

ORDER FOR SUPPLIES OR SERVICES

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

BPA NO.

1. DATE OF ORDER MAY 17 2013		2. CONTRACT NO. (if any) NRC-HQ-13-C-10-0040		6. SHIP TO:	
3. ORDER NO. MODIFICATION NO. NRC-HQ-13-T-43-0008		4. REQUISITION/REFERENCE NO. CSO-13-056		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Division of Contracts, MSA Attn: Manon Butt, Cont Spc, 301-492-3629 Mail Stop: TWB-01-B10M Washington, DC 20555				b. STREET ADDRESS 11545 Rockville Pike	
		c. CITY Rockville	d. STATE MD	e. ZIP CODE 20852	
7. TO:				f. SHIP VIA	
a. NAME OF CONTRACTOR INTELLIGENT FISCAL OPTIMAL SOLUTIONS LLC IFOS MANAGING CONSULTANTS		DUNS: 830476854		8. TYPE OF ORDER	
b. COMPANY NAME		<input type="checkbox"/> a. PURCHASE	<input checked="" type="checkbox"/> b. DELIVERY	REFERENCE YOUR	
c. STREET ADDRESS 6030 DAYBREAK CIR STE A150 MS 119		Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.		
d. CITY CLARKSVILLE	e. STATE MD	f. ZIP CODE 210291642			
9. ACCOUNTING AND APPROPRIATION DATA B&R: 2013-7S-51-J-145 JC: N7343 BOC: 252A APPNO: 31X0200 FAIMIS# RQ 132204 OBLIGATE \$15,000.00 DUNS: 830476854 NAICS: 561110 PSC: R699				10. REQUISITIONING OFFICE CSO	
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input checked="" type="checkbox"/> c. DISADVANTAGED <input checked="" type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input checked="" type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input checked="" type="checkbox"/> h. EDWOSB				12. F.O.B. POINT Destination	
13. PLACE OF		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS
a. INSPECTION	b. ACCEPTANCE				
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 U.S. Nuclear Regulatory Commission (NRC) hereby issues this task order titled "Onsite Secretarial Support Services" for the Computer Security Office (CSO). Secretary II - 2 Secretaries Site Project Manager/Alternate Site Project Manager Task Order Obligation: \$15,000.00 Task Order Ceiling: \$110,668.80 Task Order Period of Performance: 05/20/2013 - 05/19/2014 NRC COR: Catherine Blakeney, 301-415-1491 NRC Alternate COR: Robin Barnes, 301-415-2763 NRC/CSO TM: Bill Dabbs, 301-415-0524	[REDACTED]	hours	[REDACTED]	[REDACTED]	[REDACTED]
		[REDACTED]	hours	[REDACTED]	[REDACTED]	[REDACTED]

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		\$110,668.80	
21. MAIL INVOICE TO:							
a. NAME Department of Interior / NBC NRCPayments_NBCDenver@NBC.gov		b. STREET ADDRESS (or P.O. Box) Attn: Fiscal Services Branch - D2770 7301 W. Mansfield Avenue		PHONE: FAX:			
c. CITY Denver		d. STATE CO	e. ZIP CODE 80235-2230			\$110,668.80	
22. UNITED STATES OF AMERICA BY (Signature) <i>Manon Butt</i>				23. NAME (Typed) Manon Butt Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER			

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PREVIOUS EDITION NOT USABLE

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

SUNSI REVIEW COMPLETE

MAY 24 2013

TEMPLATE - ADM001

ADM002

In accordance with Section C.30, 52.216-18 Ordering Clause, and Section B.6, Statement of Work, under Contract Number NRC-HQ-13-C-10-0040, the contractor shall provide the onsite secretarial office support services for the Computer Security Office (CSO).

The Task Order period of performance shall be effective from May 20, 2013 through May 19, 2014. The subject task order term will be extended by the Government unilaterally should the government exercise its option under the basic contract, unless provided otherwise in writing to the contractor. The total duration of this task order, including the exercise of any options under the basic contract, shall not exceed five years.

Please find the prices below for the base period:

Item No.	Description	Unit	Estimated Quantity	Estimated Hours	Hourly Rate	Total Price
0001	Secretary II	Regular Hours				
0002	Site Project Manager/ Alternate SPM	Regular Hours				
Total Task Order Base Year Price						\$110,668.80

SPECIFIC OFFICE REQUIREMENTS

The Contractor will provide administrative support services to the Computer Security Office in a timely and effective manner. This support helps the office develop, establish, and maintain a robust Agency-Wide Cyber Security Program.

The Administrative Support Services the contractor provides includes but is not limited to the following:

- Provide phone coverage
- Manage calendars
- Maintain files (i.e. cleanup and disposal)
- Manage the office's documents in ADAMS
- Copy documents
- Scan in files
- Prepare office memos and correspondence
- Develop documents and spreadsheets
- Track actions items
- Distribute mail
- Manage distribution lists
- Manage office wide mailboxes
- Fill out forms
- Submit audio visual requests for staff
- Submit reproduction requests for staff
- Maintain the organization's office supply inventory
- Track who is in and out of the office
- Act as the office's time coordinator

- Prepare meeting materials
- Setup conference calls
- Setup meetings
- Escort visitors
- Submit visitor and contractor access requests for parking
- Take meeting minutes
- Maintain office RIDS box
- Close out green ticketed items
- Arrange travel and hotel accommodations
- Assist staff with expense reports
- Track incoming and outgoing documents
- Assist with the office's bi-weekly and EDO monthly status reports
- Upload documents to the office's SharePoint site as needed
- Submit request to post Network Bulletins/Announcements

These secretarial support services include utilizing software applications such as ADAMS, HRMS, Microsoft Outlook, Word, Excel, eTravel, and the Microsoft Conference Room Scheduler System.

CONSIDERATION AND OBLIGATION--TASK ORDERS (AUG 2011)

(a) The ceiling of this order for services is **\$110,668.80**.

(b) The amount presently obligated with respect to this order is **\$15,000.00**. The obligated amount shall, at no time, exceed the order ceiling as specified in paragraph (a) above. When and if the amount(s) paid and payable to the Contractor hereunder shall equal the obligated amount, the Contractor shall not be obligated to continue performance of the work unless and until the Contracting Officer shall increase the amount obligated with respect to this order, in accordance with FAR Part 43 - Modifications. Any work undertaken by the Contractor in excess of the obligated amount specified above is done so at the Contractor's sole risk and may not be reimbursed by the Government.

POINTS OF CONTACT:

Contracting Officer Representative:	Alternate Contracting Officer Representative:	Contract Specialist:
Catherine Blakeney	Robin Barnes	Manon Butt
301-415-1491	301-415-2763	301-492-3629
catherine.blakeney@nrc.gov	robin.barnes1@nrc.gov	manon.butt@nrc.gov

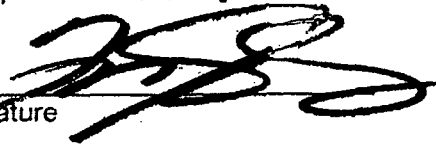
Task Order Manager Name	Phone Number	Email Address
Bill Dabbs, Primary	301-415-0524	Bill.Dabbs@nrc.gov
James McCarthy, Alternate	301-415-5871	James.McCarthy@nrc.gov

The issuance of this task order does not amend any terms or conditions of the subject contract.

CONTRACTOR ACCEPTANCE OF TASK ORDER NRC-HQ-13-T-43-0008

Acceptance of Task Order NRC-HQ-13-T-43-0008 should be made by having an official, authorized to bind your organization, execute two copies of this document in the space provided and return one copy to the Contract Specialist. Please retain the other copy for your records.

Accepted Task Order NRC-HQ-13-T-43-0008:


Signature

Tawanda M. Smith

Name

President & CEO

Title

5/17/2013

Date