

# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES  
1

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

1. DATE OF ORDER 06-17-2003		2. CONTRACT NO. (If any) GS-10F-0019J		6. SHIP TO:	
3. ORDER NO. DR-38-03-365		4. REQUISITION/REFERENCE NO.		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission Attn: Barbara Mack	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Division of Contracts Mail Stop T-7-I-2 Contract Management Center 2 Washington, DC 20555				b. STREET ADDRESS Mail Stop T-3D45	
7. TO:		c. CITY Washington		d. STATE DC	e. ZIP CODE 20555
a. NAME OF CONTRACTOR  Vantage Human Resource Services, Inc.				f. SHIP VIA	
b. COMPANY NAME Attn: Mary Ann Wilkinson				8. TYPE OF ORDER	
c. STREET ADDRESS 2300 Clarendon Blvd., Suite 1109				<input type="checkbox"/> a. PURCHASE ORDER <input checked="" type="checkbox"/> b. DELIVERY/TASK ORDER	
d. CITY Arlington		e. STATE VA	f. ZIP CODE 22201	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.  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: T8405      B&R NO: 38415-512116 BOC: 252A      FUND SOURCE: 31X0200				10. REQUISITIONING OFFICE HR	
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 BL. NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE See below	
13. PLACE OF		16. DISCOUNT TERMS Net 30			
a. INSPECTION		b. ACCEPTANCE Elinor Cunningham 301-415-6580			

17. SCHEDULE (See reverse for Rejections)

See CONTINUATION Page

ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
1	BASE YEAR				\$39,921.00	
2	Six Individual One-Hour Sessions - (Section B.3.1)				\$774.70	
3	Cancellation Fee for No Shows (Section B.3.1)				\$1,159.14	
4	Group Sessions (including IDP Workshop) - (Section B.3.2)				\$2,443.50	
5	Workbooks (Section B.4.1)				\$885.92	
6	Conference Calls with Regional Offices - (Section C.1.1)				\$1,152.04	
7	Oral Presentations - (Section B.6.1.g)				\$953.36	
7	Reporting Requirements: Final Report (Section B.5.1.c)				\$2,129.12	
	Quarterly Reports (Section B.5.1(1))				\$687.22	
	Annual Report (Section B.6.2(2))				\$154.94	
8	One Meeting via conference call (Section D) (IF REQUIRED) *THIS ORDER IS PARTIALLY FUNDED IN THE AMOUNT OF \$40,000.00					

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		SUBTOTAL	
21. MAIL INVOICE TO:						17(h) TOTAL (Cont. pages)	
a. NAME U.S. Nuclear Regulatory Commission Office of the Chief Financial Officer						17(i) GRAND TOTAL	
b. STREET ADDRESS (or P.O. Box) Attn: Payment Team, Mail Stop T-9H4							
c. CITY Washington		d. STATE DC	e. ZIP CODE 20555			\$40,000.00	

22. UNITED STATES OF AMERICA  
BY (Signature)

*Stephen M. Pool*

23. NAME (Typed)  
Stephen M. Pool

TITLE: CONTRACTING/ORDERING OFFICER

TEMPLATE - ADM001

OPTIONAL FORM 347 (6/95)  
ADM002

**ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION**

PAGE NO.  
2

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

DATE OF ORDER

06-17-2003

CONTRACT NO.

GS-10F-0019J

ORDER NO.

DR-38-03-365

ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
9	Assessments				\$569.60	
	a. MBTI Self- Scorable plus introduction to Type					
	b. Strong Int. Inventory Standard Profile Version				\$337.80	
	c. Cambell Interest & Skills Survey				\$337.80	
	d. Career Beliefs Inventory				\$183.60	
	e. Leadership FIRO B with MBTI				\$569.60	
	Period of Performance for Base Year: 8/28/2003 - 8/27/2004					
	TOTAL FOR THE BASE YEAR.....\$52,259.04					
1	OPTION YEAR 1				\$40,719.00	
	Six Individual One-Hour Sessions - (Section B.3.1)					
2	Cancellation Fee for No Shows (Section B.3.1)				\$790.20	
3	Group Sessions (including IDP Workshop) (Section B.3.2)				\$1,182.32	
4	Workbooks (Section B.4.1)				\$2,492.50	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

**DR-38-03-365**

**Page 5**

**This Requirements Type Delivery Order is subject to the terms and conditions set forth under GSA Federal Supply Schedule GS-10F-0019J for career counseling services in accordance with the attached Statement of Work.**

**The following individuals are authorized personnel to issue orders under this delivery order:**

**Barbara Mack, NRC Project Officer, 301-415-7081**

**Carolyn Bassin, 301-415-7532**

## **STATEMENT OF WORK**

### **CAREER COUNSELING PROGRAM**

#### **A. BACKGROUND**

The Office of Human Resources, U.S. Nuclear Regulatory Commission (NRC), plans, develops, implements, and monitors comprehensive agency-wide training and developmental programs for its employees. As a part of these programs, Career Counseling is offered to NRC employees, providing individual and group Career Counseling for NRC headquarters employees. The Office of Human Resources provides support to our NRC regional offices to ensure that all career counseling methods and procedures used are consistent throughout the agency.

The Career Counseling Program is intended to enable those employees enrolled in the program to focus their talents, skills, and knowledge to advance their careers and to identify occupations within NRC that fit their skills, knowledge and abilities, thus resulting in greater career success, mobility, productivity, job satisfaction, and continued personal growth. Consequently, the preparation of SF-612's, development of IDPs to establish individual goals, one-on-one career counseling sessions covering all aspects of counseling, to include small group career counseling and career development sessions, are effective.

#### **B. SCOPE OF WORK**

##### **B. 1.1 Program Description**

The contractor shall provide the necessary qualified personnel, materials, and services to give one-on-one career counseling to a maximum fifty (50) NRC Headquarters employees per fiscal year. Should more sessions be necessary, the contractor shall provide the required number of sessions as indicated by the Office of Human Resources; therefore, a unit price per sessions shall be indicated in the pricing of the one-on-one career counseling services. Each counselee shall receive a total of six (6) individual one-hour counseling sessions. Five sessions will be utilized in capturing the program, and the sixth session, to be held approximately two to three months after completion of the initial five sessions, which will also serve as a follow-up session. Should additional sessions be required, the career counselor will consult with the NRC Project Manager, and if deemed appropriate, the Project Manager may grant an additional one-hour session to the individual. Periodically, but not more than once in any one year period, the NRC may conduct a

group counseling session in order to reinforce individual counseling activities. In addition, the NRC may conduct group educational sessions related to career enhancement to remain current on career strategies and techniques.

### **B.2.1 Career Counseling Objectives**

The NRC Career Counseling program has the following as its objectives:

- (a) Assists employees in exploring career options within NRC.
- (b) Heighten employees' awareness of qualifications for positions of interest, including experience and education, and the ability to communicate them to others.
- (c) Assists employees in clarifying their traits, characteristics, priorities and interests, related to career choices.
- (d) Provide information and resources related to career and occupational planning and job requirements for the position an individual holds now or aspires to attain.
- (e) Assists employees in understanding career opportunities available, as well as limitations, within the NRC, other Federal agencies, and the private sector.
- (f) Provide employees with the knowledge and skill and resume preparation and interview techniques.
- (g) Help employees establish their short-term and long-term goals to achieve optimum career and personal growth.
- (h) Help employees increase their knowledge of job search techniques.
- (i) Provide assistance and guidance in developing the Individual Development Plan.
- (j) Assist employees selected for developmental programs in identifying and developing their supervisory and leadership skills.

**Each counselee's program will be tailored to meet the individual's specific counseling needs and will be totally confidential.**

### **B.3.1 Participation in the Career Counseling Program Sessions**

#### **1. Individual Sessions**

- (a) Each participant will complete six (6) individual counseling sessions, each session lasting one hour. If a participant does not require all six sessions, the contractor shall stop at the appropriate number mutually agreed upon by the counselor.
- (b) The Contractor shall allow sufficient intervals between sessions, as mutually agreed upon between counselee and counselor, so that the counselee may accomplish tasks assigned in the previous counseling session.
- (c) The Offerer shall indicate if there will be a cancellation fee for a missed appointment. The Offeror must permit a minimum of 24-hours' notice to be given to the contractor in case an appointment must be canceled. **The Offeror shall agree in case of an emergency, such as sudden illness or other emergencies, that no cancellation fee shall be imposed.**

## **2. Group Sessions**

During the base year and each option year thereafter, the NRC may elect to hold at least one 2-hour career counseling/training group session, up to 25 individuals, designed to provide career information to NRC employees. Session topics will vary depending upon NRC's current needs, and topics will be approved by the NRC Project Manager. The Contractor shall prepare appropriate handout materials for such sessions and develop a one-to-two page description of what the session will cover and submit to the NRC Project Manager for approval prior to the date of the session (s).

### **B.4.1 Career Counseling Program Materials**

The contractor shall distribute career counseling workbooks and materials to each participant during individual and/or group sessions. The contractor shall develop, reproduce, and distribute all materials as appropriate. Materials shall be presented in a clean, clear and legible manner. All career counseling materials shall be submitted to the Project Manager for approval prior to being distributed to the counselees.

The Career Counseling Program at NRC is provided to a highly educated, scientific workforce, with undergraduate, graduate and post-graduate degrees, across a wide-range of grade levels, including senior level managers, scientists, nuclear engineers, health physicists, IT professionals, and administrative staff. The Career Counseling program shall consist of the following:

- (a) A workbook shall be provided to each counselee enrolled in the career counseling program. The workbook shall contain current up-to-date information about self-assessment activities, occupational search techniques, career decision making approaches, and communication and interview guidelines.
- (b) Self-assessment instruments will be provided to each counselee (Myers-Briggs Type Indicator, Strong Interest Inventory, Campbell Interest and Skills Survey). The Offeror may propose other inventories to NRC for the NRC Project Manager's approval.

- (c) **Counselees are expected to gain insight on ways to bring more of their skills and talents to the work they are currently engaged in, and to plan for applying their capabilities to work they plan to do in the future.**
- (d) **Counseling techniques shall assist counselees in exploring their personal attributes through tests, inventories, probing questions, discovering more about jobs, occupational information, and interviews. Also, learning and decision making, relating jobs to self, identifying the pros and cons of job occupational information, and taking direct action to achieve career success.**
- (e) **Participants in career counseling sessions will be taught ways of seeking employment opportunities within today's Federal organization; and understand the federal organization career system and how individuals can best use their tools and resources.**
- (f) **A final report shall be submitted to the NRC Project Manager upon completion of the contract, reporting on the counseling activities and identifying benefits to NRC and its employees resulting from the career counseling as seen by the career counselor's point of view.**

#### **B.5.1 Career Counseling Record Keeping**

**All Career Counseling sessions are considered confidential between the counselor and the counselee; however, the NRC requires the following records to be maintained and one copy forwarded to the NRC Project Manager:**

- (a) **A quarterly report outlining the number of sessions completed, including gender, ethnic background, and the name of the participants' office; status of contract activities; and problems or issues the contractor has encountered. The report shall be submitted fifteen (15) calendar days after the end of each quarter.**
- (b) **A yearly report providing a statistical summary of activities, to include number of sessions, gender, ethnic background, and participant's office; summary description of activities, trends and problems encountered during the year. The report shall be submitted to the NRC Project Manager within thirty (30) calendar days of the end of the year.**
- (c) **A final report shall be submitted to the NRC Project Manager upon completion of the contract, reporting on the counseling activities and identifying benefits to NRC and its employees resulting from the career counseling as seen from the career counselor's point of view.**

#### **B.6.1 Reporting Requirements**

Reports shall clearly distinguish between activities undertaken by NRC Headquarters and the Regional offices. Two copies of each report shall be submitted to the NRC Project Manager within fifteen (15) calendar days following the end of the reporting period. The contractor shall provide the following reports:

#### **1. Quarterly reports**

These reports shall contain:

- (a) Number of counseling sessions completed.
- (b) A brief discussion of session results for those counselees whose sessions were completed. Counselees will remain anonymous.
- (c) Evaluation forms from counselees completing their sessions.
- (d) Statistics on each counselee entering the program.
- (e) Number of attendees in group career counseling and career development sessions, stating discussion topics, and what was achieved during the session, based on feedback from attendees.
- (f) Statistical data and reports from regional counselors shall be integrated into the reports to include a summary of activities and findings resulting from career counseling services.
- (g) The NRC Project Manager may call upon the contractor to make a one-hour oral presentation to higher level management, describing the career counseling program and its benefits. This would not be done more than twice in the year of the contract. If the NRC Project Manager determines that such a presentation is necessary, a minimum of thirty (30) days' notice would be given to the contractor.

#### **2. Annual Reports**

- (a) A report will be submitted within fifteen (15) calendar days after the end of each year of the contract. If option years one and two are exercised, reports shall cover all counseling activities, to include the number of sessions, the number of voluntary counselees counseled, and the results of the counselees' evaluations of the counseling provided during the twelve-month period. The final report at the end of the contract shall cover the entire three-year period, analyzing the career counseling provided, and the outcomes, number of counselees, by gender and ethnic background.

#### **B.7.1 Career Counseling Session Times**



The individualization of the career counseling program and the following general outline shall be used as the counselors' guide for the six (6) hour-long sessions:

- (a) The contractor shall keep careful records of counseling sessions.
- (b) If a counselee does not need all six sessions, the counselor shall stop at the appropriate number mutually agreed upon by the counselor and the counselee.
- (c) The contractor shall allow sufficient intervals between sessions, as mutually agreed upon between counselee and counselor, to allow the counselee to accomplish tasks assigned in previous counseling sessions.
- (d) The Offeror shall indicate if there will be a cancellation fee if counselees are unable to attend a scheduled session and state how much advance notice counselees must provide to avoid a cancellation fee, except for illness or emergencies.

#### **B.8.1 Career Counseling Session Content**

As a minimum, the following is an outline of what the NRC five-hour one-on-one career counseling program shall include:

##### **Session I:**

- (a) Review of the career counseling program's format and content.
- (b) Review of prior education and work experience of the counselee
- (c) Development of mutual goals and expectations from the counseling.
- (d) Ascertain areas that the counselee would like to focus on, i.e., developing an IDP, writing a good Resume, etc.
- (e) As appropriate, the counselor will give instructions for self-administration of the interest and/or personality preference inventories.

At the end of **Session 1**, the counselor shall provide instructions and guidance to the counselee for completing the following prior to **Session 2**:

1. Self-assessment assignments.
2. As appropriate, completion of any interest and/or personality preference inventories, and return to the counselor at the beginning of **Session 2**.

**Session 2**, the counselor shall discuss (if applicable) with the counselee the self-assessment instruments and clarify any questions the counselee may have.

**Sessions 3, 4, and 5** shall provide discussions on:

1. Career goals and objectives
2. Career research
3. Ways to communicate one's skills, values and goals
4. Ways to present one's resume in the best possible light.

**Session 6** will be a followup session, which will occur two to three months after completion of five counseling sessions.

#### **B.9.1 Career Counseling Program Evaluation Questionnaire**

When the six counseling sessions are completed for an individual, an Evaluation Questionnaire will be given to each counselee. This form shall have questions to indicate the degree to which a counselee was able to fulfill his/her individual goals during the career counseling. Such evaluation shall ensure the anonymity of each participant and shall provide some of the data for the quarterly and annual reporting requirements. This evaluation will ensure the anonymity of each participant, and will provide some of the data for the quarterly and annually reporting requirements. Each counselee will complete the approved evaluation form and give it to the counselor.

#### **B.10.1 Qualifications**

The NRC seeks the services of a qualified counselor, holding a BS and MS degree in guidance and counseling, and at least five years of counseling experience, three of those years being in the Federal sector. Demonstrated knowledge of career counseling based on formal education (B.S. and MS degrees in guidance and counseling), specific training in career counseling, and membership in relevant professional organizations, are required. Career Counselors should be certified.

Resumes shall identify and describe specific jobs and references. Related career counseling experience of key personnel must reflect specific experience indicating quantity and quality of career counseling provided to individuals both in the Federal sector and in private industry, on a one-on-one basis. Key personnel must demonstrate an understanding of Federal job series and grade structures within the Federal government and how they impact on an employee's career, and specifically within the NRC.

### **C. LIAISON BETWEEN HEADQUARTERS AND REGIONS**

#### **C.1.1 Regional Career Counseling Services**

Under separate purchase orders, the NRC conducts career counseling activities in each of NRC's four Regional offices. The Region contractors for career counseling are independent contractors. The Headquarters career counselor in no way oversees the Region career counselor's activities. The Headquarters career counselor does require input from each region in order to report quarterly and annually on the NRC's career counseling activities.

The headquarters contractor shall be responsible for performing the services listed below on a quarterly basis where counseling has been conducted in any of NRC's regional offices:

- (a) Integrate statistical data and reports provided from each regional career counselor. Such reports shall be submitted to the NRC Project Manager no later than fifteen (15) calendar days after the end of the quarter.
- (b) Analyze client evaluation forms and quarterly reports (as well as information derived from telephone contacts) submitted by the regional career counselors, identify potential problem areas and inconsistencies, in methods or career counseling procedures used in counseling regional personnel, discuss resolutions and provide recommendations to the NRC Project Manager for overall improvement of the NRC Career Counseling Program, as appropriate.

**D. MEETINGS**

- D.1.1** During the base year of the award, it is anticipated that a maximum of one (1) hour meeting between NRC may be necessary to make certain the contractor understands the culture and environment of the NRC workplace.
- D. 1.2** If NRC exercises the option years one and two, it is anticipated that no more than two (2) meetings during the entire two-year period will be necessary to coordinate and discuss current career development and counseling techniques.

## **A.1 52.216-21 REQUIREMENTS (OCT 1995)**

(a) This is a requirements contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies or services specified in the Schedule are estimates only and are not purchased by this contract. Except as this contract may otherwise provide, if the Government's requirements do not result in orders in the quantities described as "estimated" or "maximum" in the Schedule, that fact shall not constitute the basis for an equitable price adjustment.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. Subject to any limitations in the Order Limitations clause or elsewhere in this contract, the Contractor shall furnish to the Government all supplies or services specified in the Schedule and called for by orders issued in accordance with the Ordering clause. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(c) Except as this contract otherwise provides, the Government shall order from the Contractor all the supplies or services specified in the Schedule that are required to be purchased by the Government activity or activities specified in the Schedule.

(d) The Government is not required to purchase from the Contractor requirements in excess of any limit on total orders under this contract.

(e) If the Government urgently requires delivery of any quantity of an item before the earliest date that delivery may be specified under this contract, and if the Contractor will not accept an order providing for the accelerated delivery, the Government may acquire the urgently required goods or services from another source.

(f) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after August 27, 2004.

## **A.2 52.216-18 ORDERING (OCT 1995)**

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from August 28, 2003 through August 27, 2004.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

### **A.3 CONSIDERATION AND OBLIGATION--DELIVERY ORDERS (JUN 1988)**

(a) The total estimated amount of this contract (ceiling) for the products/services ordered, delivered, and accepted under this contract is \$52,259.34. The Contracting Officer may unilaterally increase this amount as necessary for orders to be placed with the contractor during the contract period provided such orders are within any maximum ordering limitation prescribed under this contract.

(b) The amount presently obligated with respect to this contract is \$40,000.00. The Contracting Officer may issue orders for work up to the amount presently obligated. This obligated amount may be unilaterally increased from time to time by the Contracting Officer by written modification to this contract. The obligated amount shall, at no time, exceed the contract ceiling as specified in paragraph a above. When and if the amount(s) paid and payable to the Contractor hereunder shall equal the obligated amount, the Contractor shall not be obligated to continue performance of the work unless and until the Contracting Officer shall increase the amount obligated with respect to this contract. Any work undertaken by the Contractor in excess of the obligated amount specified above is done so at the Contractor's sole risk.

## TASK ORDER TERMS AND CONDITIONS

NOT SPECIFIED IN THE CONTRACT

### A.4 NRC ACQUISITION CLAUSES - (NRCAR) 48 CFR CH. 20

### A.5 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.6 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.7 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.

## **A.8 COMPLIANCE WITH U.S. IMMIGRATION LAWS AND REGULATIONS**

NRC contractors are responsible to ensure that their alien personnel are not in violation of United States Immigration and Naturalization (INS) laws and regulations, including employment authorization documents and visa requirements. Each alien employee of the Contractor must be lawfully admitted for permanent residence as evidenced by Alien Registration Receipt Card Form 1-151 or must present other evidence from the Immigration and Naturalization Services that employment will not affect his/her immigration status. The INS Office of Business Liaison (OBL) provides information to contractors to help them understand the employment eligibility verification process for non-US citizens. This information can be found on the INS website, <http://www.ins.usdoj.gov/graphics/services/employerinfo/index.htm#obl>.

The NRC reserves the right to deny or withdraw Contractor use or access to NRC facilities or its equipment/services, and/or take any number of contract administrative actions (e.g., disallow costs, terminate for cause) should the Contractor violate the Contractor's responsibility under this clause.

(End of Clause)

## **A.9 GOVERNMENT FURNISHED EQUIPMENT/PROPERTY (JANUARY 2001)**

(a) The NRC will provide the contractor with the following items for use under this contract:

1. Office Space to conduct the career counseling sessions.
2. Office furniture appropriate for provided office space, including one table, two chairs, one locking file cabinet, built-in book shelves for reference materials
3. One VCR, monitor and overhead.

(b) The above listed equipment/property is hereby transferred from contract/agreement .

(c) Only the equipment/property listed above in the quantities shown will be provided by the Government. The contractor shall be responsible and accountable for all Government property provided under this contract and shall comply with the provisions of the FAR Government Property Clause under this contract and FAR Subpart 45.5, as in effect on the date of this contract. The contractor shall investigate and provide written notification to the NRC Contracting Officer (CO) and the NRC Division of Facilities and Security, Physical Security Branch of all cases of loss, damage, or destruction of Government property in its possession or control not later than 24 hours after discovery. The contractor must report stolen Government property to the local police and a copy of the police report must be provided to the CO and to the Division of Facilities and Security, Physical Security Branch.

(d) All other equipment/property required in performance of the contract shall be furnished by the Contractor.

## **A.10 2052.215-70 KEY PERSONNEL (JAN 1993)**

(a) The following individuals are considered to be essential to the successful performance of the work hereunder:

(not specified)

The contractor agrees that personnel may not be removed from the contract work or replaced without compliance with paragraphs (b) and (c) of this section.

(b) If one or more of the key personnel, for whatever reason, becomes, or is expected to become, unavailable for work under this contract for a continuous period exceeding 30 work days, or is expected to devote substantially less effort to the work than indicated in the proposal or initially anticipated, the contractor shall immediately notify the contracting officer and shall, subject to the concurrence of the contracting officer, promptly replace the personnel with personnel of at least substantially equal ability and qualifications.

(c) Each request for approval of substitutions must be in writing and contain a detailed explanation of the circumstances necessitating the proposed substitutions. The request must also contain a complete resume for the proposed substitute and other information requested or needed by the contracting officer to evaluate the proposed substitution. The contracting officer and the project officer shall evaluate the contractor's request and the contracting officer shall promptly notify the contractor of his or her decision in writing.

(d) If the contracting officer determines that suitable and timely replacement of key personnel who have been reassigned, terminated, or have otherwise become unavailable for the contract work is not reasonably forthcoming, or that the resultant reduction of productive effort would be so substantial as to impair the successful completion of the contract or the service order, the contract may be terminated by the contracting officer for default or for the convenience of the Government, as appropriate. If the contracting officer finds the contractor at fault for the condition, the contract price or fixed fee may be equitably adjusted downward to compensate the Government for any resultant delay, loss, or damage.

#### **A.11 2052.215-71 PROJECT OFFICER AUTHORITY-ALTERNATE 2**

(a) The contracting officer's authorized representative, hereinafter referred to as the project officer, for this contract is:

Name:

Address:

Telephone Number:

(b) The project officer shall:

- (1) Monitor contractor performance and recommend changes in requirements to the contracting officer.
- (2) Inspect and accept products/services provided under the contract.
- (3) Review all contractor invoices/vouchers requesting payment for products/services provided under the contract and make recommendations for approval, disapproval, or suspension.
- (4) Immediately notify the Personnel Security Branch, Division of Facilities and Security (PERSEC/DFS) (via e-mail) when a contractor employee no longer requires access authorization and return the individual's badge to PERSEC/DFS within three days after their termination.



(c) The project officer may not make changes to the express terms and conditions of this contract.

## **A.12 SITE ACCESS BADGE PROCEDURES**

The contractor shall ensure that all its employees, including any subcontractor employees and any subsequent new employees who are assigned to perform the work herein, are approved by the Government for building access.

A contractor employee shall not have access to NRC facilities until he/she is approved by Personnel Security Branch, Division of Facilities and Security (PERSEC/DFS), first for temporary access (based on a favorable adjudication of their security forms) and final access (based on favorably adjudicated background checks by General Services Administration) in accordance with the procedures found in NRC Management Directive 12.3, Part I. The individual will be subject to a reinvestigation every five years. Timely receipt of properly completed security applications is a contract requirement. Failure of the contractor to comply with this condition within the ten work-day period may be a basis to void the notice of selection. In that event, the Government may select another firm for award.

The Government shall have and exercise full and complete control over granting, denying, withholding, or terminating building access approvals for individuals performing work under this contract. Individuals performing work under this contract shall be required to complete and submit to the contractor representative an acceptable Form 176 (Statement of Personal History), and two FD-258 (Fingerprint Charts). The contractor representative will submit the documents to the Project Officer who will give them to the PERSEC/DFS. PERSEC/DFS may, among other things, grant or deny temporary building access approval to an individual based upon its review of the information contained in the GSA Form 176. Also, in the exercise of its authority, GSA may, among other things, grant or deny permanent building access approval based on the results of its investigation and adjudication guidelines. This submittal requirement also applies to the officers of the firm who, for any reason, may visit the work sites for an extended period of time during the term of the contract. In the event that PERSEC/DFS and GSA are unable to grant a temporary or permanent building access approval, to any individual performing work under this contract, the contractor is responsible for assigning another individual to perform the necessary function without any delay in the contract's performance schedule, or without adverse impact to any other terms or conditions of the contract. The contractor is responsible for informing those affected by this procedure of the required building access approval process (i.e., temporary and permanent determinations), and the possibility that individuals may be required to wait until permanent building access approvals are granted before beginning work in NRC's buildings.

The contractor will immediately notify the Project Officer when a contractor employee terminates. The Project Officer will immediately notify PERSEC/DFS (via e-mail) when a contractor employee no longer requires building access and return the individual's badge to the PERSEC/DFS within three days after their termination.