



UNITED STATES  
NUCLEAR REGULATORY COMMISSION

WASHINGTON, D.C. 20555-0001

AUG 27 2003

B&W Technologies, Inc.  
Attn: Ms. Karen Jones-Andrade  
6009 Oxon Hill Road, Suite 412  
Oxon Hill, MD 20745

SUBJECT: TASK ORDER NO. 1 UNDER BLANKET PURCHASE AGREEMENT NO. DR-38-03-364

Dear Ms. Jones-Andrade:

This letter definitizes Task Order (TO) No. 1 in accordance with the enclosed statement of work. After receiving notification from the NRC PO that IT access has been granted, the contractor shall conduct an initial assessment of the task not-to exceed 2 working days. Before proceeding with performance of the work under this task order, the contractor shall provide to the Contracting Officer (CO) a revised cost proposal and proposed performance period for this TO. The CO will advise the contractor when it can resume work. The CO will modify the TO accordingly after agreement has been reached on a revised TO NOT-TO-EXCEED dollar ceiling and performance period. The task order NOT-TO-EXCEED dollar ceiling is initially set as follows:

Senior Human Resources Specialist for an estimated 40 hours at \$65.93 for a NTE dollar ceiling of \$2,637.05

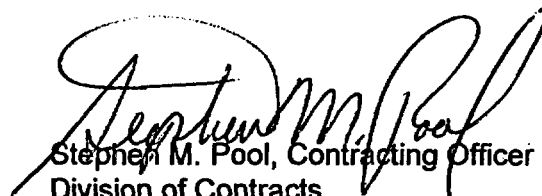
\$2,637.05 in funding are hereby allotted to this task order. Accounting Data for Task Order No. 1 is as follows:

Commitment No.	APPN#	B&R	JCN	BOC	Amount
HR-03-364-001	31X0200	3841512335	C8406	252A	\$2637.05
Total Obligated Amount -					\$2,637.05

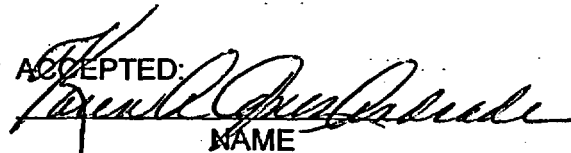
Please indicate your acceptance of Task Order No.1 by having an official authorized to bind your organization execute three copies of this document, by signing in the space provided, and return two copies to me. You should retain the third copy for your records.

Should you have any questions, regarding this modification, please contact me on (301) 415-8168.

Sincerely,

  
Stephen M. Pool, Contracting Officer  
Division of Contracts  
Office of Administration

ACCEPTED:

  
NAME

Director, Contracts Administration

TITLE

August 29, 2003

DATE

## **STATEMENT OF WORK FOR TO#1:**

The work required is to perform basic qualifications analysis, in accordance with standard Federal government human resources procedures, of the applications submitted through *NRCareers* for the following vacancy announcements:

1. Office Automation Assistant, GG-6
2. Reactor Systems Engineer, GG-14 (2 positions)
3. Reliability & Risk Analyst, GG-14 (2 positions)
4. Fire Protection Engineer, GG-13
5. Senior Health Physicist, GG-15
6. Program Manager/Security Specialist
7. Security Specialist, GG-14/GG-13
8. IT Specialist, GG-15
9. IT Specialist,
10. Administrative Judge, SLS
11. Deputy Associate Chief Administrative Judge, SLS

The contractor will review each application and its supporting documentation to determine whether the applicant meets all required basic educational and experience requirements, whether the applicant meets all requirements for experience at the next lower level (or as required in the vacancy notice), and whether the application readily indicates any disqualifying attributes (noncitizenship, etc.). The contractor will follow procedures explained by the Office of Human Resources specialist regarding documentation of findings, disposition of applications, and other relevant factors. The vacancy announcement packages listed above contain a total of approximately 500 individual applications.

The contractor assigned to this task should be a fully qualified human resources specialist with experience in performing basic qualifications analysis for Federal positions at all grade levels. The contractor will not have access to any NRC databases or other electronic information. The period of performance and deliverable due date will be set forth by task order modification after the initial assessment is performed.