

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

1. REQUISITION NO.
HR-13-134
FAIMIS: 131368

PAGE 1 OF 10

2. CONTRACT NO. NRC-38-10-723A
3. AWARD/EFFECTIVE DATE See Block 16c
4. ORDER NO. NRC-HQ-13-T-38-0019

5. SOLICITATION NUMBER
6. SOLICITATION ISSUE DATE

7. FOR SOLICITATION INFORMATION CALL:
a. NAME
b. TELEPHONE NO. (No Collect Calls)
8. OFFER DUE DATE/LOCAL TIME

8. ISSUED BY
U.S. Nuclear Regulatory Commission
Div. of Contracts
Attn: Rob Robinson, 301-492-3693
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: 611430
 HUBZONE SMALL BUSINESS EDWOSB
 SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS 8(A) Y SIZE STANDARD: \$10 Million

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED
 SEE SCHEDULE

12. DISCOUNT TERMS

13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 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

16. 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
SUNTIVA, LLC
SUNTIVA EXECUTIVE CONSULTING
7600 LEEBSBURG PIKE STE 440E
FALLS CHURCH VA 220432004
TELEPHONE NO. DUNS: 167032239 DUNS+4:

17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER

18a. PAYMENT WILL BE MADE BY CODE 3100
Department of Interior / NBC
NRCPayments_NBCDenver@NBC.gov
Attn: Fiscal Services Branch - D2770
7301 W. Mansfield Avenue
Denver CO 80235-2230
PHONE: FAX:

18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED
 SEE ADDENDUM

19. ITEM NO.	20. See CONTINUATION Page SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	<p>This Task Order is issued under the Basic Contract NRC-38-10-723A, "Organization Development Intervention." The purpose of this Task Order is to provide an initial assessment and recommendations for improvement as part of a teambuilding intervention for the Reactor Security Oversight Branch (RSOB) in NSIR.</p> <p>Task Order Period of Performance: Date of Award - 9/30/2013 Total Task Order Ceiling: \$27,582.30 Total Amount Obligated (with this action): \$27,582.30 SBA#: 0353/10/007890</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 See CONTINUATION Page
B6R#: 2013-84-51-N-192; Job Code: T8477; BOC: 252A
Appro.#: 31X0200; Amount Obligated: \$27,582.30
DUNS#: 167032239; NAICS Code: 611430; APP-13-11982

26. TOTAL AWARD AMOUNT (For Govt. Use Only)
NTE \$27,582.30

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 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 6), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR
[Signature]

31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)
[Signature]

30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)
ERIC HENSON, VICE PRESIDENT

30c. DATE SIGNED
3/1/13

31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT)
Erika Eam
Contracting Officer

31c. DATE SIGNED
3/4/2013

TEMPLATE - ADM001

SUNSI REVIEW COMPLETE

MAR 05 2013

ADM002

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A.1 PRICE/COST SCHEDULE

ITEM NO.	DESCRIPTION OF SUPPLIES/SVCS	QTY	UNIT	UNIT PRICE	AMOUNT
0001	Senior OD Consultant		Hours		
0002	Program Manager		Hours		
GRAND TOTAL					<hr style="width: 100%;"/> --- \$27,582.30 <hr style="width: 100%;"/>

TASK ORDER TERMS AND CONDITIONS

NOT SPECIFIED IN THE CONTRACT

A.2 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.3 STATEMENT OF WORK

Background

The Reactor Security Oversight Branch (RSOB) is within the Division of Security Operations (DSO) of the Office of Nuclear Safety and Incident Response (NSIR). RSOB's primary oversight functions are developing and maintaining the NRC's physical security and cyber security inspection programs for operating reactors, fuel facilities, and independent spent fuel storage installations. Through its oversight efforts, which include direct observation of inspection activities, RSOB ensures continued effective implementation of safeguards and security measures at these licensed facilities.

RSOB was instrumental in developing the Cyber Assessment Team (CAT) program, which assesses potential cyber-security issues at operating reactors. RSOB manages the CAT program. On a rotating weekly basis, RSOB personnel perform collateral duties as either the CAT leader or CAT member. CAT duties extend afterhours and over the weekend. RSOB is also in the process of developing a cyber-security inspection program, which is slated to begin in January 2013 at operating power reactors.

In addition, RSOB developed the Federal Security Coordinator (FSC) Program for each regional office and the Office of Investigation (OI) in accordance with the Energy Policy Act of 2005. RSOB serves as the primary liaison between DSO senior management, the regional offices, and OI.

The Branch is comprised of a strong, multi-disciplined, independent, diverse group of skilled individuals who, at times, appear to succumb to pressures of an intense workload. RSOB usually performs work that is highly visible, time

sensitive, and usually of great interest to both the Commission and industry. As of late, RSOB has been short-staffed. This appears to have had an adverse impact on staff interactions and working relationships. Most RSOB personnel have worked together for years, albeit not without some conflict. However, late last year, personnel from another division in NSIR were administratively transferred to RSOB. This action appears to have resulted in development of adverse working relationships with some individuals in the branch.

Management has requested an assessment of the current relationships, workload and "temperature" of the collective staff to determine real or perceived issues that impact the organization's ability to perform at optimal capacity and establish productive, professional working relationships. Suntiva will conduct an initial interview and assessment and provide a series of recommendations outlining areas for improvement and will then provide support in the implementation of those recommendations.

Deliverables

Specifically, DSO requires that Suntiva, under Human Resources (HR) Contract No.: HR-38-10-723A, provide the following services and deliverables to its leadership and management staff:

Senior OD Consultant

- a. Conduct an initial interview and assessment with the DSO Director, DSO Deputy Director, and the Branch Chief of RSOB to support the formulation of data gathering questions. (Estimated 4 hours)
- b. Provide and present to DSO leadership and management a high-level project plan listing proposed services and deliverables. This project plan must include a proposed data gathering process, including a plan for communicating with and engagement of staff, to approve data gathering questions and reporting mechanisms. (Estimated 6 hours)
- c. Create a data gathering protocol (interview guide). Schedule and conduct data gathering interviews with individual staff members (approximately 15 individuals, including the Director, Deputy Director of the Security Operations Division and the client office branch chief) asking each member the same set of questions based on Suntiva's organization assessment model. Each interview will be one hour in duration with additional time for refining interview notes after each interview. (Estimated 20 hours)
- d. Analyze the interview data, particularly culling out themes and prepare to return the data to DSO Leadership, the RSOB Branch Chief and to the Branch staff for feedback. If warranted by the data, create an individual feedback report for the Branch Chief. Prepare recommendations for RSOB to address the feedback. (Estimated 20 hours)
- e. Provide the Branch Chief with appropriate one-on-one coaching to address feedback and support him in identifying effective tools and techniques for addressing the feedback as he works with his branch to improve group dynamics and one-on-one interactions with individual branch members. (Estimate 15 hours)
- f. Design and facilitate a team building exercise (i.e. two, 1.5 day off-site meetings) relevant to addressing the findings in the assessment. The team building exercise should be structured to ensure time for staff to apply what was discussed at the initial team building session, and then revisit the successes of strategies put into practice while exploring additional strategies applicable to the assessment findings. (Estimated 44 hours)
- g. The Suntiva consultant/coach will liaise with the Suntiva Program Manager and NRC Contracting Officer's Representative (COR) to ensure the work is delivered on time, on budget and is of high quality. The effectiveness of the work will be evaluated per the NRC's OD contractual requirements. (Estimated 5 hours)

Expected Overall Outcomes

- Clearly defined client/consultant objectives regarding scope and expectations.
- Improved staff/management awareness of problems, skills to address work environment issues, and to solve problems collaboratively.
- Enhanced skill sets to identify and address difficult situations.

Projected Level of Effort

Contract Labor Category	Labor Rate	Estimated Level of Effort	Total*
Senior OD Consultant	\$241.95	109	\$26,372.55
Program Manager	\$241.95	5	\$1,209.75
GRAND TOTAL			\$27,582.30

* Contractor shall not exceed the Total without prior authority from the Contracting Officer by way of written modification to the Task Order.

Period of Performance:

All services shall begin no earlier than the date of award and must be completed by September 30, 2013. If services cannot be completed by the period of performance end date, then written justification must be provided to the COR. The period of performance can only be extended the Contracting Officer, by way of written modification to the Task Order.

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 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>Amount Billed</u>		<u>Current Period</u>	<u>Cumulative</u>
(a) <u>Direct Costs</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:	\$ _____	\$ _____
	Total Amount Billed	\$ _____	\$ _____
	Adjustments (+/-)	\$ _____	\$ _____
	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

<u>Hours Category</u>	<u>Burdened Billed</u>	<u>Rate</u>	<u>Cumulative Total</u>	<u>Labor Hours Billed</u>
Senior Engineer I	100	\$28.00	\$2,800	975
Engineer	50	\$20.00	\$1,000	465
Computer Analyst	100	\$10.00	<u>\$1,000</u>	<u>320</u>
			\$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
		<u>\$2,000</u>

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)

<u>Start Date</u>	<u>End Date</u>	<u>Days</u>	<u>From</u>	<u>To</u>	<u>Cost</u>
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	=	<u>\$20,000</u>
		\$30,000

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

\$99,580
<u> 0</u>
\$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.