
(2) Government property (\$50,000 or more)	\$ _____	\$ _____		
(3) Government property, Materials, and Supplies (under \$50,000 per item)	\$ _____	\$ _____		
(4) Materials Handling Fee	\$ _____	\$ _____		
(5) Consultants Fee	\$ _____	\$ _____		
(6) Travel	\$ _____	\$ _____		
(7) Subcontracts	\$ _____	\$ _____		
Total Direct Costs:	\$ _____	\$ _____		
(b) Total Amount Billed	\$ _____	\$ _____		
(c) Adjustments (+/-)	\$ _____	\$ _____		
(d) Grand Total	\$ _____	\$ _____		

(The invoice/voucher format provided above must include information similar to that included below in the following to ensure accuracy and completeness.)

SAMPLE SUPPORTING INFORMATION

The budget information provided below is for format purposes only and is illustrative.

Cost Elements:

- 1) Direct Burdened Labor - \$4,800

Labor

Hours Category	Burdened Billed	Rate	Cumulative Total	Hours Billed
Senior Engineer I	100	\$28.00	\$2,800	975
Engineer	50	\$20.00	\$1,000	465
Computer Analyst	100	\$10.00	\$1,000	320
			\$4,800	1,760 hrs.

Burdened labor rates must come directly from the contract.

- 2) Government-furnished and contractor-acquired property (\$50,000 or more) - \$60,000

Prototype Spectrometer - item number 1000-01 = \$60,000

- 3) Government-furnished and contractor-acquired property (under \$50,000), Materials, and Supplies - \$2,000

10 Radon tubes @ \$110.00 = \$1,100
 6 Pairs Electrostatic gloves @ \$150.00 = \$ 900
 \$2,000

- 4) Materials Handling Fee - \$40

(2% of \$2,000 in item #3)

- 5) Consultants' Fee - \$100

Dr. Carney - 1 hour fully-burdened @ \$100 = \$100

- 6) Travel - \$2,640

(i) Airfare: (2 Roundtrip trips for 1 person @ \$300 per r/t ticket)

Start Date	End Date	Days	From	To	Cost
4/1/2011	4/7/2011	7	Philadelphia, PA	Wash, D.C.	\$300
7/1/2011	7/8/2011	8	Philadelphia, PA	Wash, D.C.	\$300

(ii) Per Diem: \$136/day x 15 days = \$2,040

- 7) Subcontracting - \$30,000

Company A = \$10,000
 Company B = \$20,000
 \$30,000

(EX: Subcontracts for Companies A & B were consented to by the Contracting Officer by letter dated 6/15/2011.)

Total Amount Billed	\$99,580
Adjustments (+/-)	<u> 0</u>
Grand Total	\$99,580

4. Definitions

Material handling costs. When included as part of material costs, material handling costs shall include only costs clearly excluded from the labor-hour rate. Material handling costs may include all appropriate indirect costs allocated to direct materials in accordance with the contractor's usual accounting procedures.

MEMORANDUM OF NEGOTIATION

Contractor:	Battle Resource Management, Inc.
Contract No.:	NRC-HQ-12-C-38-0079
Task Order No.:	NRC-HQ-12-T-38-0007
RFPA#:	HR-13-114
Total Estimated Cost:	\$18,909.39
Obligated Amount this Action:	\$18,909.39
Basic IDIQ Contracting Officer Representative:	Ronnie Ng, OCHCO/HRTD
Task Order Technical Monitor:	Emaad Burki, OCHCO/HRTD
Contracting Officer	Erika Eam, ADM/DC/RRG

PURPOSE

The purpose of this Task Order is to convert and update the existing online version of the required annual "Continuity of Operations" course to HTML, CSS and JavaScript web standards. This task order is issued under contract No. NRC-HQ-12-C-38-0079:

- The issuance date of the Task Order is within the period of the basic contract.
- The services ordered are within the contract scope of work.
- The labor rates in the Task Order do not exceed the labor rates for the established in the basic contract.
- The labor rates have been negotiated in accordance to Section B.3 of the IDIQ contract.
- The subject Task Order is recommended for signature by the Contracting Officer.

DISCUSSION

RFPA number HR-13-114 was generated and assigned to the contract specialist on February 4, 2013 for a total of \$18,909.39 requesting the CO to issue a single awardee Task Order under NRC-HQ-12-C-38-0079, in order to convert and update the course entitled "Continuity of Operations".

The COR certified on January 31, 2013 that this task order is within the scope of work of the base contract.

COST ANALYSIS

The COR confirmed that the Labor Hour proposal was fair and reasonable, based upon the proposed level of effort as compared to the Independent Government Cost Estimate (IGCE). The applicable labor rates were determined to be fair and reasonable at the time the basic contract was awarded, as they are part of BRMi's GSA MOBIS schedule. A breakdown of the proposed hours required to complete the requirement are provided below:

CLIN	Labor Category	Personnel Rate	Total Hours	Total Total Price
0001	Program Manager /Oversight	\$151.53	7	\$1,060.71
0002	Project Manager /Task Order(s)	\$132.08	29	\$3,830.32
0005	Courseware Developer - Mid	\$91.47	88	\$8,049.36
0004	Instructional Designer - Senior	\$119.38	50	\$5,969.00
Total:			174	\$18,909.39

The award of this task order is to be fully funded by redirecting \$18,909.39 from the base contract to this task order.

RECOMMENDATION

Based on the above discussion, the recommendation is that the Contracting Officer signs the Task Order No. NRC-HQ-12-T-38-0007 to Contract No. NRC-HQ-12-C-38-0079 with Battle Resource Management, Inc. to convert and update the course entitled "Continuity of Operations". Costs are considered to be fair and reasonable for the performance of the activities described in the Scope of Work of the Task Order and this award is also considered to be in the best interest of the US Government.

La'toya Cooper
 La'toya Cooper
 Contract Specialist
 ADM/DC/RRG

February 13, 2013
 Date

Erika Eam
 Contracting Officer
 ADM/DC/RRG

Date: