

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES
1 3

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

BPA NO.

1. DATE OF ORDER SEP 27 2007		2. CONTRACT NO. (if any) GS10F0201J		6. SHIP TO:	
3. ORDER NO. NRC-33-05-402 T002		4. REQUISITION/REFERENCE NO. CIO-05-402 7/31/07		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div. of Contracts, CMB3 Attn: Manon Butt, Cont Spc, 301-415-7035 Mail Stop T-7-I-2 Washington, DC 20555				b. STREET ADDRESS Attn: Peggy Sanders, OIS/IRSD Mail Stop T-5-F-27 11545 Rockville Pike	
				c. CITY Rockville	d. STATE MD
				e. ZIP CODE 20852	
7. TO:		f. SHIP VIA			
a. NAME OF CONTRACTOR MILLICAN, DENNIS & ASSOCIATES INC MILLICAN AND ASSOCIATES		B. TYPE OF ORDER			
b. COMPANY NAME		<input type="checkbox"/> a. PURCHASE		<input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 2699 STIRLING RD STE C106		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.			
d. CITY FORT LAUDERDALE		e. STATE FL		f. ZIP CODE 333126546	
9. ACCOUNTING AND APPROPRIATION DATA B&R: 710-15-5G1-348 JCN: D1871 BOC: 252A APP NO: 31X0200.710 FFS #10770886C DUNS #052463114		\$75,524.75		10. REQUISITIONING OFFICE CIO Office of Information Services	
11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT Destination	
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED					
<input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALLBUSINESS					
13. PLACE OF		14. GOVERNMENT S/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 10/01/07 - 03/01/08	
a. INSPECTION		b. ACCEPTANCE		16. DISCOUNT TERMS Net 30	

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)
	<p>DUNS # 052463114</p> <p>Issuance of Task Order No. 002 under Order NRC-33-05-402.</p> <p>Title: "Review and Revise the NRC Records Management Training Materials."</p> <p>Period of Performance: October 1, 2007, through March 1, 2008.</p> <p>The task order, estimated ceiling, FY 2007 funding, and price, all in the amount of \$75,524.75, is described on the following pages.</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>NRC Project Officer: Peggy Sanders, phone 301-415-5304, email pks1@nrc.gov</p>	1	lot	75,524.75	\$75,524.75	

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GRCS SHIPPING WEIGHT		20. INVOICE NO.		\$75,524.75	17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:							
	a. NAME U.S. Nuclear Regulatory Commission Division of Contracts, Mail Stop T-7-I-2						\$75,524.75	17(i) GRAND TOTAL
	b. STREET ADDRESS (or P.O. Box) Attn: NRC-33-05-402-T002							
c. CITY Washington		d. STATE DC	e. ZIP CODE 20555					
22. UNITED STATES OF AMERICA BY (Signature)					23. NAME (Typed) Robert B. Webber Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER			

AUTHORIZED FOR LOCAL REVISION
PREVIOUS EDITIONS NOT VALID

SUNSI REVIEW COMPLETE

OPTIONAL FORM NO. 346 (REV. 4/2006)
FPMR (41 CFR) 101-11.6, FAR 48 CFR 53.213(f)

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 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.

In accordance with the task order procedures of Delivery Order NRC-33-05-402, this definitizes Task Order No. 2. This effort shall be performed in accordance with the enclosed Statement of Work, the terms and conditions of Delivery Order NRC-33-05-402, and GSA Schedule No. GS-10F-0201J.

Period of Performance and Estimated Cost

Task Order No. 2 shall be in effect from October 1, 2007, through March 1, 2008, with an estimated cost ceiling not to exceed \$75,524.75. The task order is to be performed on a time and materials basis. The amount of \$75,524.75 represents the estimated labor cost for 721 labor hours. No other expenses will be incurred, since only local travel is anticipated.

Estimated effort and cost for labor is as follows, based on rates identified in Millican's GSA MOBIS Contract GS-10F-0201J:

Labor Category	Hourly Rate	Est. Hours	Est. Cost
Managing Consultant 2	\$104.75	721	\$75,524.75

Consideration and Obligation

This task order is fully funded in the amount of \$75,524.75 with FY 2007 funding.

Key Personnel

The following individuals are considered to be essential to the successful performance of work hereunder: Michael L. Morris and Lora Viator. The Contractor agrees that such personnel shall not be removed from the effort under the task order without compliance with Section 16.0, Key Personnel, of the Statement of Work in basic Delivery Order NRC-33-05-402.

The issuance of Task Order No. 2 does not change any terms and conditions of the subject delivery order.

NRC contacts during the course of this task order are:

Technical Matters:

Peggy Sanders, Project Officer, phone 301-415-5304, OIS/IRSD, Mail Stop T-5-F-27, email PKS1@nrc.gov.

Contractual Matters:

Manon L. Butt, Contract Specialist, phone 301-415-7035, ADM/DC/CMB3, Mail Stop T-7-I-2, email MLB3@nrc.gov.

STATEMENT OF WORK

NRC-33-05-402, Task Order 2

PROJECT TITLE: Review and Revise the NRC Records Management Training Materials

1.0 Background

The U.S. Nuclear Regulatory Commission's (NRC) mission is to ensure adequate protection of the public health and safety, the common defense and security, and the environment in the use of nuclear materials in the United States. The NRC's scope of responsibility includes regulation of commercial nuclear power reactors; test and training reactors; fuel cycle facilities; medical, academic, and industrial uses of nuclear materials; and the transport, storage, and disposal of nuclear material and waste.

The Office of Information Services (OIS), Information and Records Services Division (IRSD), Records and FOIA/Privacy Services Branch (RFPSB), supports the NRC's mission by administering the agency's records management program, including the management of official records throughout the NRC in paper, microfiche, or electronic media, operating the NRC File Center, and coordinating the retirement of inactive records from the File Center and from the NRC offices to off-site storage. The branch provides assistance to the NRC staff for the creation, collection, maintenance, retrieval, access, and disposition of records required by the NRC legal and technical programs as well as the administrative functions. The RFPSB requires contractor support with its records management related tasks.

2.0 Objective

The objective of this Statement of Work (SOW) is to provide contractor support to assist NRC in establishing and maintaining compliance with all applicable records management laws, regulations and policies.

3.0 Scope of Work

The contractor shall provide the necessary personnel, materials, and facilities to provide support for the records management tasks as described below. Specifically, the contractor shall assist RFPSB in the review and enhancement of the existing NRC records management training course materials.

These courses cover what every staff member at the NRC must do to meet the agency's statutory requirements to manage its records.

The current training materials, including the lesson plans, objectives, and student handouts, need revisions to address general corrections or updates to processes, guidance, and regulations. The materials are for the two training courses listed below:

- Records Management for NRC Staff (Classroom)
- Records Management for NRC Staff (Self Study - web based)

The Contractor shall:

- Review the existing training materials and staff comments for both the classroom and web based courses,
- Review NRC Directive MD 3.53 (as revised through 3/15/07), ADAMS Desk Reference Guide, and existing NARA Federal records management requirements,
- Work with staff from RFPSB for clarification or guidance as needed,
- Work with the staff at the Professional Development Center (PDC) to ensure that the materials are in the proper NRC format,
- Make changes to the training materials to incorporate current records management requirements and submit for client review,
- Resolve comments from RFPSB and PDC,
- Deliver final product with revisions as approved by the client.

4.0 NRC Government Furnished Material and Equipment

The NRC Project Officer (PO) will provide references and background data for use in executing the work required under the task order. The NRC PO will also provide the current classroom course materials and NRC staff comments. Contractor will be provided access to the NRC Internal web site for Training.

5.0 Period of Performance

The period of performance of Task Order 2 is from October 1, 2007 to March 1, 2008.

6.0 Travel Requirements

The contractor shall attend one (1) kick-off meeting at the NRC Headquarters. NRC estimates that the contractor could require up to 20 local travel trips to the NRC Headquarters or to the PDC for the purpose of working with the staff of the Records and Archives Services Section or the PDC to obtain information as needed. No trips to the regional offices are anticipated.

7.0 Personnel Requirements

The contractor shall have sufficient knowledge of Federal records management requirements and guidance to perform any required analysis and to provide useful final products, with minimal input from the RFPSB staff. The contractor shall have experience in developing training course materials for both classroom presentation and web-based training.

In addition, the contractor shall be responsible for ensuring that its employees conduct themselves in a courteous, responsive, and professional manner at all times while working at NRC's facilities during performance of work under this contract.

8.0 Reporting

The contractor shall provide the NRC Project Officer with a monthly status report at the end of each month. .

9.0 Deliverables

All deliverables shall be submitted to the NRC Project Officer. The acceptance criteria for the deliverables are that all comments and changes recommended by RFPSB and PDC staff are incorporated into the final product. The final product will be turned over to the PDC in the format that is acceptable for immediate use and no further changes will be required by NRC staff.

The contractor shall provide the following deliverables:

- Provide RFPSB and PDC staff with draft classroom course materials to include lesson plans, course content, student handouts, and power point slides for classroom training by December 17, 2007.
- Provide RFPSB and PDC staff with draft course content for the web based self-study training by December 17, 2007.
- Provide RFPSB with the final classroom course material and web based self-study training. An original and one-copy of the course materials will be provided to the NRC PO. In addition, the deliverables shall be submitted electronically in Microsoft Office formats by February 25, 2008.

10.0 Performance Standards

The performance standard for all tasks is the timely delivery of a high quality, comprehensive product as described above. Deliverables will be in concise language free of verbiage and using language understandable to non-technical individuals.

The contractor shall discuss weekly with the Project Officer and provide an update discussing:

- Task status,
- Risks, such as NRC personnel availability for answering questions, requests for additional materials, and other events or conditions that could impact the schedule and the quality of the deliverables,
- Opportunities for accelerating the schedule or improving the materials,
- Possible adjustments to the schedule because of realized risks.

11.0 Accepted Level of Performance

An accepted level of performance consists of a thorough understanding and agreement between the contractor and the Project Officer about the scope, schedule, quality, and depth of the work performed. Last minute changes in project schedule, sudden requests for additional information and documentation, failure to deliver on time, failure to deliver a product that can be submitted to the PDC and used without changes are all indicative of unacceptable performance.