

ORDER FOR SUPPLIES OR SERVICES

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1 4

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

BPA NO.

1. DATE OF ORDER 8/28/2003		2. CONTRACT NO. (If any) GS-02F-0010J		6. SHIP TO:	
3. ORDER NO. DR-33-03-347		4. REQUISITION/REFERENCE NO. CIO-03-347		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission Attn: Wanda Wood, 301-415-5834	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div of Contracts Two White Flint North - MS T-7-1-2 Contract Management Center 1 Washington, DC 20555				b. STREET ADDRESS Mail Stop: T6-D2	
7. TO:				c. CITY Washington	d. STATE DC
a. NAME OF CONTRACTOR Management Concepts, Inc.				e. ZIP CODE 20555	
b. COMPANY NAME Attn: Evelyn E. Aponte-Sacks Phone #703-270-4135				f. SHIP VIA	
c. STREET ADDRESS 8230 Leesburg Pike				8. TYPE OF ORDER	
d. CITY Vienna				<input type="checkbox"/> a. PURCHASE ORDER <input checked="" type="checkbox"/> b. DELIVERY/TASK ORDER	
e. STATE VA				Reference your 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.	
f. ZIP CODE 22182				Except for billing instructions on the reverse, this delivery/task 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.	
9. ACCOUNTING AND APPROPRIATION DATA JOB CODE: J1129 B&R NUMBER: 310-15-512-118 BOC: 251F FUND SOURCE: 31X0200.110				10. REQUISITIONING OFFICE OCIO/ARMS	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))			
<input type="checkbox"/> a. SMALL	<input checked="" type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> d. WOMEN-OWNED
12. F.O.B. POINT Destination:		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE As Stated Below
13. PLACE OF		16. DISCOUNT TERMS Net 30	
a. INSPECTION		b. ACCEPTANCE Heriberto (Eddie) Colón, Jr. 301-415-7135	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	The Contractor shall provide the U.S. Nuclear Regulatory Commission (NRC) with the following Project Management Training at NRC Headquarters (On-Site):					
001	COURSE NAME: TECHNIQUES FOR SUCCESSFUL PROJECT MANAGEMENT* DATE(S): September 9, 2003 (1-day) TIME: 8:00 a.m. - 4:00 p.m. NUMBER OF STUDENTS: 15 (Must have a minimum of 10 Students)				\$4,969.00	
002	COURSE NAME: PROJECT MANAGEMENT PRINCIPLES* DATE(S): October 7, 8, 9, & 10, 2003 (4-days) TIME: 8:00 a.m. - 4:00 p.m. NUMBER OF STUDENTS: 20 (Must have a minimum of 10 Students)				\$12,675.00	
003	COURSE NAME: SOFTWARE PROJECT MANAGEMENT* DATE(S): November 17, 18, 19, & 20, 2003 (4-days) TIME: 8:00 a.m. - 4:00 p.m. NUMBER OF STUDENTS: 20 (Must have a minimum of 10 Students) * See ATTACHMENT #1 for Course Outlines COORDINATE WITH THE NRC PROJECT OFFICER: Wanda Wood PHONE NO.: 301-415-5834				\$12,675.00	

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		\$30,319.00	SUBTOTAL
	21. MAIL INVOICE TO:							17(h) TOTAL (Cont. pages)
	a. NAME U.S. Nuclear Regulatory Commission Division of Contracts, Mail Stop: T7-12							
	b. STREET ADDRESS (or P.O. Box) Attn: (DR-33-03-346) Submit invoices in Triplicate							
c. CITY Washington		d. STATE DC	e. ZIP CODE 20555				\$30,319.00	17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA
BY (Signature)

23. NAME (Typed)
Donald A. King
Contracting Officer
TITLE: CONTRACTING/ORDERING OFFICER

TEMPLATE - ADM001

ADM002 (6/95)

RECEIVING REPORT

SHIPMENT NUMBER	PARTIAL		DATE RECEIVED	SIGNATURE OF AUTHORIZED U.S. GOV'T REP.	DATE
	FINAL				
TOTAL CONTAINERS		GROSS WEIGHT	RECEIVED AT	TITLE	

[illegible]

MANAGEMENT CONCEPTS

Techniques for Successful Project Management

Designed as an introductory overview of project management for project team members and new project managers, this course covers the fundamental elements of each phase of the project life cycle. Learn to "speak the language" of project management; assist in evaluating project control plans; suggest performance indicators and limits; assist in refining requirements, assumptions, and constraints; and support administrative and financial project closure. Receive a copy of Michael Dobson's text, *Practical Project Skills*.

NOTE: This comprehensive, two-day workshop is essential for those seeking certification as an Associate in Project Management from the Project Management Institute (PMI®).

LEARN HOW TO:

- Prepare a project plan
- Apply project management knowledge and skills to technical and administrative projects
- Set realistic schedules and objectives for your projects
- Work effectively with the project team
- Better manage your time as you work on projects
- Control projects that forecast trouble

Syllabus

1. Key Concepts

- a. What is a project?
- b. What is project management?
- c. Benefits of project management
- d. Project management processes and knowledge areas
- e. Project life cycle
- f. Customer-driven focus
- g. Project management benefits

2. Project Initiation

- a. Project goals and objectives
- b. Project charter
- c. Recognizing constraints and assumptions

3. Project Planning

- a. Need for a project plan
- b. Steps in planning
- c. Scope statement
- d. Preparing a work breakdown structure (WBS)
- e. Preparing a network diagram
- f. Estimating costs
- g. Identifying and analyzing project risks
- h. Determining quality requirements
- i. Preparing a communications plan

4. Project Execution

- a. General management skills
- b. Quality assurance
- c. Team development
- d. Information distribution
- e. Overcoming communication barriers



MANAGEMENT CONCEPTS

- f. Executing the project plan
- g. Importance of project records
- h. Professional responsibility
- 5. Project Monitoring and Control**
 - a. Project reporting and reviews
 - b. Analyzing variances
 - c. Managing requirements changes
 - d. Controlling risks
 - e. Quality control
 - f. Updating the project plan
- 6. Project Closeout**
 - a. Formalizing project completion
 - b. Meeting project success criteria
 - c. Identifying lessons learned

Course Level: Intermediate

Format: Presentation, class exercises, and case studies

PDUs: 16 **CPEs:** 16 **CEUs:** 1.2

Length: 1 day

MANAGEMENT CONCEPTS

Project Management Principles

This comprehensive course is designed to develop and strengthen the core knowledge base for those who have chosen project management as their career path. Focus on basic principles across the breadth of the Project Management Body of Knowledge (PMBOK®) and learn the essential elements for each phase of the project life cycle. Gain the knowledge, tools, and techniques to manage a project from its initiation to final closeout while balancing the competing demands among time, cost, and performance. Take home Harold Kerzner's text, *Project Management: A Systems Approach to Planning, Scheduling, and Controlling*, 7th edition.

LEARN HOW TO:

- Develop project plans using proven techniques
- Develop project work breakdown structures (WBS)
- Use scheduling techniques
- Use different estimating methodologies for calculating required resources
- Identify, analyze, and mitigate project risks and develop a risk management plan
- Establish baselines and handle changes throughout the project life cycle
- Monitor progress and update the project plan using multiple techniques
- Close a project and capture lessons learned

SYLLABUS

1. Key Concepts

- a. What is a project?
- b. What is project management?
- c. Project processes
- d. Project life cycle
- e. Project stakeholders
- f. Project management benefits

2. Project Initiation

- a. Selecting projects
- b. Developing requirements
- c. Preparing a project charter

3. Project Planning

- a. Importance of planning
- b. Contents of a project plan
- c. Scope statement and statement of work
- d. Developing and using a work breakdown structure (WBS)

4. Project Scheduling

- a. Preparing a network diagram
- b. Diagramming and scheduling tools
- c. Building a precedence diagram
- d. Determining the critical path
- e. Assessing lead and lag time
- f. Using Gantt and milestone charts
- g. Using PERT for estimating task durations

5. Project Organizations



MANAGEMENT CONCEPTS

- a. Organizational structures
- b. Stakeholder roles and responsibilities
- c. Professional responsibility
- d. Building a winning team
- e. Managing and resolving conflicts
- 6. Project Risk Management**
 - a. Risk and the project life cycle
 - b. Risk management planning
 - c. Risk identification
 - d. Qualitative and quantitative risk analysis
 - e. Risk prioritization techniques
 - f. Risk response development
 - g. Risk monitoring and control
- 7. Cost Estimating**
 - a. Estimating guidelines
 - b. Types of estimates
 - c. Estimating methodologies
 - d. Cost budgeting
- 8. Project Monitoring and Control**
 - a. Developing baselines
 - b. Project reporting and reviews
 - c. Variances
 - d. Earned Value analysis
 - e. Replanning
 - f. Requirements management
 - g. Managing change
- 9. Project Closeout**
 - a. Project success
 - b. Closeout objectives
 - c. Typical closeout activities
 - d. Guidelines for a successful closeout
 - e. Making projects a learning experience

Course Level: Intermediate

Format: Presentation, class exercises, and case studies

PDU: 32 **CPE:** 32 **CEU:** 2.4

ACE Credit Recommendation: In the upper division baccalaureate degree category, 2 semester hours in Project Management, Management, or Business Administration.

Length: 4 days

MANAGEMENT CONCEPTS

Software Project Management

Apply project management fundamentals to projects by learning various software development methodologies as well as ways to identify, analyze, and manage the risks associated with software projects. Discover techniques for determining resource requirements and project schedules, and methods to track and control the project. Recognize what must be done to complete your software projects on schedule, within budget, and according to performance specifications to ensure client satisfaction. Receive a copy of E.M. Bennatan's text, *On Time, Within Budget Software Project Management Practices and Techniques*.

LEARN HOW TO:

- Apply project management concepts to software projects
- Develop software project plans
- Determine which software development methodology is best suited for your environment
- Identify, analyze, and manage risks through the software development life cycle (SDLC)
- Estimate software projects using various techniques
- Establish baselines and handle changes in project scope throughout the project life cycle
- Monitor and control project status
- Anticipate problems and implement contingency plans
- Document lessons learned

SYLLABUS

- 1. Project Management Overview**
 - a. What is a project?
 - b. Why are software projects different?
 - c. Need for a formal project management approach
 - d. Project management life cycle
- 2. Software Development Models**
 - a. Software development cycle
 - b. Types of models
 - c. Selecting a software development model
 - d. The Rational Unified Process
 - e. Software development under contract
- 3. Project Initiation**
 - a. Defining requirements
 - b. Project scope management
 - c. Project charter
- 4. Project Planning**
 - a. Planning processes
 - b. Scope statement
 - c. Statement of work
 - d. The work breakdown structure (WBS)
 - e. Contents of a project plan
- 5. Scheduling**
 - a. WBS and network schedules
 - b. Preparing a network diagram
 - c. Gantt and milestone charts
 - d. PERT
 - e. The critical path
- 6. Project Organizations**
 - a. Types of structures



MANAGEMENT CONCEPTS

- b. Roles and responsibilities
- c. Team building
- d. Conflict management
- 7. Project Risk Management**
 - a. Risk management planning
 - b. Risk identification
 - c. Qualitative risk analysis
 - d. Quantitative risk analysis
 - e. Risk response planning
 - f. Risk monitoring and control
- 8. Project Estimating**
 - a. Estimating methodologies
 - b. Function points
 - c. COCOMO
- 9. Project Monitoring and Control**
 - a. Control processes
 - b. Developing and maintaining baselines
 - c. Project reporting
 - d. Project reviews
 - e. Variance analysis
 - f. Earned value
 - g. Project re-planning
 - h. Managing change
- 10. SEI Capability Maturity Models**
 - a. SEI Software CMM
 - b. People CMM
 - c. Systems Engineering CMM
 - d. Software Acquisition CMM
 - e. CMMI
- 11. Project Metrics**
 - a. Establishing software metrics
 - b. Metric characteristics
 - c. Direct and indirect methods
 - d. Metrics for software quality and project control
- 12. Project Closeout**
 - a. Closeout purpose
 - b. Contract closeout
 - c. Administrative closure
 - d. Project management responsibilities
 - e. Typical closeout activities
 - f. Guidelines for a successful closeout

COURSE LEVEL: Intermediate

FORMAT: Presentation, class exercises, and case studies

PDU: 32 **CPE:** 32 **CEU:** 2.4

LENGTH: 4 days

TASK ORDER TERMS AND CONDITIONS**NOT SPECIFIED IN THE CONTRACT****A.1 NRC ACQUISITION CLAUSES - (NRCAR) 48 CFR CH. 20****A.2 OTHER APPLICABLE CLAUSES**

☐ See Addendum for the following in full text (if checked)

☐ 52.216-18, Ordering

☐ 52.216-19, Order Limitations

☐ 52.216-22, Indefinite Quantity

☐ 52.217-6, Option for Increased Quantity

☐ 52.217-7, Option for Increased Quantity Separately Priced Line Item

☐ 52.217-8, Option to Extend Services

☐ 52.217-9, Option to Extend the Term of the Contract

A.3 ELECTRONIC PAYMENT

The Debt Collection Improvement Act of 1996 requires that all payments except IRS tax refunds be made by Electronic Funds Transfer. It is the policy of the Nuclear Regulatory Commission to pay vendors by the Automated Clearing House (ACH) electronic funds transfer payment system. The electronic system is known as Vendor Express. Payment shall be made in accordance with FAR 52.232-33, entitled "Mandatory Information for Electronic Funds Transfer Payment".

To receive payment, the contractor shall complete the "Company Information" portion of the Standard Form 3881, entitled "ACH Vendor/Miscellaneous Payment Enrollment Form" found as an attachment to this document. The contractor shall take the form to the ACH Coordinator at the financial institution that maintains its company's bank account. The contractor shall discuss with the ACH Coordinator how the payment identification information (addendum record) will be passed to them once the payment is received by the financial institution. Further information concerning the addendum is provided at Attachment . The ACN Coordinator should fill out the "Financial Institution Information" portion of the form and return it to the Office of the Controller at the following address: Nuclear Regulatory Commission, Division of Accounting and Finance, Financial Operations Section, Mail Stop T-9-H-4, Washington, DC 20555, ATTN: ACH/Vendor Express. It is the responsibility of the contractor to ensure that the financial institution returns the completed form to the above cited NRC address. If the contractor can provide the financial information, signature of the financial institutions ACH Coordinator is not required. The NRC is under no obligation to send reminders. Only after the Office of the Controller has processed the contractor's sign-up form will the contractor be eligible to receive payments.

Once electronic funds transfer is established for payments authorized by NRC, the contractor needs to submit an additional SF 3881 only to report changes to the information supplied.

Questions concerning ACH/Vendor Express should be directed to the Financial Operations staff at (301) 415-7520."

A.4 SEAT BELTS

Contractors, subcontractors, and grantees, are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented, or personally owned vehicles.