



UNITED STATES  
NUCLEAR REGULATORY COMMISSION  
WASHINGTON, D.C. 20555-0001

DUD

SEP 12 1997

Rec'd 9/22/97

Parameter, Inc.  
Attn: Richard A. Lofy  
13380 Watertown Plank road  
Elm Grove, WI 53122

SUBJECT: TASK ORDER NO. 131, ENTITLED, "CLINTON SELF ASSESSMENT EVALUATION  
TEAM INSPECTION" UNDER CONTRACT NO. NRC-03-93-026

Dear Mr. Lofy:

In accordance with Section G.4, Task Order Procedures, of the subject contract, this letter confirms the verbal authorizations provided on August 28, 1997, and definitizes the subject task order. The effort shall be performed in accordance with the enclosed Statement of Work and the Contractor's technical proposal dated August 26, 1997.

Task Order No. 131 shall be in effect from September 2, 1997 through December 24, 1997 with a cost ceiling of \$173,724.64. The amount of \$169,025.04 represents the estimated reimbursable costs, the amount of \$136.44 represents the facilities capital cost of money, and the amount of \$4,563.17 represents the fixed fee.

Accounting data for Task Order No. 131 is as follows:

B&R No.:	720-15-11-10-00
Job Code:	J2407-7
BOC:	252A
RFPA No.:	NRC-03-93-026 dtd 8/05/97
APPN No.:	31X0200.720
Oblig. Amt.:	\$44,0000.00

The following individual is considered to be essential to the successful performance for work hereunder: Dr. Jonathan M. Wert, Jr. The Contractor agrees that such personnel shall not be removed from the effort under the task order without compliance with Contract Clause H.4, Key Personnel.

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

Your contacts during the course of this task order are:

Technical Matters:	Armando Masciantonio Project Officer (301) 415-1290
Contractual Matters:	Mona Selden Contract Specialist (301) 415-7907

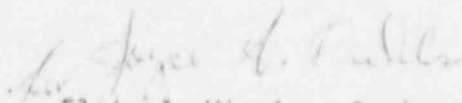
DF02/1

9709300341 970922  
PDR CONTR  
NRC-03-93-06 PDR



Acceptance of Task Order No. 131 should be made by having an official, authorized to bind your organization, execute three copies of this document in the space provided and return two copies to the Contract Specialist at the address below. You should retain the third copy for your records.

Sincerely,

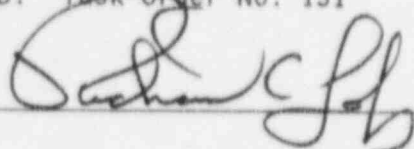


Elois J. Wiggins, Contracting Officer  
Contract Management Br. 2  
Division of Contracts and  
Property Management  
Office of Administration

Enclosure: Statement of Work

ACCEPTED: Task Order No. 131

NAME



TITLE

Pres

DATE

9/22/97

STATEMENT OF WORK  
Task Order 131

TITLE: Clinton Self-assessment Evaluation Team Inspection

DOCKET NUMBER: 50-461

B&R NUMBER: 720-15-11-10-00

JOB CODE: J-2407

NRC PROJECT OFFICER: A. S. Masciantonio, NRR (301) 415-1290

TECHNICAL MONITOR: Henry A. Bailey, AEOD (301) 415-7483

PERFORMANCE PERIOD: September 2, 1997 through December 24, 1997

BACKGROUND

A Self-assessment Evaluation Team (SET) inspection will be conducted for Clinton at the plant site near Clinton, Illinois. This NRC inspection will evaluate the ongoing self-assessment being performed by the licensee (Illinois Power Company) to address concern over recent performance problems. The SET will be a team inspection that evaluates several key areas. One of those areas will be the licensee's assessment of management programs, oversight, and organization effectiveness in ensuring the safe operation of Clinton Power Station. The contractor specialist will assist in the overall NRC effort by review, evaluation and reporting in this key area.

OBJECTIVE

The objective of this task order is to obtain the expert technical assistance of a human factors specialist with expertise in the review and assessment of management and organizational effectiveness. The specialist shall be thoroughly familiar with NRC regulations and inspection methodology. The specialist shall evaluate the licensee's self-assessment process through on-site observation of the conduct of the self-assessment and review of the self-assessment's addressal of important management areas. These areas will include establishing and communicating goals, objectives and expectations; planning and controlling plant activities; providing effective management oversight; and developing and maintaining effective self-assessment programs that identify and resolve plant deficiencies. In addition, the specialist will conduct an independent determination of the validity of the licensee's assessment of these areas.

It shall be the responsibility of the contractor to assign a member of the technical staff, employee, or subcontractor, who has the required educational background and experience to meet both the technical and regulatory objectives of the work specified in this SOW. The NRC will rely on representation made by the contractor concerning the qualifications of the person proposed for assignment to this task order including assurance that all information contained in the technical and cost proposals, including resumes and conflict of interest disclosures, is accurate and truthful.

WORK REQUIREMENTS AND SCHEDULE

The work specified in this Statement of Work (SOW) falls within Section C.3 of the basic

contract's SOW. The contractor shall provide the qualified specialist and the necessary facilities, materials, and services to assist the NRC staff in preparing for, conducting, documenting, and presenting the inspection activities and findings. During the performance of the specific tasks required under this task order, the technical monitor (Team Manager) can, at his discretion, modify the schedule; travel arrangements; the location for performance of a task; or technical instructions without any revisions to this task order being required as long as the overall costs and the period of performance remain the same or are less. Specific tasks under this task order are:

<u>Task</u>	<u>Scheduled Completion</u>
1. Prepare for the inspection by reviewing inspection-related background documentation and records and prepare input to the inspection plan	Preparation will take place as follows: Sept 2-5 at NRC Headquarters, Sept 8-12 at Region IV, Sept 15-19 at Clinton site, Sept 22-26 at Region IV, Sept 29-Oct 3 at Clinton site, Oct 6-10 at Region IV, Oct 14-17 at Region IV. (Contractor may be required to work weekends of Sept 13 and 14, Sept 20 and 21, Oct 4 and 5, Oct 18 and 19)
2. Travel to the plant site and function as an integral member of the NRC inspection team.	The on-site inspection is scheduled to take place on October 20 - 31, 1997 (Contractor specialist may be required to work on the weekend of Oct 25 and 26, Nov 1 and 2).
3. Prepare inspection report, and provide exit/briefing input and support.	Initial documentation of the inspection will take place November 3 - 7 and 12 -26, 1997 at the NRC Region IV Offices (Contractor specialist may be required to work on weekends of Nov 15 and 16, Nov 22 and 23). Preparation and conduct of exit/briefings will take place December 1 - 5, 1997 at the NRC Region IV Offices, December 8 and 9, 1997 on site, and December 10, 1997 at the NRC Region III Offices. Preparation and conduct of NRC senior management and Commission briefings will take place December 11 - 12 and 15 - 17, 1997 at NRC HQ Offices in Rockville, MD.

NOTE: Prior to the start of on-site preparation, the contractor's staff is required to be available to coordinate inspection aspects, such as security clearance and travel logistics, with the NRC Team Manager.

## REPORTING REQUIREMENTS

### Technical Reports

At the completion of Task 1, the contractor specialist shall provide inspection plan input to the NRC Team Manager. The format and scope of this input shall be as directed by the NRC Team Manager.

During Task 2, the contractor specialist shall provide daily reports to the NRC Team Manager. The format and scope of these reports shall be as directed by the NRC Team Manager.

At the completion of Task 2, the contractor specialist shall provide a draft inspection report input to the NRC Team Manager. The format and scope of the input shall be directed by the NRC Team Manager. Typically, this input will consist of a handwritten summary of the contractor specialist's inspection findings to date.

During Task 3, the contractor specialist shall provide the NRC Team Manager with written input for response to emergent briefing issues. The format and scope of the input shall be directed to the NRC Team Manager.

At the completion of Task 3, the contract specialist shall deliver the specialist's final inspection report input (feeder report) to the NRC Project Manager (original and one copy) with one hard copy and one computer diskette version (WordPerfect 5.1 or other IBM PC compatible software acceptable to the NRC Team Manager) to the NRC Team Manager. The format and scope of the final report input shall be as directed by the NRC Team Manager.

The feeder report shall serve as documentation of the specialist's inspection activities, effort, and findings, and it will be used by the NRC Team Manager for the preparation of the NRC's inspection report. The format and scope of the final inspection report input shall be as directed by the NRC Team Leader. As a minimum, the final inspection report input shall include the following:

- Identity of the individuals (name, company, and title) that provided information to the specialist during the inspection.
- For each area inspected, a description of the activities and general findings and conclusions reached regarding the adequacy of the area.
- For each area with a concern or finding, a discussion of the concerns or findings with technical bases.

NOTE: The contractor specialist is not required to undertake any further efforts toward inspection report finalization. For example, management review of the feeder report beyond its submittal to the Team Manager and Project Manager is not needed.

### Business Letter Reports

The contractor shall provide monthly progress reports in accordance with the requirements of the basic contract.

### MEETINGS AND TRAVEL

One, one-person, 4-day trip to NRC Headquarters, Rockville, MD (Sept 2-5)

One, one-person, 6-day trip to the NRC Region IV Offices, Arlington, TX. (Sept 8-13)

One, one-person, 6-day trip to the Clinton site (Sept 14-19)

One, one-person, 7-day trip to NRC Region IV offices (Sept 20-26)

One, one-person, 5-day trip to the Clinton site (Sept 29-Oct 3)

One, one-person, 7-day trip to Region IV (Oct 4-10)

One, one-person, 6-day trip to NRC Region IV offices (Oct 14-19)

One, one-person, 12-day trip to the plant site near Clinton, IL. (Oct 20-31)

One, one-person, 7-day trip to the NRC Region IV Offices, Arlington, TX. (Nov 1-7)

One, one-person, 15-day trip to the NRC Region IV Offices, Arlington, TX. (Nov 12-26)

One, one-person, 5-day trip to the NRC Region IV Offices, Arlington, TX. (Dec 1-5)

One, one-person, 3-day trip (2 days to the plant site near Clinton, IL and 1 day to NRC Region III Offices, Lisle, IL. (Dec 8-10)

One, one-person, 2-day trip to NRC HQ Offices, Rockville, MD. (Dec 11-12)

One, one-person, 3-day trip to NRC HQ Offices, Rockville, MD. (Dec 15-17)

NOTE: All travel time is included in the above schedule. No off-duty travel is required by the contractor.

The contractor's staff shall coordinate all travel arrangements in advance with the NRC Team Manager.

### ESTIMATED LEVEL OF EFFORT

<u>Number</u>	<u>Discipline</u>	<u>Hours</u>
1	Human Factors/Management Specialist	880

The estimated level of effort consist of 410 hours for inspection preparation, 120 hours of on-site inspection activities, and 350 hours for documentation and briefing support. This includes work on weekends as detailed in the schedule above.

### NRC FURNISHED MATERIAL

Documents required to prepare for the subject inspection will be provided by the NRC Team Manager.

OTHER APPLICABLE INFORMATION

The work specified in this SOW is 100% licensee fee recoverable. The contractor shall provide fee recovery information in monthly progress reports in accordance with the requirements of the basic contract.

Contractor's person assigned to this task order will have to be badged for unescorted access privilege at the plant site. The contractor shall provide all documentation required for badging (as identified by the NRC Team Manager) at the plant site. In addition, the contractor shall ensure that the specialist selected has completed all drug testing and certification requirements for plant access prior to beginning Task 2, On-site Inspection, of this task order. Questions concerning badging and the plant site access shall be addressed to the NRC Technical Monitor.