

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 7

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

BPA NO.

1. DATE OF ORDER 5/1/13		2. CONTRACT NO. (if any) NRC-03-10-081		6. SHIP TO:	
3. ORDER NO. NRC-TO13		4. REQUISITION/REFERENCE NO. NRR-13-068		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div. of Contracts Attn: Valerie Whipple Mail Stop: TWB-01-B10M Washington, DC 20555				b. STREET ADDRESS April Bucher Mail Stop OWPN 13 C2 301-415-5142	
7. TO:		c. CITY Washington		d. STATE DC	e. ZIP CODE 20555
a. NAME OF CONTRACTOR SOUTHWEST RESEARCH INSTITUTE				f. SHIP VIA	
b. COMPANY NAME				8. TYPE OF ORDER	
c. STREET ADDRESS 6220 CULBRA RD				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
d. CITY SAN ANTONIO				REFERENCE YOUR Please furnish the following on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
e. STATE TX				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.	
f. ZIP CODE 782385166				10. REQUISITIONING OFFICE NRR	
9. ACCOUNTING AND APPROPRIATION DATA RPPA: NRR-13-068, PAIMIS: 130966 B&R: 2013-20-11-4-148, Job Code: J4473, BOC: 252A Approp. No.: 31x0200, Obl: 930,000, DUNS: 007936842					
11. BUSINESS CLASSIFICATION (Check appropriate box(es))					12. F.O.B. POINT
<input type="checkbox"/> a. SMALL <input checked="" 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					N/A
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION		b. ACCEPTANCE		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)
	The Contractor shall provide services in accordance with the attached Statement of Work entitled: "Technical Assistance for Quality Assurance Review Support of Sequoyah Nuclear Plant Unit 1 & 2." Total CFPF Amount: \$84,561 Total Obligated Amount: \$30,000 Period of Performance: 03-01-2013 through 06-30-2014 NRC COR: April Bucher 301-415-5142 Statement of Work attached DUNS: 007936842 NAICS: 541690 PSC: R499 ACCEPTED: Signature: <i>R. B. Kalmbach</i> 02/27/13 Print Name/Title: R. B. Kalmbach Executive Director, Contracts	1 & 2				

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		\$84,561.00	17(h) TDOTAL (Cont. pages) 17(i) GRAND TOTAL
	21. MAIL INVOICE TO:							
	a. NAME Department of Interior / NBC NRCPayments@nbc.gov			PHONE:				
	b. STREET ADDRESS (or P.O. Box) Attn: Fiscal Services Branch - D2770 7301 W. Mansfield Avenue			FAX:				
c. CITY Denver			d. STATE CO	e. ZIP CODE 80235-2230				
22. UNITED STATES OF AMERICA BY (Signature) <i>Valerie Whipple</i>						23. NAME (Typed) Valerie Whipple Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER		

AUTHORIZED FOR LOCAL REPRODUCTION PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 347 (REV. 2/2012) PRESCRIBED BY GSA/FAR 48 CFR 53.213(f)

SUNSI REVIEW COMPLETE MAR 05 2013

TEMPLATE - ADM001

ADM002

Table of Contents

DELIVERY ORDER TERMS AND CONDITIONS NOT SPECIFIED IN THE CONTRACT	3
A.1 BRIEF DESCRIPTION OF WORK (MAR 1987)	3
A.2 CONSIDERATION AND OBLIGATION--COST PLUS FIXED FEE (JUN 1988) ALTERNATE I (JUN 1991).....	3
A.3 TASK/DELIVERY ORDER PERIOD OF PERFORMANCE (AUG 2011).....	3
A.4 2052.215-70 KEY PERSONNEL (JAN 1993)	3
A.5 2052.215-71 CONTRACTING OFFICER'S REPRESENTATIVE AUTHORITY	4
A.6 2052.215-78 TRAVEL APPROVALS AND REIMBURSEMENT -ALTERNATE 1 (OCT 1999)	5
A.7 PACKAGING AND MARKING (AUG 2011)	6
A.8 BRANDING (AUG 2012)	6
A.9 ELECTRONIC PAYMENT (AUG 2011)	6
A.10 WHISTLEBLOWER PROTECTION FOR NRC CONTRACTOR AND SUBCONTRACTOR EMPLOYEES (AUG 2011).....	7
A.11 GREEN PURCHASING (JUN 2011).....	7
A.12 USE OF AUTOMATED CLEARING HOUSE (ACH) ELECTRONIC PAYMENT/REMITTANCE ADDRESS (AUG 2011).....	7

DELIVERY ORDER TERMS AND CONDITIONS NOT SPECIFIED IN THE CONTRACT

A.1 BRIEF DESCRIPTION OF WORK (MAR 1987)

The objective of the task order is to obtain contractor support to assist the NRC in the area of quality assurance to the DLR project team in reviewing and evaluating the Sequoyah Nuclear Plant, Unit 1 and Unit 2, LRA.

A.2 CONSIDERATION AND OBLIGATION--COST PLUS FIXED FEE (JUN 1988) ALTERNATE I (JUN 1991)

(a) The total estimated cost to the Government for full performance of this contract is \$84,561.00, of which the sum of \$33,333 represents the estimated reimbursable costs, and of which \$51,228 represents the fixed fee.

(b) There shall be no adjustment in the amount of the Contractor's fixed fee by reason of differences between any estimate of cost for performance of the work under this contract and the actual cost for performance of that work.

(c) The amount currently obligated by the Government with respect to this contract is \$30,000, of which the sum of \$10,000 represents the estimated reimbursable costs, and of which \$20,000 represents the fixed fee.

A.3 TASK/DELIVERY ORDER PERIOD OF PERFORMANCE (AUG 2011)

This order shall commence on March 1, 2013 and will expire June 30, 2014.

A.4 2052.215-70 KEY PERSONNEL (JAN 1993)

(a) The following individuals are considered to be essential to the successful performance of the work hereunder:

<u>Name</u>	<u>Title</u>
Dr. Todd Mintz	Licensing and Inspection Program Manager
Mr. Lane Howard	SME and Principal Investigator

The contractor agrees that personnel may not be removed from the contract work or replaced without compliance with paragraphs (b) and (c) of this section.

(b) If one or more of the key personnel, for whatever reason, becomes, or is expected to become, unavailable for work under this contract for a continuous period exceeding 30 work days, or is expected to devote substantially less effort to the work than indicated in the proposal or initially anticipated, the contractor shall immediately notify the contracting officer and shall, subject to the concurrence of the contracting officer, promptly replace the personnel with personnel of at least substantially equal ability and qualifications.

(c) Each request for approval of substitutions must be in writing and contain a detailed explanation of the circumstances necessitating the proposed substitutions. The request must also contain a complete resume for the proposed substitute and other information requested or needed by the contracting officer to evaluate the proposed substitution. The contracting officer and the NRC TO COR shall evaluate the contractor's request and the contracting officer shall promptly notify the contractor of his or her decision in writing.

(d) If the contracting officer determines that suitable and timely replacement of key personnel who have been reassigned, terminated, or have otherwise become unavailable for the contract work is not reasonably forthcoming, or that the resultant reduction of productive effort would be so substantial as to impair the successful completion of the

contract or the service order, the contract may be terminated by the contracting officer for default or for the convenience of the Government, as appropriate. If the contracting officer finds the contractor at fault for the condition, the contract price or fixed fee may be equitably adjusted downward to compensate the Government for any resultant delay, loss, or damage.

A.5 2052.215-71 CONTRACTING OFFICER'S REPRESENTATIVE AUTHORITY (NOVEMBER 2006)

(a) The contracting officer's authorized representative (COR) for this task order is:

Name: April Bucher

Address: Mail Stop OWFN 13 C2
Washington, DC 20555

Telephone Number: 301-415-5142

Alternate COR

Name: Billy Rogers

Address: Mail Stop OWFN 11 F1
Washington, DC 20555

Telephone Number: 301-415-2945

(b) Performance of the work under this task order is subject to the technical direction of the NRC TO COR. The term "technical direction" is defined to include the following:

(1) Technical direction to the contractor which shifts work emphasis between areas of work or tasks, authorizes travel which was unanticipated in the Schedule (i.e., travel not contemplated in the Statement of Work (SOW) or changes to specific travel identified in the SOW), fills in details, or otherwise serves to accomplish the contractual SOW.

(2) Provide advice and guidance to the contractor in the preparation of drawings, specifications, or technical portions of the work description.

(3) Review and, where required by the contract, approval of technical reports, drawings, specifications, and technical information to be delivered by the contractor to the Government under the contract.

(c) Technical direction must be within the general statement of work stated in the contract. The NRC TO COR does not have the authority to and may not issue any technical direction which:

(1) Constitutes an assignment of work outside the general scope of the contract.

(2) Constitutes a change as defined in the "Changes" clause of this contract.

(3) In any way causes an increase or decrease in the total estimated contract cost, the fixed fee, if any, or the time required for contract performance.

(4) Changes any of the expressed terms, conditions, or specifications of the contract.

(5) Terminates the contract, settles any claim or dispute arising under the contract, or issues any unilateral directive whatever.

(d) All technical directions must be issued in writing by the NRC TO COR or must be confirmed by the NRC TO COR in writing within ten (10) working days after verbal issuance. A copy of the written direction must be furnished to the contracting officer. A copy of NRC Form 445, Request for Approval of Official Foreign Travel, which has received final approval from the NRC must be furnished to the contracting officer.

(e) The contractor shall proceed promptly with the performance of technical directions duly issued by the NRC TO COR in the manner prescribed by this clause and within the NRC TO COR's authority under the provisions of this clause.

(f) If, in the opinion of the contractor, any instruction or direction issued by the NRC TO COR is within one of the categories as defined in paragraph (c) of this section, the contractor may not proceed but shall notify the contracting officer in writing within five (5) working days after the receipt of any instruction or direction and shall request the contracting officer to modify the contract accordingly. Upon receiving the notification from the contractor, the contracting officer shall issue an appropriate contract modification or advise the contractor in writing that, in the contracting officer's opinion, the technical direction is within the scope of this article and does not constitute a change under the "Changes" clause.

(g) Any unauthorized commitment or direction issued by the NRC TO COR may result in an unnecessary delay in the contractor's performance and may even result in the contractor expending funds for unallowable costs under the contract.

(h) A failure of the parties to agree upon the nature of the instruction or direction or upon the contract action to be taken with respect thereto is subject to 52.233-1 -Disputes.

(i) In addition to providing technical direction as defined in paragraph (b) of the section, the NRC TO COR shall:

(1) Monitor the contractor's technical progress, including surveillance and assessment of performance, and recommend to the contracting officer changes in requirements.

(2) Assist the contractor in the resolution of technical problems encountered during performance.

(3) Review all costs requested for reimbursement by the contractor and submit to the contracting officer recommendations for approval, disapproval, or suspension of payment for supplies and services required under this contract.

(4) Assist the contractor in obtaining the badges for the contractor personnel.

(5) Immediately notify the Security Branch, Division of Facilities and Security (SB/DFS) (via e-mail) when a contractor employee no longer requires access authorization and return of any NRC issued badge to SB/DFS within three days after their termination.

(6) Ensure that all contractor employees that require access to classified Restricted Data or National Security Information or matter, access to sensitive unclassified information (Safeguards, Official Use Only, and Proprietary information) access to sensitive IT systems or data, unescorted access to NRC controlled buildings/space, or unescorted access to protected and vital areas of nuclear power plants receive approval of SB/DFS prior to access in accordance with Management Directive and Handbook 12.3.

(7) For contracts for the design, development, maintenance or operation of Privacy Act Systems of Records, obtain from the contractor as part of closeout procedures, written certification that the contractor has returned to NRC, transferred to the successor contractor, or destroyed at the end of the contract in accordance with instructions

provided by the NRC Systems Manager for Privacy Act Systems of Records, all records (electronic or paper) which were created, compiled, obtained or maintained under the contract.

A.6 2052.215-78 TRAVEL APPROVALS AND REIMBURSEMENT -ALTERNATE 1 (OCT 1999)

(a) Total expenditure for travel may not exceed **\$3,159** without the prior approval of the contracting officer.

(b) All foreign travel must be approved in advance by the NRC on NRC Form 445, Request for Approval of Official Foreign Travel, and must be in compliance with FAR 52.247-63 Preference for U.S. Flag Air Carriers. The contractor shall submit NRC Form 445 to the NRC no later than 30 days prior to the commencement of travel.

(c) The contractor will be reimbursed only for those travel costs incurred that are directly related to this contract and which are allowable subject to the limitations prescribed in FAR 31.205-46.

(d) It is the responsibility of the contractor to notify the contracting officer in accordance with the FAR Limitations of Cost clause of this contract when, at any time, the contractor learns that travel expenses will cause the contractor to exceed the travel ceiling amount identified in paragraph (a) of this clause.

(e) Reasonable travel costs for research and related activities performed at State and nonprofit institutions, in accordance with Section 12 of Pub. L. 100-679, shall be charged in accordance with the contractor's institutional policy to the degree that the limitations of Office of Management and Budget (OMB) guidance are not exceeded. Applicable guidance documents include OMB Circular A-87, Cost Principles for State and Local Governments; OMB Circular A-122, Cost Principles for Nonprofit Organizations; and OMB Circular A-21, Cost Principles for Educational Institutions.

A.7 PACKAGING AND MARKING (AUG 2011)

(a) The Contractor shall package material for shipment to the NRC in such a manner that will ensure acceptance by common carrier and safe delivery at destination. Containers and closures shall comply with the Surface Transportation Board, Uniform Freight Classification Rules, or regulations of other carriers as applicable to the mode of transportation.

(b) On the front of the package, the Contractor shall clearly identify the contract number under which the product is being provided.

(c) Additional packaging and/or marking requirements are as follows: N/A

A.08 BRANDING (AUG 2012)

The Contractor is required to include the statement below in any publications, presentations, articles, products, or materials funded under this contract/order, to the extent practical, in order to provide NRC with 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.

Work Supported by the U.S. Nuclear Regulatory Commission (NRC), Office of Nuclear Reactor Research, under Contract/order number NRC-03-10-081 NRC-TO13.

A.9 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.10 WHISTLEBLOWER PROTECTION FOR NRC CONTRACTOR AND SUBCONTRACTOR EMPLOYEES (AUG 2011)

(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 entitled: "Your Rights Under the Energy Reorganization Act".

(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.11 GREEN PURCHASING (JUN 2011)

(a) In furtherance of the sustainable acquisition goals of Executive Order 13514, "Federal Leadership in Environmental, Energy, and Economic Performance" products and services provided under this contract/order shall be energy- efficient (Energy Star or Federal Energy Management Program (FEMP) designated), water-efficient, biobased, environmentally preferable (e.g., Electronic Product Environmental Assessment Tool (EPEAT) certified), non-ozone depleting, contain recycled content, or are non-toxic or less toxic alternatives, where such products and services meet agency performance requirements. <http://www.fedcenter.gov/programs/eo13514/>

(b) The contractor shall flow down this clause into all subcontracts and other agreements that relate to performance of this contract/order.

A.12 USE OF AUTOMATED CLEARING HOUSE (ACH) ELECTRONIC PAYMENT/REMITTANCE ADDRESS (AUG 2011)

The Debt Collection Improvement Act of 1996 requires that all Federal payments except IRS tax refunds be made by Electronic Funds Transfer. It is the policy of the Nuclear Regulatory Commission to pay government vendors by the Automated Clearing House (ACH) electronic funds transfer payment system. Item 15C of the Standard Form 33 may be disregarded.

STATEMENT OF WORK

Project Title: Technical Assistance for Quality Assurance Review Support, U.S. Nuclear Regulatory Commission, Office of Nuclear Reactor Regulation

Job Code: J-4473

Task Area: Kick-off Meeting, Technical Review Packages

Task Order No.: 13 – Sequoyah

Budget & Reporting No.: 2013-20-11-4-148

NRC Issuing Office: Office of Nuclear Reactor Regulation

NRC COR: April Bucher, (301) 415-5142, april.bucher@nrc.gov

NRC TO Alternate COR: Bill Rogers, (301) 415-2945, billy.rogers@nrc.gov

Fee Recoverable: Yes

TAC Numbers: TBD (Sequoyah Nuclear Plant, Units 1 and Unit 2)

Performing Organization: Center for Nuclear Waste Regulatory Analyses (CNWRA)

1.0 Background

The Nuclear Regulatory Commission's (NRC's) Office of Nuclear Reactor Regulation (NRR) is responsible for ensuring the public health and safety through licensing and inspection activities at all commercial nuclear power reactor facilities in the United States. Evaluation of License Renewal Applications (LRAs) is performed by the Division of License Renewal (DLR). DLR performs its work in accordance with the requirements of Title 10 of the *Code of Federal Regulations*, Part 54 (10 CFR Part 54), "Requirements for Renewal of Operating Licenses for Nuclear Power Plants." In addition, DLR uses guidance provided in NUREG-1800, "Standard Review Plan for Review of License Renewal Applications for Nuclear Power Plants," Revision 2 (SRP-LR), dated December 2010 and NUREG-1801, "Generic Aging Lessons Learned Report," Revision 2 (GALL Report), dated December 2010. The staff is seeking technical assistance in the review of LRAs in the area of quality assurance.

2.0 Objective

The objective of this task order is to provide technical support in the area of quality assurance to the DLR project team in reviewing and evaluating the Sequoyah Nuclear Plant, Units 1 and Unit 2, LRA.

3.0 Scope of Work

Technical support is needed to support DLR in the review and evaluation of the Sequoyah Nuclear Plant, Units 1 and Unit 2, LRA in the development of technical review packages (TRPs). For this LRA, the Contractor will work in conjunction with NRC COR and technical staff to develop

TRPs using applicable NRC guidance. The LRA review activities are coordinated by the NRC COR. The Contractor shall provide two subject matter experts (SMEs) who are knowledgeable and experienced in the area of quality assurance and capable of providing technical assistance for Task B.

Technical Review Package Development

TRPs organized by technical subject areas and are developed using a systematic process. The development of TRPs requires adherence to a procedural guide, provided by the NRC Technical Monitor (COR), as well as the use of past examples and lessons learned. The process also requires a detailed comparison of items presented in the LRA with items contained in the license renewal guidance documents including NUREG-1800 and NUREG-1801. The Contractor shall identify the contents of each technical assignment work package in accordance with training and procedures provided by the COR, and information provided by the PM, and assemble the TRPs for use by the NRC technical staff.

Task A Project Kick-off Meeting

The Contractor SMEs shall participate in a project initiation telecon meeting with NRC staff within 5 working days of award of the agreement, or as otherwise directed by the COR. The purpose of the initial meeting is to discuss the project activities and expectations in response to the agreement request for proposal. The COR and SME shall establish the various elements of the project, inclusive of deliverables, schedules, and staffing; and shall discuss expectations and objectives of the technical assistance, timeliness and quality of review products. The Contractor shall perform the review in accordance with the project schedule and assignments developed by the COR.

Task B Technical Review Packages

The deliverable for this task is the collection of TRPs provided in electronic format to the COR no later than 20 working days from the assignment of the task. For this task order, the Contractor shall work with the COR and additional DLR management and staff, to develop specific technical work packages as directed by the COR.

TRPs will be identified by technical subject areas and developed to identify specific areas for review. The creation of TRPs is a systematic process which requires the adherence to a DLR procedural guide, as well as the use of past examples and lessons learned. The process also requires a detailed comparison of items presented in the LRA with items contained in the license renewal guidance documents including NUREG-1800, and NUREG-1801. Additional training will be provided by the COR and staff.

The Contractor shall, under the direction of the COR, identify the contents of each TRP in accordance with training and procedures provided by the COR, and assemble the TRPs for use by the NRC technical staff. The Contractor will follow the procedure in accordance with a Contractor quality assurance plan to ensure accuracy of the TRPs. If the Contractor identifies potential procedural improvement, that information should be provided to the COR for approval before procedural changes can be made.

4.0 Technical and Other Special Qualifications Required

It is the responsibility of the Contractor to assign technical staff, employees, subcontractors, or specialists who have the required educational background, experience, or combination thereof to meet both the technical and regulatory objectives of the tasks specified in this SOW. The NRC will rely on representations made by the Contractor concerning the qualifications of the personnel assigned to this agreement, including assurance all information contained in the technical and cost proposal, including resumes, is accurate and truthful. The use of experienced personnel for the key positions on each task under this project is essential to the success of the project.

The Contractor shall provide SME(s) capable of conducting the SOW including the following disciplines: systems engineering, power plant engineering or equivalent disciplines, as applicable to license renewal activities. For the purpose of bidding, assume two (2) SMEs from the required disciplines will participate with NRC providing staff in other technical areas. The SMEs will have demonstrated their expertise as documented in resumes.

The Contractor shall provide all necessary personnel, equipment, facilities and materials to accomplish the efforts placed under this task order. The use of particular personnel on this project is subject to NRC COR approval. This includes proposed changes to key personnel during the life of the agreement.

If any task will be subcontracted or performed by subcontractors or consultants, the Contractor shall obtain the COR's written approval of the subcontractor or consultant prior to initiation of the subcontracted effort. Conflict of interest considerations shall apply to any subcontracted effort.

5.0 Meetings and Travel

Development of the TRPs is expected to take up to 2 weeks and is anticipated to occur in February 2013 (tentatively).

Meetings potentially requiring Contractor travel are summarized below:

- TRP Preparation Workshop: One (1) PM, two (2) SMEs, 2-day trip to Rockville, Maryland

Specific meeting and travel requirements will be identified in the finalized project plan. Other travel will be confirmed with the COR and PM prior to commencement of the travel.

6.0 Financial and Technical Status Reports

The Contractor shall submit periodic technical and financial reports in accordance with the contract. The estimated staff effort should be recorded at the subtask level. The work accomplished and the degree of completeness should also be tracked by subtask. The reports are due within 15 calendar days after the end of the report period (i.e., each four week period). The COR shall receive one copy of the periodic status report, and the NRC project Officer shall receive one copy. See the contract for further distribution requirements.

7.0 Level of Effort

The total level of effort under this task order is as follows:

Task A	30 hours
Task B	365 hours

8.0 Period of Performance

The period of performance for Tasks A and B is the date of award through June 30, 2014.
