

INTERAGENCY AGREEMENT		1. IAA NO. 31310018S0016			PAGE OF 1 2	
2. ORDER NO.		3. REQUISITION NO. OCHCO-18-0088		4. SOLICITATION NO.		
5. EFFECTIVE DATE See Block 26c		6. AWARD DATE 04/20/2018		7. PERIOD OF PERFORMANCE 04/20/2018 TO 09/30/2018		
8. SERVICING AGENCY NUCLEAR REGULATORY COMMISSION UNITED STATES ALC: DUNS: 040535809 +4: 11555 ROCKVILLE PIKE ROCKVILLE MD 20852-2738  POC TELEPHONE NO.				9. DELIVER TO NUCLEAR REGULATORY COMMISSION NUCLEAR REGULATORY COMMISSION WASHINGTON DC 20555-0001 USA		
10. REQUESTING AGENCY HR ALC: DUNS: +4: US NUCLEAR REGULATORY COMMISSION ONE WHITE FLINT NORTH 11555 ROCKVILLE PIKE ROCKVILLE MD 20852-2738  POC TELEPHONE NO.				11. INVOICE OFFICE US NUCLEAR REGULATORY COMMISSION ONE WHITE FLINT NORTH 11555 ROCKVILLE PIKE MAILSTOP O3-E17A ROCKVILLE MD 20852-2738		
12. ISSUING OFFICE US NRC - HQ ACQUISITION MANAGEMENT DIVISION MAIL STOP TWFN-07B20M WASHINGTON DC 20555-0001				13. LEGISLATIVE AUTHORITY Economy Act		
				14. PROJECT ID		
				15. PROJECT TITLE HUMAN CAPITAL OPERATIONS GAP ANALYSIS		
16. ACCOUNTING DATA [REDACTED]						
17. ITEM NO.	18. SUPPLIES/SERVICES	19. QUANTITY	20. UNIT	21. UNIT PRICE	22. AMOUNT	
00001	Master IAA: N/A  To obtain a Human Capital Operations Gap Analysis from DOI/IBC  NRC's COR: Romona Bowling, 301-287-0699 DOI Client Advocate: Karen Roper, (O) 703-964-3581, (Cell) 720-454-6563, karen_roper@ibc.doi.gov Attachment 1: NRC Statement of Work for IAA with DOI/IBC Attachment 2: NRC IAA Terms and Conditions Continued ...				24,745.00	
23. PAYMENT PROVISIONS				24. TOTAL AMOUNT \$24,745.00		
25a. SIGNATURE [REDACTED]				26a. SIGNATURE OF GOVERNMENT REPRESENTATIVE (REQUESTING) [REDACTED]		
25b. NAME AND TITLE Karen Roper, IBC Client Advocate		25c. DATE 4/20/2018		26b. CONTRACTING OFFICER MARK S. LOHRMANN		26c. DATE 4/20/2018

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Attachment 3: DOI IAA # IAA-18-HRD-PRJ-NRC-30

The total amount of award: \$24,745.00. The obligation for this award is shown in box 24.



Version Control Date: September 23, 2016

**COVER PAGE ADDENDUM TO:  
STATEMENT OF WORK (SOW)  
(Interagency Agreements including DOE Laboratory)**

<b>NRC Agreement Number</b>	<b>NRC Agreement Modification Number</b>	<b>NRC Task Order Number (If Applicable)</b>	<b>NRC Task Order Modification Number (If Applicable)</b>
<b>Project Title</b> Human Capital Operations Gap Analysis			
<b>Job Code Number</b> ████	<b>B&amp;R Number</b> ██████████	<b>Servicing Agency</b> DOI	
<b>NRC Requisitioning Office</b> OCHCO		<b>Period of Performance</b> FY-18	
<b>NRC Form 187, Contract Security and Classification Requirements</b> <input type="checkbox"/> Applicable <input checked="" type="checkbox"/> Not Applicable		<input type="checkbox"/> Involves Proprietary Information <input type="checkbox"/> Involves Sensitive Unclassified	
<input type="checkbox"/> Non Fee-Recoverable		<input checked="" type="checkbox"/> Fee-Recoverable (If checked, complete all applicable sections below)	
<b>Docket Number (If Fee-Recoverable/Applicable)</b>		<b>Inspection Report Number (If Fee Recoverable/Applicable)</b>	
<b>Technical Assignment Control Number (If Fee-Recoverable/Applicable)</b>		<b>Technical Assignment Control Number Description (If Fee-Recoverable/Applicable)</b>	

## **CONTRACTING OFFICER'S REPRESENTATIVE**

### Contracting Officer's Representative

Name: Ramona Bouling  
Agency: U.S. Nuclear Regulatory Commission  
Office: Office of the Chief Human Capital Officer  
Mail Stop: 3WFN 03A12M  
Washington, DC 20555-0001  
E-Mail: ramona.bouling@nrc.gov  
Phone: 301-287-0699

### Alternate Contracting Officer's Representative

Name: Kimberly Meyer-Chambers  
Agency: U.S. Nuclear Regulatory Commission  
Office: Office of the Chief Human Capital Officer  
Mail Stop: 3WFN 03A12M  
Washington, DC 20555-0001  
E-Mail: kimberly.meyer-chambers@nrc.gov  
Phone: 301-287-0739

--- End of Executive Summary ---

## **STATEMENT OF WORK (SOW)**

### **(Interagency Agreements)**

#### **Contents**

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## **DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

### **(Interagency Agreement)**

#### **1.0 BACKGROUND**

The Office of the Chief Human Resources (OHR), Human Resources Operations and Policy (HROP), is requesting the conduct of a gap analysis by the Department of the Interior (DOI), Interior Business Center (IBC), in an effort to determine the cost and feasibility of having the Nuclear Regulatory Commission's (NRC's) human capital operational functions performed by DOI/IBC, a shared service provider.

#### **2.0 OBJECTIVE**

The objective of this gap analysis is for NRC to have a greater understanding of the scope of work and associated costs of DOI/IBC performing the NRC's human capital operational functions under a shared service arrangement.

#### **3.0 SCOPE OF WORK/TASKS**

DOI/IBC must provide all resources necessary to accomplish the tasks and deliverables described in this Statement of Work (SOW). DOI/IBC must provide a comprehensive gap analysis that identifies the differences between NRC's current HR operations services and DOI/IBC's HR operations services. DOI/IBC's HR service delivery model provides Federal agencies high quality, cost-effective and streamlined HR services in an all-inclusive model while fully utilizing automated processes and HR systems in the following areas:

- Talent Acquisition
- Position Classification
- Employee Relations
- Labor Relations
- Federal Benefits
- HR Systems Administration

The Gap Analysis is typically a 2-day meeting conducted onsite at NRC between the DOI/IBC and NRC stakeholders involved with managing and delivering HR operations services. The purpose of the meeting is:

- (for DOI/IBC) to gain an understanding of the NRC's mission and HR needs

- 
- discuss and document differences between current HR operations services and DOI/IBC's HR operations services
  - discuss roles and responsibilities
  - discuss assumptions and constraints
  - discuss NRC's agency policies
  - ensure NRC's clear understanding of DOI/IBC's HR service delivery model

DOI/IBC assumes NRC's HR servicing needs and requirements are based upon current systems and processes, i.e. "as-is" state. The Gap Analysis effort will not involve business process reengineering activities beyond the extent that it is determined DOI/IBC's systems or processes are different than NRC's current systems or processes and the NRC systems or processes would change as a result of migrating HR operations services from current provider to DOI/IBC. Requirements and analysis defined beyond the existing systems and processes are beyond the scope of the proposed work for the analysis.

Depending upon the outcome of the analysis, DOI/IBC or NRC may determine the differences (i.e., systems, rules, regulations, business processes, unique client needs) are too great for the DOI/IBC to address and that a migration is not feasible, regardless of costs. Completion of the Gap Analysis in no way guarantees DOI/IBC can migrate NRC to DOI/IBC's HR servicing support.

#### **4.0 LIST OF DELIVERABLES**

The deliverables for the Gap Analysis will be:

- A comprehensive Gap Analysis document identifying the following:
  - Differences between current HR operations services and DOI/IBC's HR operations services
  - Business process changes that will be required and/or recommended if a migration was agreed upon
  - Potential challenges if a migration was agreed upon
  - Action items that would result for both NRC and DOI/IBC if a migration was agreed upon
  - Cost estimates for the following:
    - Migrating HR operations services to DOI/IBC
    - Initial year of DOI/IBC HR operations services (depending on date of implementation, this may be a pro-rated cost)
    - One full year of continued DOI/IBC HR operations services

Subsequent to the Gap Analysis, DOI/IBC would hold a joint review session with NRC to review the Gap Analysis deliverables. The purpose of the review session will be to discuss and come to a mutual agreement regarding next steps.

<b>Task Number</b>	<b>Deliverable and Acceptance Criteria</b>	<b>Deliverable Format</b>	<b>Due Date</b>
1	IBC & NRC attend Gap Analysis Session	<i>Meeting</i>	<i>May 15-16, 2018</i>
2	IBC delivers identified comprehensive Gap Analysis document to NRC for review	<i>See below**</i>	NLT 14 business days after Gap Analysis session complete
3	IBC & NRC perform joint review session via telephone	<i>Teleconference</i>	NLT 7 business days after Gap Analysis document delivered to NRC
4	IBC & NRC approve identified Gap Analysis documents	<i>Meeting/ Teleconference/ or E-mail</i>	NLT 7 business days after joint Gap Analysis Review Session
5	IBC delivers Gap Analysis results to NRC to include estimated cost for migration, approved list of process changes, estimated schedule for implementation and any identified risks to the project	<i>See below**</i>	NLT 7 business days after approval of Gap Analysis documents

\*\*Deliverables will be formatted in Microsoft Word, Excel, PDF, or Project.

If a schedule slippage occurs due to the unavailability of NRC resources at agreed upon tasks, milestones, or decision points, the DOI/IBC project manager will document the event and adjust the period of performance in coordination with the NRC project manager.

All tasks will be documented to include a narrative on the process and information gained from discussions with NRC, through analysis and evaluation of current practices, policies and procedures. Conflicting items will be identified for resolution and approaches will be recommended for their resolution, to the extent to which the requirements or items can be



resolved. In the cases where no resolution is identified, a recommended work-around may be provided.

NRC will have twenty (20) business days to complete its review of the final Gap Analysis document deliverable. Acceptance of the final deliverable will be determined by either written acceptance (email is satisfactory) from the NRC Project Manager or the expiration of 20 business days from the receipt of the deliverable. In the event of a rejection of any deliverable, DOI/IBC will be notified in writing (email is acceptable), giving the specific reason(s) for rejection. DOI/IBC will have ten (10) business days to correct the rejected deliverable and redeliver to the NRC for review and acceptance. Expected durations are to be considered business days (excludes weekends and Federal holidays).

#### **4.1 NRC Responsibilities**

NRC is the key stakeholder in this process; accurate information sharing will contribute to a thorough Gap Analysis and assessment of migration risks. NRC will provide the following resources to support the Gap Analysis:

- Agency Sponsor and/or Project Manager
- Subject matter expert(s) in the **full range of NRC's HR processes**
- Subject matter expert(s) in NRC's managers' and supervisors' roles and **responsibilities related to HR processes**
- Subject matter expert(s) in NRC's agency policies
- Budget point of contact with expertise in NRC's budget procedures (necessary to explore financial system impacts resulting from change in Servicing Personnel Office)

NRC stakeholders will attend two (2) days of Gap Analysis sessions and potential follow up teleconference discussions, depending upon requirements and gaps discovered during the session.

IBC understands there may be a need to work with contractors acting on behalf of the NRC. However, being a government entity, the NRC will be the formal decision making body on all decisions.

The roles and responsibilities for NRC and IBC's staff will be clearly stated for each activity involved with the analysis.

NRC will provide notification of any changes in points of contact information or changes in job responsibilities.

**5.0 ESTIMATED LABOR CATEGORIES, KEY PERSONNEL AND LEVELS OF EFFORT**

DOI/IBC shall provide personnel with skill in interpreting and applying appropriate Federal laws, regulations, policies, procedures, and guidelines in the human resources functional areas of recruitment and placement, classification, employee relations, performance management, workforce planning, and employee benefits.

**5.1 Labor Categories, Requirements and Key Personnel.** Personnel working under this agreement/order shall meet the minimum requirements for experience and education, as follows *[Insert the qualifications for all personnel, i.e., years working in nuclear field/industry; at least master's degree engineering discipline; professional certification or license; knowledge of risk assessments, power plant operations and systems, and severe accidents; etc. or by labor category - see example table below.]*

Labor Category	Position Minimum Requirements	Key Personnel* (yes or no)

**5.2 Level-of-Effort (in hours).** Estimate the number of hours required for each labor category, including base and option periods. This estimate is advisory only and not to be considered as the sole basis for development of a staffing plan. *[Insert labor categories and LOE requirements based on labor categories in IGCE as applicable to this effort]*

Indicate the types of positions (e.g., geologist, nuclear engineer, etc.) and levels of expertise (i.e., senior, mid-level, junior, etc.) and corresponding labor hours needed. Identify which labor categories are considered key personnel

You may provide suggested labor categories and corresponding LOE estimates for informational purposes, but the DOE Laboratory should retain the ability to propose what it considers to be adequate personnel, personnel mix, and labor to accomplish the requirement.

If the DOE Laboratory has performed the tasks previously, it may be prudent not to provide the COR's estimate in the SOW in order to see the DOE Laboratory's unbiased independent estimate based on its knowledge of the project.

		Fiscal Year 20XX	Fiscal Year 20XX	Fiscal Year 20XX	Fiscal Year 20XX	Fiscal Year 20XX	Total
Task	Labor Category	Estimated Hours	Estimated Hours	Estimated Hours	Estimated Hours	Estimated Hours	

**6.0 CERTIFICATION AND LICENSE REQUIREMENTS**

N/A

**7.0 MEETINGS AND TRAVEL**

Travel is anticipated for this effort. Travel costs are included and assume all travel is between Denver, Colorado and NRC only.

**8.0 REPORTING REQUIREMENTS**

DOI/IBC is responsible for structuring the deliverables to current agency standards. DOI/IBC must submit deliverables free of spelling and grammatical errors and shall conform to requirements stated in this section.

DOI/IBC shall submit draft and final Gap Analysis documents consistent with Section 4.0 of this document.

**9.0 REQUIRED MATERIALS, FACILITIES, HARDWARE/SOFTWARE**

N/A

**10.0 APPLICABLE PUBLICATIONS (CURRENT EDITIONS)**

N/A

## **11.0 DATA RIGHTS**

The NRC shall have unlimited rights to and ownership of all deliverables provided under this agreement/order, including reports, recommendations, briefings, work plans and all other deliverables. All documents and materials, to include the source codes of any software, produced under this agreement/order are the property of the NRC with all rights and privileges of ownership/copyright belonging exclusively to the NRC. These documents and materials may not be used or sold by the servicing agency without prior written authorization from the CO. All materials supplied to the NRC shall be the sole property of the NRC and may not be used for any other purpose. This right does not abrogate any other Government rights.

## NRC GENERAL TERMS AND CONDITIONS (GT&amp;C) FOR INTERAGENCY AGREEMENTS (IAA)

**General Guidance**

Note: If the Order(s) issued pursuant to the GT&Cs will be fully funded you may delete Clause 5, "Limitation of Funds." However, by including it in multiple Order IAAs, NRC has the option to incrementally fund future orders.

**1. Technical Direction**

The NRC Contracting Officer's Representative (COR), as named in the NRC SOW, is responsible for ensuring that the services required under this project are delivered in accordance with the terms of the SOW. All technical direction instructions to the Servicing agency must be issued through the COR.

Technical direction includes interpreting technical specifications, providing needed details, and suggesting possible lines of inquiry. Technical direction must not constitute new work or affect overall project cost or period of performance. Technical direction must be confirmed in writing to the servicing agency with a copy provided to the cognizant NRC Contracting Officer (CO).

**2. Key Personnel**

The individual(s) identified as key personnel is (are) considered essential to the successful performance of the work. The servicing agency agrees that these personnel shall not be removed from the project or replaced without complying with the following:

- If one or more of the key personnel, for whatever reason, becomes or is expected to become unavailable for work under this IAA for a continuous period exceeding 30 workdays, or is expected to devote substantially less effort to the work than indicated in the proposal or initially anticipated, the servicing agency shall immediately notify the NRC CO of its intent to make key personnel replacements.
- All requests for approval of substitutions on a project shall be in writing and shall provide detailed explanation of the circumstances necessitating the proposed substitutions. The request shall contain a complete résumé for the proposed substitute and other information requested by the NRC CO to approve or disapprove the proposed substitution. The NRC will evaluate such requests and promptly notify the servicing agency of its approval or disapproval thereof in writing.
- The project may be terminated if the NRC determines that:
  - o Suitable and timely replacements of key personnel who have been reassigned, terminated, or have otherwise become unavailable for the project are not reasonably forthcoming.
  - o The resultant reduction of effort or expertise would be so substantial as to impair the successful completion of the work order.

### **3. Billing Requirements**

Servicing agency shall bill NRC monthly for costs paid in support of NRC projects by the agreement number. The servicing agency shall bill and collect from NRC by an electronic transfer of funds through the U.S. Treasury Intergovernmental Payment and Collection System (IPAC).

The servicing agency voucher shall identify the NRC agreement number, and the NRC and servicing agency budget and reporting (B&R) numbers.

The servicing agency voucher, at a minimum, shall indicate the month that costs were incurred and the dollar amount of these costs. In some instances because of accrual accounting and other adjustments, the amounts may differ slightly from the original accrual amount.

When the Status Report costs differ from the amount billed, servicing agency shall provide an explanation of the difference on the voucher.

The servicing agency voucher shall be sent to support the IPAC funds transfer. The instructions must identify the billable activities as specified by 10 CFR Part 170. The servicing agency voucher and other required documentation shall be submitted to—

NRC Payments  
U.S. Nuclear Regulatory Commission  
One White Flint North  
11555 Rockville Pike  
Mailstop O3-E17A  
Rockville, MD 20852-2738

#### **Electronic Commercial Vendor and IPAC Payments:**

Effective immediately, commercial vendors and Federal entities should use the new electronic mailing addresses shown below:

Invoice and training billing Email address – [NRCPayments@NRC.gov](mailto:NRCPayments@NRC.gov)

IPAC billing Email address – [NRCIPAC.Resource@NRC.gov](mailto:NRCIPAC.Resource@NRC.gov)

### **4. Status Reports**

The servicing agency shall submit a Status Report in accordance with the SOW and the Status Report Requirements, if attached to the SOW, to the NRC CO and NRC COR with a copy to the Office of Administration/Acquisition Management Division to [ContractsPOT.Resource@nrc.gov](mailto:ContractsPOT.Resource@nrc.gov).

### **5. Organizational Conflict of Interest**

By submitting a proposal to the NRC, the servicing agency acknowledges the disclosure requirements of: 1) the NRC Clause, the NRC Conflict of Interest, Management Directive 11.8; and 2) that Section 170A of the Atomic Energy Act of 1954, as amended, requires that NRC be provided with disclosures on potential conflicts when NRC obtains technical, consulting, research and other supporting services. The servicing agency further recognizes that the assignment of NRC work to the servicing agency must satisfy NRC's organizational conflict of interest (OCOI) standards.

Therefore, the servicing agency, in its proposal to NRC (which will be incorporated into an interagency agreement between NRC and the servicing agency), is required to make an assertion per #1 or #2 of Part A below. If the servicing agency selects #1, then, it must also fill out the accompanying Part B – whereby the servicing agency must, again, make an assertion by answering each of the five (5) NRC OCOI provisions per the NRC Acquisition Regulation (NRCAR).

PART A:

"In accordance with Office of Personnel Management (OPM) role in, and responsibility for, disclosing its relationships with organizations which conduct business in the same and/or similar technical area as described by the present and/or ongoing NRC project's scope of work, and in accordance with the NRC clause as stated herein, OPM hereby asserts that it has examined its relationships with all such organizations, and has also examined its current and future/planned work, and where appropriate, its past work (generally for the previous five years), for other organizations and OPM states the following:

1) OPM hereby discloses the following relationships \_\_\_\_\_ [state the name of persons, organizations, and business relationships, etc. \*\*] \_\_\_\_\_ that may give rise to a potential OCOI. (Servicing agency must answer the questions in Part B below);

Or

2) OPM to the best of its knowledge and belief, asserts that it has no current work, planned work, and where appropriate, past work for the servicing agency and others (to mean - organizations in the same and/or similar technical area as the present and/or ongoing NRC project scope of work); and OPM hereby asserts that it is not aware of any same/similar technical work that would give rise to any potential OCOI as defined in the Atomic Energy Act of 1954, as amended.

Signed: \_\_\_\_\_

PART B:

In accordance with OPM role/responsibility regarding OCOI disclosure, as stated in Part A, above OPM further discloses, to the best of its knowledge and belief, that:

1) OPM and/or any of its organizational affiliates\* as defined in Part A above [does/does not] provide advice and recommendations to the NRC in the same technical area (e.g., fire protection, PRA, seismic, vulnerability analysis, fracture mechanics) where it is also providing consulting assistance to any organization regulated by NRC. If OPM "does" - the OPM hereby discloses such organization(s) in Part A above;

2) OPM and/or any of its organizational affiliates as defined in Part A above [does/does not] provide advice and recommendations to the NRC on the same or similar matter (e.g., particular licensing amendment, particular EIS, particular high level waste repository site) on which it is also providing assistance to any organization regulated by NRC. If OPM "does" - the OPM hereby discloses such organization(s) in Part A above;

3) OPM and/or any of its organizational affiliates as defined in Part A above [will/will not] be required to evaluate its own products or services, or has been substantially involved in the

development or marketing of the products or services of another entity. If OPM "does" - the OPM hereby discloses such organization(s) in Part A above;

4) OPM and/or any of its organizational affiliates as defined in Part A above [does/does not] have a conflicting role, given the award of the present and/or ongoing NRC project, in which its judgment or the judgment of any of its organizations may be biased in relation to its work for NRC. If OPM "does" – the OPM hereby discloses such conflicting role(s) with organization(s) in Part A above;

5) OPM and/or any of its organizational affiliates as defined in Part A above [are/are not] soliciting or performing concurrent work at an applicant or licensee site, while performing work in the same/similar technical area for NRC at the same site. If OPM "does" – then the OPM hereby discloses such organization(s) in Part A above."

Signed: \_\_\_\_\_

\*Organization affiliate – Business concerns which are affiliates (related) to each other when either directly or indirectly, one concern or individual controls or has the power to control another, or when a third party (i.e. parent firm) has the power to control both.

\*\* The Atomic Energy Act of 1952 uses the term “person” to mean any entity – e.g., sole proprietorship, partnership, joint venture, corporation; university; limited partnership, subchapter S corporation; limited liability company, etc.

**6. Incompatibility Between Regular Duties and Private Interests**

(a) Employees of the servicing agency’s contractor shall not be permitted to make or influence any decision on behalf of the contractor which directly or indirectly affect the interest of the Government, if the employee’s personal concern in the matter may be incompatible with the interest of the Government. For example: An employee of a contractor will not negotiate, or influence the award of, a subcontract with a company in which the individual has employment relationship or significant financial interest; and an employee of a contractor will not be assigned the preparation of an evaluation for the servicing agency for any technical aspect of the work of another organization with which the individual has an employment relationship, or significant financial interest, or which is a competitor of an organization (other than the contractor who is the individual’s regular employer) in which the individual has an employment relationship or significant financial interest.

(b) The contractor shall be responsible for informing employees that they are expected to disclose any incompatibilities between duties performed for the contractor and their private interests and to refer undecided questions to the contractor.

**7. Intellectual Property Rights**

The statutory, regulatory, and procedural intellectual property policies of servicing agency will be applicable to the work falling under this work order—

- Provided that information concerning disclosures of inventions identified as having been conceived or first actually reduced to practice under Commission-funded work will be reported to the Commission, and the Commission will be kept advised as to their status.



- Except that the Commission reserves the right to control title to inventions as to any rights that vest in the Commission under statute. If servicing agency and servicing agency's contractor, where the contractor has such rights, should determine not to protect these inventions either domestically or abroad, the Commission will have the right to protect these inventions.
- Provided that if the technology covered by an invention disclosure upon which the servicing agency intends to file a patent application on behalf of the U.S. Government is deemed by the Commission to fall within the Commission's mission, that is, when the technology relates to nuclear facilities and materials safety, safeguards, and environmental protection in support of the Commission's licensing and regulatory functions, the Commission may so notify servicing agency and a determination will be made by the parties as to which party will file the patent application or applications.
- Provided that neither party shall grant an exclusive patent license on an agency owned invention without the approval of the other party.

#### **8. *Acquired Material, Equipment, or Software (Property)***

In accordance with the SOW, the servicing agency proposal must include a description of the property required for project performance that has an estimated acquisition cost of \$500 or more. The proposal must also identify the potential development of NRC-funded software during the project. NRC-funded software is software specifically developed for NRC by the servicing agency and is generally the deliverable for the project.

After the NRC reviews the list of property and NRC-funded software included in the servicing agency proposal, any questions regarding the acquisition of property or the development of NRC-funded software will be addressed with the servicing agency during negotiations. After negotiating project terms and conditions, NRC shall issue the IAA for the servicing agency's acceptance authorizing the work and approving acquisition of property or development of NRC-funded software.

The servicing agency shall submit a written request to the NRC CO for approval to develop additional NRC-funded software or purchase additional property with an estimated acquisition cost of \$500 or more after work initiation. The NRC CO shall approve or disapprove the acquisition or development of any additional items in writing.

The servicing agency shall report property, including software, with an acquisition cost of \$500 or more in the status report in the month the property or software was acquired. The servicing agency shall provide the information required by the Status Report Requirements for each item reported as appropriate, in the status report:

#### **9. *Dissemination of Project Information/Publication Requirements***

(a) Prior to any dissemination, display, publication, presentation, or release of papers, articles, reports, summaries, or abstracts developed under the NRC/servicing agency agreement, the servicing agency shall submit them to the NRC for review and comment. NRC shall have a review and comment period of at least [60] days, after which both an NRC and servicing agency representative at the lowest management level, shall attempt to resolve any differing viewpoints

or statements which are the subject of NRC objection. If the matter cannot be resolved at that level, the issue shall be brought up to the next management level in both organizations until an agreement can be reached or it reaches the Office Director level. In the event resolution cannot be achieved, the NRC may direct the servicing agency to not publish the work as a NUREG/CR, but publish as a servicing agency report without the NRC office name or Contracting Officer's Representative (COR)'s name listed on the report, and with a Disclaimer conspicuously noted on the report, article, summary, abstract or related document that the servicing agency intends to release, display, disseminate or publish to other persons, the public or any other entities:

“The views expressed in this [paper, journal article, report, summary, or abstract] do not represent those of the U.S. Nuclear Regulatory Commission.”

(b) The NRC and servicing agency agree to handle all classified information provided or developed during the course of this project in accordance with all applicable laws and regulations governing the handling of such information. In the event NRC determines during its review and comment period that a draft servicing agency paper, article, report, summary, or abstract contains classified information regarding the work performed for NRC, NRC, in addition to commenting on the subject matter, shall also direct the servicing agency to direct an authorized classification authority to appropriately review, classify and mark the product, pursuant to nationally acceptable standards/guidelines. Under these circumstances, the Laboratory will either publish the work solely as a classified product pursuant to NRC direction, or not publish the work in any format. In cases where classification of the product is in dispute, NRC may consult with servicing agency's Office of Classification; however NRC retains the ultimate authority over the classification of the product.

(c) In addition, travel costs to present papers or reports developed under the NRC/servicing agency agreement may not be authorized if the NRC determines that presentation of the paper does not support the NRC program or project. Such determination will not affect payment of the contract work costs.

(d) The servicing agency contractor, to the extent it is permitted to and asserts copyright therein, grants a royalty-free, nonexclusive, irrevocable worldwide license to the Government to use, reproduce, modify, distribute, prepare derivative works, release, display or disclose the articles, reports, summaries, abstracts, and related documents developed under the Agreement, for any governmental purposes and to have or authorize others to do so.

### **10. Review and Approval of Reports**

The servicing agency shall comply with the terms and conditions of the agreement regarding the contents of the draft and final reports, summaries, data and related documents, to include correcting, deleting, editing, revising, modifying, formatting and supplementing and of the information contained therein. Corrective actions shall not be undertaken unless sufficient funding from NRC is available to cover the costs of the corrective actions. Performance under the agreement shall not be deemed accepted or completed until it complies with NRC's directions.

Identification/Marking of Sensitive Unclassified and Safeguards Information. The servicing agency shall comply with the requirements stated MD's 12.7 "NRC Safeguards Information Security Program as follows:

a) Classification Clause

To the extent that the performance of work under this work order involves classified information, the following clause is applicable:

- In the performance of work under this work order, servicing agency shall ensure that a servicing agency authorized classifier shall assign classification levels to all documents, material, and equipment originated or generated by the performing organization in accordance with classification guidance furnished by the Commission. Each subcontract and purchase order issued hereunder involving the generation of classified documents, material, or equipment shall include a provision to the effect that in the performance of such subcontract or purchase order, a servicing agency authorized classifier shall assign classification levels to all such documents, material, and equipment in accordance with classification guidance furnished by the NRC.
- When appropriate, the attached NRC Form 187, "Contract Security and/or Classification Requirements," is a part of this work order. It is the responsibility of the NRC office originating the work order to review the classification assigned and to refer any problems to the NRC Division of Security Operations (DSO), NSIR, for resolution.

b) Safeguards Information, Unclassified Controlled Nuclear Information, or Unescorted Access to Protected and Vital Areas of Nuclear Power Plants

To the extent that the performance of work under this work order involves Safeguards Information (SGI), the following clause is applicable:

In the performance of the work under this project, servicing agency shall assure that the Servicing agency shall mark and protect all documents, material, and equipment originated, generated, or received by the performing organization in accordance with the provisions of Section 147 of the Atomic Energy Act of 1954, as amended, its implementing regulations (10 CFR 73.21), "Protection of Safeguards Information: Performance Requirements." Further guidance on the protection of Safeguards Information and examples of proper marking of cover; title page, and back cover are contained in NRC Management Directive (MD) 12.7,\* "NRC Safeguards Information Security Program" and the NRC Guide to Marking Safeguards Information.

To the extent that performance of work under this work order involves unclassified controlled nuclear information (UNCI), the following clause is applicable:

In the performance of the work under this project, servicing agency shall assure that the Servicing agency shall mark and protect all documents, material, and equipment originated, generated, or received by the performing organization in accordance with the provisions of Section 148 of the Atomic Energy Act of 1954, as amended, its implementing servicing agency regulations, and servicing agency orders and guidance.

It is the responsibility of the NRC office originating the work to indicate whether the work will involve SGI or unescorted access to protected and vital areas of nuclear power plants. An NRC Form 187, "Contract Security and/or Classification Requirements," shall be completed to indicate such access.

c) Proprietary Information

In connection with the performance of work under this work order, NRC may furnish for the servicing agency review, evaluation, or other use certain trade secrets or confidential or privileged commercial or financial information determined by the office to be exempt from public inspection or disclosure. A synopsis of such information must be submitted in writing to the servicing agency before reaching agreement with the office on the acceptance and use of the information. Up-to-date guidance on the protection of proprietary information used in reports prepared by the Servicing agency on proper marking of cover, title page, and back cover may be obtained from the NRC COR.

Proprietary or other privileged information may be provided by the office on an individual basis to servicing agency employees working as NRC consultants with the understanding that it shall be protected from disclosure and shall be returned to the office upon completion of the work. Any such claimed proprietary data will be appropriately identified and marked as such. The use of proprietary information in reports prepared by consultants requires protection. Further information may be obtained from the NRC COR.

d) Other Sensitive Unclassified Non-Safeguards Information (SUNSI)

Information other than safeguards, unclassified controlled nuclear, proprietary information, and pre-decisional information may at times be determined to be sensitive. The use of such information in reports requires the specific NRC designation and protection as prescribed by the NRC SUNSI policy. Further information may be obtained from the NRC COR.

**11. Sensitive Information Work Efforts**

To the extent that the performance under this work order involves classified information, the following clauses are applicable:

- Responsibilities. The servicing agency and the servicing agency contractor, if any, shall be responsible for safeguarding Restricted Data, Formerly Restricted Data, and other National Security Information and for protecting it against sabotage, espionage, loss, and theft in accordance with applicable NRC and servicing agency security regulations and requirements.
- Transmission of Classified Matter. Except as otherwise expressly provided, servicing agency or the servicing agency contractor shall, upon completion or termination of the work order, transmit to the NRC program office all classified matter in its possession or in the possession of any person under its control in connection with performance of this work order. If retention of any classified matter is required by servicing agency or the servicing agency contractor, servicing agency must obtain the approval of the NRC program office and complete a certificate of possession specifying the classified matter to be retained.
- Regulations. The servicing agency and the servicing agency contractors shall be responsible for compliance with all applicable NRC and servicing agency security regulations and requirements.
- Definition of Restricted Data. The term "Restricted Data," as used in this clause, means all data concerning (1) the design, manufacture, or utilization of atomic weapons; (2) the production of special nuclear material; or (3) the use of special nuclear material in the

production of energy, but does not include data declassified or removed from the Restricted Data category pursuant to Section 142 of the Atomic Energy Act of 1954, as amended.

- Definition of Formerly Restricted Data. The term "Formerly Restricted Data," as used in this clause, means classified information related primarily to the military utilization of atomic weapons that can be adequately safeguarded as National Security Information, subject to the restrictions on transmission to other countries and regional defense organizations that apply to Restricted Data.
- Definition of National Security Information. National Security Information is information that has been determined pursuant to Executive Order 13526 or any predecessor order to require protection against unauthorized disclosure and is so designated.
- Security Clearance of Personnel. servicing agency and servicing agency laboratories shall not permit any individual to have access to Restricted Data, Formerly Restricted Data, or National Security Information, except in accordance with the Atomic Energy Act of 1954, as amended, Executive Orders 12968 and 10865, and servicing agency regulations or requirements applicable to the particular type or category of classified information to which access is required.
- Safeguards Information Access. The servicing agency and servicing agency laboratories shall not permit any individual to have access to Safeguards Information, except in accordance with 10 Code of Federal Regulations Part 73.22 and NRC Management Directive 12.7.
- Liability. It is understood that the unauthorized disclosure or the failure to properly safeguard Restricted Data, Formerly Restricted Data, or National Security Information that may come to the servicing agency or to any person under an NRC/servicing agency order in connection with work under the order may subject the performing organization, and its agents, employees, or subcontractors, to administrative sanctions and criminal liability under the laws of the United States. (See the Atomic Energy Act of 1954, as amended [42 U.S.C. 2011et seq.], 18 U.S.C. 793 and 794; and Executive Orders 13526 and 12968.)
- Subcontracts and Purchase Orders. Except as otherwise authorized in writing by the Commission, servicing agency shall insert provisions similar to the foregoing in all subcontracts and purchase orders under this work order.

## **12. Software Development**

Systems development efforts shall comply with applicable Government-wide Federal Information Processing Standards developed by the National Institute of Standards and Technology, applicable public laws, Office of Management and Budget circulars, and NRC policies and procedures. Particular attention is necessary to incorporate security features in the design of systems that process sensitive data. The format of software deliverables is specified in NRC Bulletin 0904-4. If any deliverable is provided on diskette, the diskette shall be scanned for viruses by the contractor and verified to be free of viruses before delivery to NRC. All software development, modification, or maintenance tasks shall follow general guidance provided in NUREG/BR-0167, "Software Quality Assurance Program and Guidelines." NRC shall advise the servicing agency Patent Counsel with respect to any rights in the software that NRC desires under any particular project, which rights include NRC imposing restrictions on use, and distribution of the software by servicing agency.

### **13. Copyright in Computer Software and Codes**

In the event that the servicing agency desires to assert a copyright of any computer software or computer code funded in whole or in part by NRC, the servicing agency shall request, in writing, the written approval of the cognizant NRC CO before advising servicing agency's patent counsel of its desire to seek the copyright.

If NRC determines that public health and safety or other programmatic considerations dictate that the Servicing agency contractor should not be given permission to copyright the computer software or code, the NRC CO, after consultation with the NRC program office division director or designee and the NRC Office of the General Counsel (OGC) shall so advise the servicing agency in writing.

Alternatively, if permission to copyright computer software or a computer code is granted, the cognizant NRC CO, after consultation with NRC program office division director or designee and OGC, shall provide the servicing agency with written notice of that decision. In those cases in which the NRC CO determines that the rights retained by the Government pursuant to the copyright provisions of the servicing agency's contract should be modified to protect NRC's interests, NRC will advise servicing agency's patent counsel of NRC's desire to modify servicing agency's standard policy with respect to permission for a contractor to assert copyright in that code. The servicing agency and NRC will then jointly determine the appropriate provisions for the code. The servicing agency patent counsel shall provide the Laboratory with written notice, with a copy to the NRC CO, of that joint determination. The Laboratory may then proceed to assert copyright.

In no case shall the servicing agency take action relating to assertion of copyright until the NRC CO provides written approval of the request to assert copyright. Further, the servicing agency shall not permit a contractor to assert copyright of NRC-funded computer code or computer software without the written approval of the NRC CO. Where NRC has not granted permission to copyright, NRC recognizes that once the servicing agency has delivered to NRC a developed version of a particular code, the servicing agency may exercise the existing right the servicing agency and other parties have to further develop, without NRC funds, software codes that are in the public domain and to copyright the new, non-NRC-funded versions of these codes without NRC approval.

### **14. Appropriate Use of Government Furnished Information Technology (IT) Equipment and/or its Services/Access**

When the NRC work at a servicing agency site requires electronic processing of information, servicing agency will follow NIST Special Publication (SP) 800-37 Rev. 1 or later, and SP 800-53 Rev. 3 or later (which are based on FIPS-199 and FIPS-200). For those specific projects with electronic processing of Safeguards Information (SGI), Restricted Data (RD) and/or Unclassified Nuclear Information (UCNI), the NRC shall provide servicing agency with the appropriate requirements that must be met on a project by project basis. In addition, for those specific projects that require classified electronic information processing, servicing agency will follow the CNSS policy, directives, instructions, and guidance.

**15. NRC Information Technology Security Training**

The servicing agency and its contractors shall ensure that their employees, consultants, and subcontractors with access to the NRC's information technology (IT) equipment and/or IT services complete NRC's online initial and refresher IT security training requirements to ensure that their knowledge of IT threats, vulnerabilities, and associated countermeasures remains current. Both the initial and refresher IT security training courses generally last an hour or less and can be taken during the employee's regularly scheduled work day. Agency/Contractor shall ensure that their employees, consultants, and subcontractors, with access to the NRC's IT equipment, complete the Information Security (INFOSec) Awareness Training annually; no later than December 31.

The servicing agency and its contractor employees, consultants, and subcontractors shall complete the NRC's online, "Computer Security Awareness" course on the same day that they receive access to the NRC's IT equipment and/or services, as their first action using the equipment/service. For those contractor employees, consultants, and subcontractors who are already working under an existing agreement/contract, the online training must be completed in accordance with agency Network Announcements issued throughout the year.

The servicing agency and its contractor employees, consultants, and subcontractors who have been granted access to NRC information technology equipment and/or IT services must continue to take IT security refresher training offered online by the NRC throughout the term of the agreement/contract.

The servicing agency and its contractor employees will receive notice of NRC's online IT security refresher training requirements through agency-wide notices.

The NRC reserves the right to deny or withdraw the servicing agency and its contractor use or access to NRC IT equipment and/or services should the Agency/Contractor violate the Agency/Contractor's responsibility under this clause.

**16. Contract Security Requirements for Unescorted Access to Nuclear Power Plants**

If performance under this work order involves unescorted access to protected and vital areas of nuclear power plants or access to nuclear power reactor SGI, individual contractors requiring access to protected and vital areas of nuclear power plants or access to nuclear power reactor SGI shall be approved for unescorted access in accordance with the following procedures:

**16.1 Temporary Approval**

The contractor (servicing agency employees and contractors) does not need a temporary approval if he or she has a valid Government clearance, for example, a servicing agency "Q" or "L" clearance. If the contractor employee does not have such a clearance, the contractor shall submit the information discussed below within 30 calendar days following contract award, modification, or proposal of new personnel for contract tasks. This information shall be provided for each person proposed to perform tasks requiring unescorted access to nuclear power plants or access to nuclear power reactor SGI. If access to SGI is needed, and unescorted access is not required, the provisions of 10 CFR 73.22 must be followed as a condition for access to SGI. The information shall be provided to the NRC Division of Facilities and Security (DFS) through the NRC COR and consists of the following:

- A completed Personnel Security Forms Packet, including an SF 86, "Questionnaire for National Security Positions," and copies of the individual's 5-year employment and education history checks, including verification of the highest degree obtained
- A reference from at least one additional person not provided by the individual
- Results of a psychological evaluation (This is not a requirement of the background check that is required for access to SGI.
- Form FD-258, ORIMDNRC000Z (Fingerprint Card)
- A certification that the contractor has found all checks acceptable

The results of a psychological examination that uses a reliable written personality test or any other professionally accepted clinical evaluation procedure shall be used to evaluate a subject's trustworthiness, reliability, and stability. The servicing agency and contractor shall review all required information for accuracy, completeness, and legibility, except Part 2 of the SF 86, which must be completed in private and submitted, along with the Form FD-258 by the individual to the contractor in a sealed envelope, or the individual shall be fingerprinted by the subject utility, and the contractor shall be subject to the utility's access authorization program. As described in this section, DFS shall conduct criminal history and credit checks and a security assurance interview with the individual. On the basis of the results of these checks, DFS shall determine the individual's eligibility for temporary access and indicate an objection or no objection to NRC pending completion of the required background investigation.

## 16.2 Final Approval

Final approval shall be granted if:

- The individual has completed processing (by the Office of Personnel Management) of the required investigation resulting in NRC endorsement for unescorted access at all nuclear facilities for the life of the contract.
- The contractor has obtained unescorted access authorization (other than temporary access) at the specific utility through that utility's access authorization program, resulting in unescorted access at a specific facility.
- The individual possesses a valid Government-issued clearance as verified by DFS.
- A valid Government-issued clearance is defined as a U.S. Government-issued security clearance equivalent to or higher than an NRC "L" clearance (i.e., Secret) based on a comparable investigation not more than 10 years old. The investigation may involve a National Agency Check and Inquiries (NACI) or other investigation as deemed necessary by DFS in accordance with 10 CFR Part 10, 10 CFR 73.22, NRC MD's 12.3, "NRC Personnel Security Program" and 12.7 "NRC Safeguards Information Security Program." Any question regarding the individual's eligibility for unescorted access to protected or vital areas of nuclear power facilities will be resolved in accordance with the provisions set forth in MD 12.3, which are incorporated into the Order by reference as though fully set forth therein. The contractor shall, for each contractor individual approved for access under the provisions of this section, submit to DFS through NRC a signed statement from the individual that he or



she understands his or her responsibility to report information bearing on his or her continued eligibility for access authorization as specified in MD 12.3. Access to SGI not also involving unescorted access to protected and vital areas of nuclear power plants shall require the submission of a completed Personnel Security Forms Packet to DFS through NRC and will require a Background Check in accordance with 10 CFR Part 73.22 and MD 12.7. Any questions regarding the individual's eligibility for access to nuclear power reactor SGI shall be resolved in accordance with the provisions set forth in MD 12.7, which is incorporated into this contract by reference as though fully set forth herein. On the basis of the review of the applicant's security forms by DFS and/or the receipt of adverse information by NRC, the individual may be denied access to nuclear power reactor SGI until a final determination of his or her eligibility for access is made under the provisions of MD 12.7.

### 16.3 Fitness for Duty

Pursuant to NRC policy, all individuals proposed for work under this IAA who require unescorted access to nuclear power plants shall be subject to the requirements of the licensee's fitness-for-duty program (10 CFR Part 26).

### 16.4 Basic Exposure Control and Personnel Dosimetry Training Requirements

The contractor shall certify that personnel working under the scope of this contract have completed basic exposure control and personnel dosimetry training sufficient to meet the requirements of commercial nuclear power plants for unescorted access. Site specific training obtained at each site shall still be required during the performance of work under this contract in addition to the basic training.

### 16.5 Subcontractor Information—Subcontracting

The servicing agency organization shall notify the issuing NRC office in writing reasonably in advance of entering into any major or significant technical service subcontract not contained in the original proposal. "Major or significant" must be used with judgment and related to the total value of the project and/or impact on the results. This advance notification shall include the following:

- A description of services to be called for by the subcontract
- Identification of the proposed subcontractor
- The proposed subcontract costs (in total)
- A statement that the proposed subcontract will not result in a real or apparent organizational conflict-of-interest situation. If the NRC program office requires additional specific subcontractor information or limitations, those requirements shall be stated in the IAA modification authorizing the subcontract.

## **17. Information on NRC Cooperative Programs with Foreign Governments and Organizations and With U.S. Industry**

Servicing agency facilities, contractors, and subcontractors working on NRC cooperative programs with foreign governments and organizations and with U.S. industry perform this work with the understanding that draft or formal reports on this work are to be available only to

participants in the program until public availability is authorized by the NRC office. Reports or codes (including data) on this work shall be issued as "Draft Preliminary Reports (Codes)" until the office authorizes issuance of the report as a formal report with the designation NUREG/IA-XXXX for international agreement reports or NUREG/CR-XXXX for contractor reports. Details of the handling of reports may be obtained from the NRC COR.

### **18. Stop-Work Order**

The NRC CO may, at any time, by written modification to the servicing agency, require the servicing agency to stop all or any part of the work called for by this work order for a period of up to 90 days after the order modification is delivered to the servicing agency, and for any further period to which the parties may agree. Any such order will be specifically identified as a "stop-work order" issued pursuant to this clause. Upon receipt of such an order, the servicing agency shall forthwith comply with its terms and take all reasonable steps to minimize the incurrence of cost allocable to the work covered by the order during the period of work stoppage.

Within a period of 90 days after a stop-work order is delivered to servicing agency or within any extension of that period to which the parties shall have agreed the office shall either:

- Cancel the stop-work order
- Terminate the work covered by this work order

If a stop-work order issued under this clause is cancelled or the period of the stop-work order or any extension thereof expires, servicing agency will authorize the resumption of the work. An adjustment will be made in the delivery schedule or cost, or both, and the Order must be modified in writing accordingly. If a stop-work order is not cancelled and the work covered by the order is terminated in accordance with the terms of the GT&C section of the IAA, costs resulting from the stop-work order will be allowed in arriving at the termination settlement.

**UNITED STATES DEPARTMENT OF THE INTERIOR**  
**INTER/INTRA-AGENCY AGREEMENT (IAA)**



1. Period of Performance

START	END
04/20/2018	09/30/2018

**Buyer** has work performed for them by the Seller named in item 6b. **Seller** to perform work as described herein for the agency named in item 6a.

**SEE INSTRUCTIONS ON PAGE 2**

2. Common Document Number (Agreement Number) IAA-18-HRD-PRJ-NRC-30 3. Check appropriate box  
 Original  Modification No.

4. Under the authority of (Cite authorities)  
 43 U.S.C. 1701 et seq., (FLPMA)  Working Capital Fund (WCF) 43 USC 1467, 1468  
 Department of the Interior Appropriation Act for FY  Other (Buyer must cite authorities from Seller):  
 31 U.S.C. 1535 (the Economy Act)

5. Description of Work (If more space is needed, attach additional sheets):  
 See attached IAA Supplemental - Description of Services Project Title:  
HR Operations Gap Analysis

BUYER				SELLER							
6a. Agency:	Nuclear Regulatory Commission			6b. Agency:	Interior Business Center - Human Resources Directorate						
Address:	111545 Rockville Pike			Address:	7301 W. Mansfield Avenue						
Address:				Address:							
City:	Rockville	State:	MD	Zip:	20852	City:	Denver	State:	CO	Zip:	80235
Administrative POC:	Romona Bowling			Administrative POC:	Karen Roper						
Email:	Ramona.Bouling@nrc.gov			Email:	karen_ropер@ibc.doi.gov						
Phone:	301-287-0699	Fax:		Phone:	703-964-3581	Fax:					
Technical POC:				Technical POC:							
Email:	Ramona.Bouling@nrc.gov			Email:							
Phone:	301-287-0699	Fax:		Phone:		Fax:					

ACCOUNT DATA		BUYER		SELLER	
7. Agency Location Code	7a.			7b.	
8. DUNS Number FSN	8a.			8b.	
9. Treasury Account Symbol (TAS)	9a.			9b.	
10. Standard General Ledger	10a.			10b.	
	11a.			11b.	
11. Cost Structure/Account	DOI only	Fund:		Fund:	
		Functional Area:		Functional Area:	
		Cost Center:		Cost Center:	
		WBS:		WBS:	
12. Business Event Type Code	12a.	DISB	12b.	COLL	
13. Requisition Number for Buyer/Project Account for Seller	13a.	OCHCO-18-0088	13b.		
14. Contract Line Number for Buyer/Proposal Number or other data for Seller	14a.		14b.		
15. Buyer provide Expiration of Funding Source (Date or indefinite)	15a.	indefinite - no year	15b.	<i>NOTE: Seller, ensure project completion by this date. (Seller must not incur additional costs). See Block 15a.</i>	

16. Amount Obligated by Buyer 17. Bill To (Name and Address, including zip code of Finance Office):  
 a. Initial or current obligation \$ 24,745.00 Name:  
 b. Modification Amount (Check one) Address:  
 Increase  Decrease Address:  
 c. Total obligation: \$24,745.00 City: State: Zip:

18. Billing for Federal Agencies and DOD will be processed via IPAC.  
 Billing will be done:  Bi-weekly  Monthly  Quarterly  In advance

Upon Approval, this agreement constitutes an obligation against the Buyer requesting the work, or authority to proceed with work by the Seller for the herein named agency in anticipation of reimbursement.

19. Approved for Buyer:  
**Mark Lohrmann** Digitally signed by Mark Lohrmann Date: 2018.04.20 13:35:08 -04'00'  
**KAREN ROPER** Digitally signed by KAREN ROPER Date: 2018.04.06 09:12:35 -04'00'

(Contracting Officer or other Authorized Signature) \*other only for WCF (Seller's Authorizing Signature)

19a. Name (Type): Mark Lohrmann 20a. Name (Type): Karen Roper  
 19b. Title: Contracting Officer 20b. Title: Client Advocate 20c. Date:

20c. Date: 04/20/2018

**Print**



## IAA Supplemental

### **Termination Provisions:**

This agreement may be terminated before the end performance date by written notice from either party, followed by mutual agreement between the parties. The customer will be billed for all costs incurred at the time of the termination.

### **Continuing Resolution:**

Subject to availability of Fiscal Year \_\_18\_\_ funding. Under a Continuing Resolution (CR), billing will be at the prescribed daily rate with reconciliation to occur upon passage of the full Fiscal Year \_\_18\_\_ appropriation

### **Description of Services**

**Agreement Number: IAA-18-HRD-PRJ-NRC-30**

#### **Purpose of Agreement:**

To document the provided Personnel and Payroll systems and related services as described in the Service Level Agreement (SLA) and in accordance with the Security Services Advisory (SSA).

IBC IPAC Contact Person: Matthew Schallenberg, (303)969-7274

#### **Purpose of Modification:**

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**IAA Supplemental – Description of Services**

Agreement Number IAA-18-HRD-PRJ-NRC-30

**Service A - HR Application Services**

<b>Activity</b>		<b>Hours/Units</b>	<b>Amount</b>
<b>Title: HR Operations Gap Analysis</b>		<b>Fixed</b>	<b>\$ 24,745.00</b>
<p>The proposed Gap Analysis is a meeting conducted onsite at NRC between the IBC and NRC stakeholders involved with managing and delivering HR operations services.</p> <p>Tentatively scheduled May 15 - 16, 2018                      Details and deliverables are further described in the proposal issued 3/6/2018</p>			
<b>Title:</b>			
<b>Title:</b>			
<b>Title:</b>			
<b>Title:</b>			
<b>Title:</b>		<b>Fixed</b>	
<b>Title:</b>		<b>Fixed</b>	
<b>IAA Grand Total</b>	<b>\$ 24,745.00</b>	<b>Service Total</b>	<b>\$ 24,745.00</b>

## IAA Instructions

**Executing the IAA is a two part process.**

***Part 1: Please sign (19) and complete (19a, 19b, and 20c), fill in your Agency Location Code (7a), Customer DUNS Number (8a), Treasury Account Symbol-TAS (9a), Expiration of Funding Source (15a), and return IBC's IAA within 30 days of receipt.*** This is an acknowledgement of receipt (which can be signed by the program office) and in no way obligates funds, however your signature and verification of financial identification allows us to load your information into our financial system and begin providing services on October 1st. This is a mandatory step in setting up your recurring services.

Agency Location Code-ALC (7a) – need to validate as this is how your IPAC is routed to you.

A valid billing Treasury Account Symbol (TAS, 9a) – please ensure Finance confirms the correct billing TAS which will be used in booking the IPAC. An incorrect TAS will cause your billings personnel much additional work.

Expiration of Funding Source (15a) – please indicate the date your funding source expires:

*For one-year money: 9/30/2017*

*For multi-year money that expires next year: 9/30/2018*

*For no-year money: Indefinite*

***Part 2: Full funding must be received no later than November 15th. Please fill in the Obligating Document Number (13a) and return to IBC.*** *Note: the new IAA form calls this a Requisition Number, but we cannot accept a Purchase Requisition (PR). We need a fully executed Purchase Order (PO)/Obligating Document Number to process your funding document.* In the event of a Continuing Resolution (CR), IBC needs to receive the limit/portion of the funding authorized by the CR to continue operating as soon as possible after October 1<sup>st</sup>. Once the budget is passed, IBC needs to receive the balance of funding due in full as soon as possible.

**Vendor Product Renewals** - In addition to CR funding, vendor product renewals must be paid in full as soon as possible after October 1<sup>st</sup>. IBC cannot initiate a contracting action until we receive full funding. If you do not submit funding, your agency runs the risk of suspended service.

**Agency Specific Funding Document** - If your agency creates its own funding document, please ensure it is fully executed (signed and contains an obligation document number) before sending. IBC will countersign and send back for your records. Please also ensure that IBC's IAA is completed and returned.