

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30				1. REQUISITION NO. HR-07-371-01 dated April 18, 2007		PAGE 1 OF 30					
2. CONTRACT NO. NRC-38-07-371		3. AWARD/EFFECTIVE DATE 10-01-2007		4. ORDER NO.		5. SOLICITATION NUMBER RS-HR-07-371		6. SOLICITATION ISSUE DATE 07-18-2007			
7. FOR SOLICITATION INFORMATION CALL:		a. NAME CAROLYN A. COOPER		b. TELEPHONE NO. (No Collect Calls) (301) 415-6737		8. OFFER DUE DATE/LOCAL TIME 08-03-2007					
9. ISSUED BY U.S. Nuclear Regulatory Commission Div. of Contracts Attn: Contract Management Branch No. 4 Mail Stop T-7-I-2 Washington, DC 20555				CODE 3100		10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: % FOR: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> EMERGING SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> 8(A) NAICS: 611699 SIZE STANDARD:					
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS Net 30 days		<input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		13b. RATING N/A					
15. DELIVER TO U.S. Nuclear Regulatory Commission Technical Training Center 5700 Brainerd Road Suite 200 Chattanooga TN 37411-4017				CODE		16. ADMINISTERED BY U.S. Nuclear Regulatory Commission Div. of Contracts Contract Management Branch No. 4 Mail Stop T-7-I-2 Washington, DC 20555					
17a. CONTRACTOR/OFFEROR CODE DUN:859145708 FACILITY CODE				18a. PAYMENT WILL BE MADE BY U.S. Nuclear Regulatory Commission Payment Team, Mail Stop T-9-H-4 Attn: NRC-38-07-371 Washington DC 20555		CODE 3100					
ADVANCED HEALTH EDUCATION CENTER MEDRELIEF STAFFING 8502 TYBOR DR HOUSTON TX 770743012 TELEPHONE NO. (713) 772-0157 / (713) 772-0155 (f)				18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM							
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER											
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/SERVICES		21. QUANTITY		22. UNIT		23. UNIT PRICE		24. AMOUNT	
		The contractor shall provide two training courses entitled, "Brachytherapy, Gamma knife and Emerging Technologies" and "Diagnostic and Therapeutic Nuclear Medicine Technology" courses for NRC staff in accordance with the Statement of Work at the prices stipulated in the Schedule of Items and Prices. In addition, on an task ordering basis, the contractor may be required to develop additional courses in related areas.									
		(Use Reverse and/or Attach Additional Sheets as Necessary)									
25. ACCOUNTING AND APPROPRIATION DATA 7-8415-344114 M8432 252A 31X0200 Obligate: \$200,000.00						26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$245,344.00					
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA						<input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.					
<input checked="" type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA						<input checked="" type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED					
<input type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED						<input checked="" type="checkbox"/> 29. AWARD OF CONTRACT: REF Contractor Proposal OFFER DATED July 30, 2007 YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN IS ACCEPTED AS TO ITEMS:					
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA SIGNATURE OF CONTRACTING OFFICER) Carolyn A. Cooper Contracting Officer							
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)				30c. DATE SIGNED				31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) Carolyn A. Cooper Contracting Officer			
								31c. DATE SIGNED 8/26/2007			
AUTHORIZED FOR RELEASE BY: ADM001				SUNSI REVIEW COMPLETE				STANDARD FORM 298-100 Prescribed by GSA FPMR (41 CFR) 101-11.6			
SEP 26 2007											

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SECTION B - CONTINUATION BLOCK**B.1 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 \$245,344.00. 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 \$200,000.00. 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.

B.2 SCHEDULE OF ITEMS AND PRICES

<u>YEAR</u>	<u>COURSE</u>	<u>QUAN.</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
YEAR ONE - BASE PERIOD	H-304			\$59,840.00
	H-313			\$59,840.00
Task Orders				\$30,000.00 (NTE)
TOTAL YEAR ONE				\$119,680.00
YEAR TWO - BASE PERIOD	H-304			\$62,832.00
	H-313			\$62,832.00
Task Orders				\$31,500.00 (NTE)
TOTAL YEAR TWO				\$125,664.00
TOTAL BASE PERIOD				\$245,344.00
OPTION YEAR ONE	H-304			\$65,974.00
	H-313			\$65,974.00
Task Orders				\$33,075.00 (NTE)
TOTAL OPTION YEAR ONE				\$131,947.00
OPTION YEAR TWO	H-304			\$69,272.00
	H-313			\$69,272.00
Task Orders				\$34,729.00 (NTE)
TOTAL OPTION YEAR TWO				\$138,545.00
OPTION YEAR THREE	H-304			\$72,736.00
	H-313			\$72,736.00
Task Orders				\$36,465.00 (NTE)
TOTAL OPTION YEAR THREE				\$145,472.00
GRAND TOTAL ALL YEARS				\$661,308.00

B.3 STATEMENT OF WORK/DESCRIPTION OF SERVICES

I. BACKGROUND

The U.S. Nuclear Regulatory Commission (NRC) regulates radioactive materials and devices used in medical practice. The NRC inspects hospitals, radiopharmacies and other facilities where radionuclides are prepared and administered to patients for medical diagnosis or treatment. The NRC ensures that these activities are conducted in compliance with applicable NRC regulations and licensing conditions and identifies situations which might adversely affect the health and safety of patients, workers and the public.

In support of this mission, the NRC conducts special training programs for those regulatory personnel who inspect nuclear medicine, brachytherapy, gamma knife and emerging technologies. This training is intended to maintain and/or augment the technical and analytical competence of these individuals in recognizing unsafe practices and items of regulatory noncompliance.

II. CONTRACT OBJECTIVE

The objective of this contract is to obtain contractor assistance to present the following two training courses to NRC and Agreement State personnel:

- 1) Diagnostic and Therapeutic Nuclear Medicine Course
- 2) Brachytherapy, Gamma Knife and Emerging Technologies Course

III. DEFINITIONS

Agency - United States Nuclear Regulatory Commission

Agreement State (AS) - A State that has entered into an agreement with the NRC to perform regulatory activities normally performed by the NRC (sometimes called simply "State").

Code of Federal Regulations - The Code of Federal Regulations (CFR) is a codification of the general and permanent rules published in the Federal Register by the Executive departments and agencies of the Federal Government. The CFR is divided into 50 titles which represent broad areas subject to Federal regulation. Each title is divided into chapters which usually bear the name of the issuing agency. Each chapter is further subdivided into parts covering specific regulatory areas.

Direct Instruction - Classroom teaching where an instructor conveys information to the students verbally with the assistance of audio-visual aids (e.g., marker board, view graphs, slides, videos, computerized presentations, etc.).

Dummy - A realistic imitation (both in appearance and size) of an actual radioactive source or device used in medical procedures, properly identified as such.

Federal Lodging Rate - The current amount allotted by the federal government for hotel reimbursement for federal employees. The amount for each geographic locality is available on-line at: <http://www.gsa.gov>

The amount listed covers the basic hotel room charge, excluding any taxes or surcharges, which are reimbursed separately.

Fiscal year - The government financial year beginning on October 1 and ending on September 30.

Guest Speaker - A speaker invited by the NRC Project Officer (PO) to participate in the training. Guest Speakers may be NRC employees, employees of other Federal or State government agencies or any other individual whom the PO considers to have expertise in the relevant material.

Hands-on Activities - Students are provided an opportunity to perform relevant activities normally performed by medical staff (e.g., draw a dose from a vial into a syringe, use a dose calibrator, perform a contamination survey, etc.) provided no patients are involved and the risks to the students and staff can be minimized (e.g., realistic "dummy" sources may be substituted as appropriate or minuscule quantities of radioactive material are used in place of the amounts typically handled).

Instructor's Manual - The document that is used by the instructor during the course. The instructor's manuals shall contain the student manual plus sufficient detailed notations such that a qualified individual who has not previously conducted the course could be expected to present the material in a well organized and effective manner.

Observation - Students are permitted to witness relevant activities conducted by medical staff using actual patients, if available and appropriate. Alternatively, students may observe demonstrations using training or hospital personnel to simulate actual patient procedures (of course, no demonstrations shall be performed which could be harmful to the participants and no radioactive material nor radiation shall be administered to non-patients during such demonstrations)

Problem Solving - Students are given relevant exercises to perform individually or in groups.

Project Officer - The Contracting Officer's authorized representative.

Student Manual - The document that is used by the students during the course. The Student Manual will normally consist of any visual aids (e.g., PowerPoint presentation slides etc) as well as amplifying text.

Tours - Escorted walk-through of the relevant locations in a medical facility with sufficient description to insure that the students understand the activities conducted in each location and the purpose of the equipment used in each location.

IV. SCOPE OF WORK

The contractor shall furnish the qualified personnel, training materials, services and facilities required to present the training courses described in this statement of work. In addition, the contractor shall be required to update and maintain the training materials and presentations in a current state.

V. PERSONNEL QUALIFICATIONS

To ensure the accuracy and currentness of course material during both revisions and presentations (particularly, as it relates to the "Brachytherapy, Gamma Knife and Emerging Technologies" course), it is strongly recommended that at least one individual be an Authorized Medical Physicist and another be an individual with current clinical experience.

As evidence of the qualifications of its personnel, the offeror shall submit for review, a resume including the following information, including the dates, for each proposed individual involved in the presentation and/or modification of the courses:

- Education (institution, degree, major);
- Previous employment, as it relates to training and/or medical expertise (most recent first);
- Current title and duties related to training and/or medical expertise;
- proposed responsibility under this contract (e.g., technical expert, primary instructor, etc);
- Proposed commitment to this contract (e.g., individual will participate in each course or provide backup for primary instructor or review and update training materials etc.)
- Specify % commitment (e.g., currently 60% committed to other projects) if committed to other projects.

VI. GENERAL COURSE DESCRIPTIONS

The following paragraphs describe the training courses to be presented under this contract. The NRC already has a manual and exam questions for each course developed under the previous contract. In preparing a proposal, contractors shall use these manuals and exam questions as the basis for their training (i.e., no development cost shall be proposed, only cost for presentation of courses). After award of the contract, the contractor may propose to use alternative course materials or propose to revise the current course materials, however, any such new or revised course materials must be approved by the NRC Project Officer (PO) before use. Suggested course topics/activities are provided in Attachment No. 1.

A. DIAGNOSTIC AND THERAPEUTIC NUCLEAR MEDICINE (COURSE H-304)

1. The contractor shall present a 5-day training course covering Diagnostic and Therapeutic Nuclear Medicine.
2. The training shall convey to the students sufficient knowledge of Diagnostic and Therapeutic Nuclear Medicine activities and radiation safety issues involving NRC-licensed radioactive material and devices to permit them to successfully perform their duties as inspectors and license reviewers. The students shall be provided with current information covering the following:
 - a. Medical principles and practices;
 - b. Technology, equipment, radiopharmaceuticals and techniques used;
 - c. Personnel responsibilities and duties they perform; and
 - d. Radiation safety significance of activities.

Discussions of the actual clinical procedures will be limited to that which is needed to understand the associated radiation safety concerns:

3. Successful accomplishment of the desired outcome shall be determined by:
 - a. Reviewing the students' overall performance on the final examination;
 - b. Evaluation of the comments provided by the PO or his/her designee; and
 - c. Evaluation of the ratings and comments provided by the students on the course and instructor evaluation forms.

B. BRACHYTHERAPY, GAMMA KNIFE AND EMERGING TECHNOLOGIES (COURSE H-313)

1. The contractor shall present a 4½-day training course covering Brachytherapy (including manual brachytherapy as defined in 10 CFR 35.2 including ophthalmic use

of Strontium-90, low and high dose rate remote afterloaders), Gamma Knife (Gamma Stereotactic Radiosurgery or GSR) and Emerging Technologies (new modalities as they are developed and used in medical practice as licensed under 10 CFR 35.1000). The NRC will provide a guest speaker for ½ day to discuss regulatory aspects of licensing and inspection of medical therapy. The NRC presentation will be maintained and updated by the NRC. A current single copy shall be provided by the PO for inclusion by the contractor in the course manual before each course.

2. The training shall convey to the students a knowledge of all forms of Medical Therapy involving licensed material used to treat malignancies and other medical conditions. The training shall provide sufficient information to permit the students to successfully perform their duties as inspectors and license reviewers. Emphasis shall be placed on Brachytherapy, Gamma Knife and Emerging Technologies involving NRC-licensed radioactive material and devices. Cobalt-60 teletherapy shall only be mentioned briefly as it is no longer in routine medical use. Linear accelerators and other radiation sources not involving radioactive material shall only be mentioned briefly as these devices are not regulated by the NRC. The students shall be provided with current information covering the following:
 - a. Medical principles and practices;
 - b. Technology, equipment, radioactive sources and techniques used;
 - c. Personnel, responsibilities and duties they perform; and
 - d. Radiation safety significance of activities

Discussions of the actual clinical procedures will be limited to that which is needed to understand the radiation safety concerns.

3. Successful accomplishment of the desired outcome shall be determined by:
 - a. Reviewing the students' overall performance on the examination;
 - b. Evaluation of the comments provided by the PO or his/her designee;
 - c. Evaluation of the ratings and comments provided by the students on the course and instructor evaluation forms.

VII. COURSE LOGISTICS

A. Duration of Courses

The contractor shall provide instructors to teach two courses entitled, "Diagnostic and Therapeutic Nuclear Medicine" and Brachytherapy, Gamma Knife and Emerging Technologies"

Each course shall be a maximum of 40 hours, Monday through Friday, beginning no earlier than 8 AM and ending no later than 6 PM, with a maximum of eight on-site hours per day (e.g., 8 AM to 5 PM with one hour for lunch). The course may extend beyond the normal quitting time on one or two days, if necessary (e.g., delayed return from a field trip to a medical facility), however the total time for the course shall not exceed 40 hours (excluding lunches). For the Brachytherapy, Gamma Knife and Emerging Technologies course, four hours (towards the end of the course, but before the final exam) will be set aside for an NRC guest speaker.

At least one presentation of each course will be requested within one year of the date of contract award. There will be four additional option years during which courses may or may not be requested depending on NRC needs. Additional presentations of each course (i.e., more than one) may be requested each year. For reference purposes only, at least two presentations of each course have been scheduled each year under previous contracts, however, future needs may vary.

B. Course Scheduling

The NRC PO will work with the contractor to select mutually convenient dates for presentation of the courses. Dates will be selected for the following year before the end of the preceding fiscal year (September 30). Dates may be set several years in advance to allow for adequate preparation of contractor personnel, the facilities, support staff and the students. If demand warrants, additional courses may be scheduled at any time during the year.

Should the NRC determine, no less than 30 days prior to the start of a course, that there is insufficient need to conduct the training, or that other circumstances dictate that the course should not or can not be conducted, the NRC PO may cancel the course or reschedule the course on a mutually agreeable date without obligation to the government.

C. Course Content

The contractor shall maintain the training materials to reflect new technologies, procedures, regulations etc. Presentations shall always reflect current and up-to-date information. For the Brachytherapy, Gamma Knife and Emerging Technologies course, presentations shall include all 35.1000 technologies listed 30 days prior to the start of each course under "Licensing Guidance for 10 CFR 35.1000 sealed sources and devices" on the Medical Uses Licensee Toolkit page of the NRC website at: <http://www.nrc.gov/materials/miau/med-use-toolkit.html>

D. Training Methods

In general, the method of training shall be at the discretion of the contractor, however, the training shall include the following:

1. Students shall be afforded the opportunity to participate in some hands-on activities during the training course to enhance the learning experience; and
2. Students will observe activities or procedures (e.g., a mock demonstration in class or as part of the tour) for the purpose of understanding what goes on at a typical facility and also for evaluating the safety significance of those activities.
3. Additional methods may include group activities, problem solving, quizzes or any other method(s) deemed appropriate by the contractor and approved by the NRC Project Officer.
4. The contractor shall conduct one or more tours of the relevant locations of medical facilities to familiarize the students with the layout, equipment and activities associated with radioactive material usage at a typical hospital/medical center and radiopharmacy.
5. The contractor shall conduct all course activities in strict compliance with Title 10 of the Code of Federal Regulations (10 CFR) or equivalent Agreement State radiation control regulations. Student radiation doses incurred during any hands-on exercises, demonstration, tours, etc., shall be kept as low as reasonably achievable (ALARA).

E. Students

The number of students attending a course shall be no more than 16. The PO or his/her designee may attend any course as an observer and is not counted as one of the students.

The students attending the training will be employees of the US Nuclear Regulatory Commission, Agreement States, or other Federal agencies; representatives of foreign regulatory agencies; or others as authorized by the NRC PO.

Student background and experience will vary. Some may have experience as medical personnel, while others may have no medical experience or knowledge in the subject matter, whatsoever.

The contractor may wish to provide students with an initial actual or virtual tour of the relevant locations in a medical facility for the purpose of providing an overall

familiarity with the applicable medical uses of NRC-regulated radioactive material and devices, so that students will better comprehend concepts presented during lectures.

F. Examination Questions

The NRC PO has a bank of examination questions. The contractor may revise the existing questions or develop additional questions to add to the exam bank, however, all new questions will be submitted to the PO for review prior to use on an examination. All questions shall be directly traceable to the material covered in the student course manual.

Examination bank questions shall be updated by the contractor to reflect changes that have been made to the course materials. The NRC PO shall be provided (e-mail acceptable) with an electronic copy of the current exam bank, whenever it is revised. Once the examination question bank has been reviewed and approved, the contractor may generate final exams without approval of the NRC PO.

If the contractor creates new questions for the exam bank, the questions shall comply with the following requirements:

- a. All questions shall be multiple choice.
- b. Each question shall have four distinct responses, with only one of the responses being correct.
- c. Questions phrased in the negative (i.e. "Which of the following is not correct") are not acceptable.
- d. Questions in which "None of the Above" and "All of the Above" are possible choices, or questions with more than one correct response (e.g., "a and b") are not acceptable
- e. True/False" questions are not acceptable.
- f. Each question should include as much necessary information as possible about the problem or situation in the stem, leaving only the solution, action or effect for the answer choices.
- g. Distractors shall be plausible.
- h. Questions should randomly vary the position of the correct choice among "a, b, c and d" to avoid a pattern.

- i. Each question shall be separate and independent of all other questions.

Exams for each succeeding class shall be different from the exams for the preceding classes. Some variants of existing questions are permitted for different exams, provided at least one pertinent condition in the stem (question statement) and at least one distractor (answer choice) is changed. Changing the conditions in the stem such that one of the three distractors in the original question becomes the correct answer would also be considered acceptable.

The examination shall consist of 50 multiple choice questions based on the learning objectives in the student course manual. It is expected that the examination will be comprehensive, with essentially uniform emphasis on the major areas of the course subject matter. For the Brachytherapy, Gamma Knife and Emerging Technologies course, the contractor shall select 40 questions from the exam bank and ten questions to be provided by the NRC guest lecturer.

Maximum question duplication on each examination shall be 30%, relative to the previous examination (15 out of 50). At least 70% of the questions for each examination shall differ from those used on the previous examination (at least 35 out of the 50 shall be replaced). For each new exam, the contractor is permitted to scramble the choices for multiple choice questions in order to create a new question, but this approach shall not be used for more than 20% of the questions changed (i.e., 7 out of the 35 questions changed).

G. Administration of Examination

At the conclusion of each course, the contractor shall administer a written examination to verify that the students have attained the proper level of understanding of the course material presented by the instructor. The minimum passing score is 70%.

The contractor shall prepare, administer, proctor, and grade the examination. Examinations shall normally be closed book, unless otherwise instructed by the NRC PO. The contractor shall typically allow no more than two (2) hours for each examination to be completed by the students.

During proctoring of the examination by the contractor, students are permitted to request clarification of questions or potential answers. The contractor shall be sufficiently knowledgeable of the examination contents to be able to provide clarification, when appropriate. However, the clarification must not indicate which responses are correct or incorrect.

The contractor shall return the original graded examinations to the NRC PO along with the course report within the time frame specified in the contract. An exam with answer key shall also be provided. As a part of the course report, the contractor shall provide a basic statistical analysis of the exam results (to include at least the following statistics: average grade, median grade, and standard deviation).

H. Re-Exams and Equivalency Examinations

If a student fails an exam, the contractor shall develop and provide a re-examination (with answer key) to the NRC PO upon request. Re-examinations shall meet all the same requirements as a course exam. The PO will be responsible for administering and grading the re-examination.

The contractor shall also provide an equivalency examination (with answer key) to the NRC PO, upon request, for a student who has been authorized to validate their understanding of the course material without attending the course. The PO will administer and grade the equivalency exam. Equivalency examinations shall meet all the applicable requirements of a course exam.

VIII. DESIRED OUTCOMES

The desired outcome for both training courses is for the students to acquire applicable and sufficient understanding of the medical use of NRC-licensed radioactive material and devices for the purpose of ensuring that licensees are adequately protecting the health and safety of patients, workers and the public.

Upon completion of each training session, the students shall have a detailed knowledge of the following information, as specified in the course and lesson objectives, which shall be provided in the training materials:

- A. Current medical technology employing NRC-regulated radioactive material or devices including:
 - 1. Equipment: (e.g., imaging and therapy units, PET, cyclotrons, personnel dosimetry, dose calibrators, dosimetry systems for sealed source therapeutic units, radiation detectors, shielding)
 - 2. Procedures for:
 - a. medical administration of radiation
 - b. radiation safety: (e.g., contamination control, emergency procedures, keep doses ALARA, training, audits, etc.)

- c. quality assurance: (e.g., dose calibrators, procedures for compliance with 10 CFR 35.41 to assure that each administration is performed in accordance with the written directive);
- 3. Radionuclides: (e.g., type, form, amount, use, safety characteristics, security requirements);
- 4. Surveys (e.g., personnel and area contamination, area and patient exposure rates);
- 5. Recordkeeping: (e.g., inventory, disposal, written directives, quality management program);
- 6. Radiation safety significance associated with various pre- and post-radiation administration activities;
- 7. Doses to occupationally exposed personnel, the patient, and members of the general public (e.g., typical dose rates for typical administrations)
- 8. Personnel responsibilities including those of the:
 - a. Authorized User
 - b. Nuclear Medicine Technologist
 - c. Medical Physicist
 - d. Radiation Safety Officer
 - e. Radiation Safety Technologist
 - f. Ancillary Personnel
- 9. Organizational responsibilities including those of the:
 - a. Radiation Safety Committee (RSC)
 - b. Internal Review Board (IRB)
- B. Emerging Technology Employing Radioactive Material
 - 1. Equipment
 - 2. Procedures
 - 3. Radionuclides
 - 4. Personnel
 - 5. Radiation Safety Issues
- C. Current applicable NRC regulations
- D. Peripheral Activities including:
 - 1. Radiopharmacy operations
 - 2. Receipt of radioactive materials

3. Mobile service providers
 4. Transport of radiopharmaceuticals and medical sources
- E. Recent or significant incidents, accidents or events involving the medical use of NRC-regulated radioactive material or devices;

IX. GOVERNMENT FURNISHED PROPERTY AND INFORMATION

The NRC PO will provide the successful contractor with an electronic copy of the existing student and instructor manuals and the exam bank. The NRC PO will also provide an electronic copy of a Student Information Sheet (Attachment No. 2), a Course and Instructor Evaluation Form (Attachment Nos. 3 and 4) and a form for documenting their understanding of Regulatory Guides 8.13 and 8.29 (Attachment No. 5). The contractor shall issue these forms to each student at the beginning of each course and collect them from each student at the conclusion of the first day (with the exception of the Evaluation Forms, which will be collected at the conclusion of the course). The NRC PO shall also provide a cover sheet for the examination (Attachment 6). Any suggested changes to the forms shall be submitted to the NRC PO by the contractor for review and approval before being made.

The NRC PO shall provide the contractor with the NRC website locations where relevant documents (e.g., NRC regulations, Regulatory Guides, NUREGs, Information Notices, Regulatory Issue Summaries, etc.) may be downloaded. In those instances where the contractor requests an NRC document which is not available via download, the NRC PO shall attempt to locate a copy. If one is available, the PO will provide either a hard copy or a scanned PDF version to the contractor.

The NRC PO shall provide the contractor with administrative information to be presented to the students on the first day of class (e.g., rules concerning start and stop times, breaks, cell phone etiquette, appropriate attire, work codes for charging training time, procedures for addressing complaints etc).

The NRC PO will provide the contractor with the name, phone number and e-mail address of an NRC technical point of contact who will be able to advise the contractor on current pertinent regulatory changes, guidance, generic communications and other regulatory issues for inclusion in upcoming course presentations.

X. CONTRACTOR FURNISHED ITEMS

- a. The contractor shall provide qualified instructors who are well versed in all topics to be covered, who are capable of answering in-depth questions on each topic, and who will provide the required training in accordance with the contract.

- b. The contractor shall designate an individual who will be the primary point of contact. This individual will be responsible for managing the performance of work under the contract and will ensure that the objectives and goals of the training are met. This individual need not be physically present during each course, but shall be available to address problems and concerns and take the appropriate action to ensure the success of the training course.
- c. The contractor shall provide all necessary instructional materials, including student handbooks (preferably in 3-ring binders), instructor manuals, exercises, handouts, exams and audio-visual media, during the conduct of the class. One copy of all newly developed or revised materials shall be provided to the NRC PO, in both electronic format and hard copy prior to their use. The software used by the contractor shall be compatible with the current software and version used by the NRC (e.g., MS Word, MS PowerPoint, MS Excel, etc.).
- d. The contractor shall provide classroom facilities conducive to an effective learning environment, capable of comfortably accommodating at least 16 students.
- e. The contractor shall provide all necessary training support materials and equipment, including classroom items such as: flip charts, erasable marker whiteboard, videocassette or DVD player, overhead projector, computer, video projector, projection screen, hole puncher, stapler, and expendable/consumable supplies such as, paper for notes, pencils, hi-lighters, pens, markers and post-its. A reasonable supply of consumable items shall be made available for student use during the training, and, where applicable, they may be collected and reused. The contractor shall replenish expendable/consumable items, as needed.
- f. The contractor shall arrange for one or more class tours to medical facilities for on-site activities. The medical facilities shall have all of the state-of-the-art medical equipment required for the training. The contractor shall provide knowledgeable personnel who are able to explain activities and answer questions during site visits.
- g. The classroom and medical facilities shall be located in or near a city with convenient access by major commercial air carriers. If the classroom and the medical facilities are not co-located, the contractor shall provide transportation for the students from the classroom to the medical facility and back on those days when activities are scheduled at the medical facilities.
- h. The classroom, transport vehicle (if used) and medical facilities shall be accessible to students with disabilities.
- i. The contractor shall provide the following items to the Project Officer in electronic and hard copy format:

- 1) A map of the area showing the training location in relationship to interstate highways, major state roads and airports;
- 2) Detailed directions from the airport to the training facility;
- 3) A brief list of hotels with room rates (excluding taxes) at or below the current Federal Government area lodging rate. The current lodging rate for the contractors location may be viewed online at the following URL: www.gsa.gov
- 4) A brief list of restaurants in the vicinity of the training facility, preferably annotated on a map (a hand drawn map to reasonable accuracy will be acceptable)

As an alternative to providing the above to the PO, the contractor may make these items available on a website accessible to the students, in which case, the contractor shall provide the PO with the URL for the website.

5. Since some occupational exposure to radiation may occur during site visits, the contractor shall provide each attendee with a copy of NRC Regulatory Guide 8.29, "Instruction Concerning Risks From Occupational Radiation Exposure," and each female attendee with a copy of NRC Regulatory Guide 8.13, "Instruction Concerning Prenatal Radiation Exposure." These may be collected and reused for future classes. The contractor shall obtain signed documentation that these regulatory guides were issued, received, read and understood. In lieu of reading the entire document, students may sign that they have previously read and understand the contents of the guides. The signed documentation shall be forwarded to the PO along with the other course materials, at the conclusion of the course. The Regulatory Guides may be downloaded from the following website:

<http://www.nrc.gov/reading-rm/doc-collections/reg-guides/>

The contractor shall provide each student with a copy of 10 CFR Part 35, which is available at: <http://www.nrc.gov/reading-rm/doc-collections/cfr/part035/>

Although students will be advised to bring their own personal radiation monitoring device to the training, the contractor shall furnish an appropriate personnel monitoring device (e.g., pocket dosimeter) for any student who has forgotten theirs and is required to be monitored under applicable Federal or State regulations. The results of any contractor supplied monitoring devices shall be provided to the NRC PO along with the other materials at the conclusion of the course, or, if not yet available at that time, as soon as the results have been received from the dosimetry processor.

XI. POST COURSE ACTIVITIES

At the conclusion of the course, the contractor shall provide boxes for students to pack their course materials. The contractor shall provide postage and ship the course materials to each individual student's work address.

XII. ADDITIONAL TRAINING VIA NEGOTIATED TASK ORDER

Via issuance of firm fixed price task orders pursuant to this contract, the NRC may request the contractor to develop and present specialized versions of any of the approved training courses or additional training courses which deal specifically with topics covered under the broad scope of this contract. Some examples might be: (a) course covering only one topic such as Gamma Knife; (b) abbreviated versions of the two courses for refresher training or (c) courses on any subject related to training in medical uses of NRC licensed material or devices such as one dealing with a particular medical event. Such modified courses would likely be either equal to or shorter in length than the original courses.

XIII. POST AWARD MEETING

Within twenty-one (21) days of contract award, a meeting between the NRC PO and the contractor's Program Manager will be held at the contractor's facility. This meeting may be canceled or delayed if both the contractor and NRC PO agree.

The contractor shall have sixty (60) days after the post award meeting to revise course materials, if desired, and shall make arrangements for the first set of courses to be conducted. At the conclusion of the sixty (60) day period, the contractor shall be ready to present the course on the mutually agreed upon dates as specified in a delivery order from the NRC PO.

XIV. REPORTS**A. Course Presentation Report**

Within thirty (30) days of completion of a course, the contractor shall submit a Course Presentation Report to the NRC PO. The report shall contain the following at a minimum:

1. A cover letter report discussing course accomplishments, problems, and recommendations for improvement. The recommendations shall consider the student feedback provided in the student course evaluations.
2. Original Student Information Sheets

3. Original Course and Instructor Evaluation Sheets, a summary of student evaluations and significant comments.
4. Documentation sheet signed by each student establishing that Regulatory Guides 8.29 and 8.13 were issued, received, read and understood.
5. Original graded examinations, a list of student grades, the average and median class grade and standard deviation. One copy of the exam with answer key.
6. Individual dose monitoring records as applicable. If processing of dosimeters takes longer than thirty (30) days, reports of monitoring records shall be submitted within five (5) days of receipt of the results from the processing organization.
7. One copy each of the student and instructor manual. Electronic format is acceptable provided they include everything present in the printed manuals. If an electronic copy is provided, the material shall be in a format compatible with current software used by the NRC (e.g., MS Word, MS PowerPoint) although non-NRC reference documents may be in PDF format if necessary.

B. Final Contract Report

The contractor shall furnish a final report in letter format by the end date of the contract. One (1) copy shall be sent to the NRC PO and one (1) copy to the NRC Contract Specialist. The report shall contain as a minimum the following information:

- a. A technical summary of the work completed.
- b. Any problems or delays encountered and their solutions.
- c. Recommendations for improvements.

All course materials and visual aids purchased or created by the contractor at the expense of this contract, or obtained from the NRC for use in the presentation of these courses, shall become the property of the NRC at the termination of this contract.

Submission of the final report and transfer of all government furnished materials and all contractor developed materials funded by the government shall be accomplished prior to the contract expiration date.

SECTION C - CONTRACT CLAUSES**C.1 2052.215-70 KEY PERSONNEL (JAN 1993)**

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



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.

C.2 PROJECT OFFICER AUTHORITY ALTERNATE 2 (FEBRUARY 2004)

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

Name: Dr. John Ricci

Address: U.S. Nuclear Regulatory Commission

Technical Training Center
5700 Brainerd Road, Suite 200
Chattanooga, TN 37411-4017

Telephone Number: (423)855-6514

(b) The project officer shall:

(1) Place delivery orders for items required under this contract up to the amount obligated on the contract award document.

(2) Monitor contractor performance and recommend changes in requirements to the contracting officer.

(3) Inspect and accept products/services provided under the contract.

(4) Review all contractor invoices/vouchers requesting payment for products/services provided under the contract and make recommendations for approval, disapproval, or suspension.

(5) Immediately notify the Security Branch, Division of Facilities and Security (SB/DFS) (via e-mail) when a contractor employee no longer requires access authorization and return of any NRC issued badge to SB/DFS within three days after their termination.

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

*To be incorporated into any resultant contract

C.3 2052.216-72 TASK ORDER PROCEDURES (OCT 1999)

(a) Task order request for proposal. When a requirement within the scope of work for this contract is identified, the contracting officer shall transmit to the contractor a Task Order Request for Proposal (TORFP) which may include the following, as appropriate:

(1) Scope of work/meetings/travel and deliverables;

(2) Reporting requirements;

(3) Period of performance - place of performance;

(4) Applicable special provisions;

(5) Technical skills required; and

(6) Estimated level of effort.

(b) Task order technical proposal. By the date specified in the TORFP, the contractor shall deliver to the contracting officer a written or verbal (as specified in the TORFP technical proposal submittal instructions) technical proposal that provides the technical information required by the TORFP.

(c) Cost proposal. The contractor's cost proposal for each task order must be fully supported by cost and pricing data adequate to establish the reasonableness of the proposed amounts. When the contractor's

estimated cost for the proposed task order exceeds \$100,000 and the period of performance exceeds six months, the contractor may be required to submit a Contractor Spending Plan (CSP) as part of its cost proposal. The TORP indicates if a CSP is required.

(d) Task order award. The contractor shall perform all work described in definitized task orders issued by the contracting officer. Definitized task orders include the following:

- (1) Statement of work/meetings/travel and deliverables;
- (2) Reporting requirements;
- (3) Period of performance;
- (4) Key personnel;
- (5) Applicable special provisions; and
- (6) Total task order amount including any fixed fee.

C.4 2052.216-73 ACCELERATED TASK ORDER PROCEDURES (JAN 1993)

(a) The NRC may require the contractor to begin work before receiving a definitized task order from the contracting officer. Accordingly, when the contracting officer verbally authorizes the work, the contractor shall proceed with performance of the task order subject to the monetary limitation established for the task order by the contracting officer.

(b) When this accelerated procedure is employed by the NRC, the contractor agrees to begin promptly negotiating with the contracting officer the terms of the definitive task order and agrees to submit a cost proposal with supporting cost or pricing data. If agreement on a definitized task order is not reached by the target date mutually agreed upon by the contractor and contracting officer, the contracting officer may determine a reasonable price and/or fee in accordance with Subpart 15.8 and Part 31 of the FAR, subject to contractor appeal as provided in 52.233-1, Disputes. In any event, the contractor shall proceed with completion of the task order, subject only to the monetary limitation established by the contracting officer and the terms and conditions of the basic contract.

C.5 DURATION OF CONTRACT PERIOD (MAR 1987) ALTERNATE 4 (JUN 1988)

The ordering period for this contract shall commence on October 1, 2007 and will expire on September 30, 2009. Any orders issued during this period shall be completed within the time specified in the order, unless otherwise specified herein. (See 52.216-18 - Ordering.) The term of this contract may be extended at the option of the Government for an additional three years.

52.204-7	CENTRAL CONTRACTOR REGISTRATION	JUL 2006
52.227-14	RIGHTS IN DATA--GENERAL	JUN 1987
52.228-5	INSURANCE--WORK ON A GOVERNMENT INSTALLATION	JAN 1997

C.6 ADDENDUM to FAR 52.212-4 Contract Terms and Conditions-- Commercial Items

Clauses that are incorporated by reference (by Citation Number, Title, and Date), have the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

The following clauses are incorporated into 52.212-4 as an addendum to this contract:

C.7 52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL ITEMS (JUNE 2007)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

☐ (1) 52.233-3, Protest After Award (Aug 1996) (31 U.S.C. 3553).

☐ (2) 52.233-4, Applicable Law for Breach of Contract Claim (Oct 2004) (Pub. L. 108-77, 108-78)

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

☒ (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (Sept 2006), with Alternate I (Oct 1995) (41 U.S.C. 253g and 10 U.S.C. 2402).

☐ (2) 52.219-3, Notice of Total HUBZone Set-Aside (Jan 1999) (15 U.S.C. 657a):

☒ (3) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (July 2005) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a).[

☐ (4) Reserved]

☐ (5)(i) 52.219-6, Notice of Total Small Business Set-Aside (June 2003) (15 U.S.C. 644).

☐ (ii) Alternate I (Oct 1995) of 52.219-6.

☐ (iii) Alternate II (Mar 2004) of 52.219-6.

☐ (6)(i) 52.219-7, Notice of Partial Small Business Set-Aside (June 2003) (15 U.S.C. 644).

☐ (ii) Alternate I (Oct 1995) of 52.219-7.

☐ (iii) Alternate II (Mar 2004) of 52.219-7.

☒ (7) 52.219-8, Utilization of Small Business Concerns (May 2004) (15 U.S.C. 637(d)(2) and (3)).

☐ (8)(i) 52.219-9, Small Business Subcontracting Plan (Sept 2006) (15 U.S.C. 637(d)(4).

☐ (ii) Alternate I (Oct 2001) of 52.219-9.

☐ (iii) Alternate II (Oct 2001) of 52.219-9.

☐ (9) 52.219-14, Limitations on Subcontracting (Dec 1996) (15 U.S.C. 637(a)(14)).

☐ (10) 52.219-16, Liquidated Damages--Subcontracting Plan (Jan 1999) (15 U.S.C. 637(d)(4)(F)(i)).

☐ (11)(i) 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (Sept 2005) (10 U.S.C. 2323) (if the offeror elects to waive the adjustment, it shall so indicate in its offer).

☐ (ii) Alternate I (June 2003) of 52.219-23.

☒ (12) 52.219-25, Small Disadvantaged Business Participation Program--Disadvantaged Status and Reporting (Oct 1999) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

☒ (13) 52.219-26, Small Disadvantaged Business Participation Program--Incentive Subcontracting (Oct 2000) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

☐ (14) 52.219-27, Notice of Total Service-Disabled Veteran-Owned Small Business Set-Aside (May 2004) (15 U.S.C. 657 f).

☒ (15) 52.219-28, Post Award Small Business Program Rerepresentation (June 2007) (15 U.S.C. 632(a)(2)).

☒ (16) 52.222-3, Convict Labor (June 2003) (E.O. 11755).

☐ (17) 52.222-19, Child Labor--Cooperation with Authorities and Remedies (Jan 2006) (E.O. 13126).

☒ (18) 52.222-21, Prohibition of Segregated Facilities (Feb 1999).

☒ (19) 52.222-26, Equal Opportunity (Mar 2007) (E.O. 11246).

☒ (20) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (Sept 2006) (38 U.S.C. 4212).

☒ (21) 52.222-36, Affirmative Action for Workers with Disabilities (Jun 1998) (29 U.S.C. 793).

☒ (22) 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (Sept 2006) (38 U.S.C. 4212).

☒ (23) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (Dec 2004) (E.O. 13201).

☐ (24)(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Products (Aug 2000) (42 U.S.C. 6962(c)(3)(A)(ii)).

☐ (ii) Alternate I (Aug 2000) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)).

☐ (25) 52.225-1, Buy American Act--Supplies (June 2003) (41 U.S.C. 10a-10d).

☐ (26)(i) 52.225-3, Buy American Act--Free Trade Agreements-- Israeli Trade Act (Nov 2006) (41 U.S.C. 10a-10d, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, Pub. L 108-77, 108-78, 108-286, 109-53 and 109-169).

☐ (ii) Alternate I (Jan 2004) of 52.225-3.

☐ (iii) Alternate II (Jan 2004) of 52.225-3.

☒ (27) 52.225-5, Trade Agreements (Nov 2006) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).

[X] (28) 52.225-13, Restrictions on Certain Foreign Purchases (Feb 2006) (E.o.s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).

☐ (29) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (42 U.S.C. 5150).

☐ (30) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (42 U.S.C. 5150).

☐ (31) 52.232-29, Terms for Financing of Purchases of Commercial Items (Feb 2002) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

☐ (32) 52.232-30, Installment Payments for Commercial Items (Oct 1995) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

[X] (33) 52.232-33, Payment by Electronic Funds Transfer--Central Contractor Registration (Oct 2003) (31 U.S.C. 3332).

☐ (34) 52.232-34, Payment by Electronic Funds Transfer--Other than Central Contractor Registration (May 1999) (31 U.S.C. 3332).

☐ (35) 52.232-36, Payment by Third Party (May 1999) (31 U.S.C. 3332).

☐ (36) 52.239-1, Privacy or Security Safeguards (Aug 1996) (5 U.S.C. 552a).

☐ (37)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631).

☐ (ii) Alternate I (Apr 2003) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

[X] (1) 52.222-41, Service Contract Act of 1965, as Amended (July 2005) (41 U.S.C. 351, et seq.).

[X] (2) 52.222-42, Statement of Equivalent Rates for Federal Hires (May 1989) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

[X] (3) 52.222-43, Fair Labor Standards Act and Service Contract Act--Price Adjustment (Multiple Year and Option Contracts) (Nov 2006) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

☐ (4) 52.222-44, Fair Labor Standards Act and Service Contract Act--Price Adjustment (Feb 2002) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

(d) Comptroller General Examination of Record. The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records--Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or

for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e)(1) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in paragraphs (i) through (vii) of this paragraph in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause--

(i) 52.219-8, Utilization of Small Business Concerns (May 2004) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$550,000 (\$1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(ii) 52.222-26, Equal Opportunity (Mar 2007) (E.O. 11246).

(iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (Sept 2006) (38 U.S.C. 4212).

(iv) 52.222-36, Affirmative Action for Workers with Disabilities (June 1998) (29 U.S.C. 793).

(v) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (Dec 2004) (E.O. 13201).

(vi) 52.222-41, Service Contract Act of 1965, as Amended (July 2005), flow down required for all subcontracts subject to the Service Contract Act of 1965 (41 U.S.C. 351, et seq.).

(vii) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the contractor may include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

C.8 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 the effective date of the contract through the expiration date of the contract.

(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.

C.9 52.216-19 ORDER LIMITATIONS (OCT 1995)

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than , the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) Maximum order. The Contractor is not obligated to honor--

(1) Any order for a single item in excess of ;

(2) Any order for a combination of items in excess of ; or

(3) A series of orders from the same ordering office within days that together call for quantities exceeding the limitation in paragraph (b)(1) or (2) of this section.

(c) If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) of this section.

(d) Notwithstanding paragraphs (b) and (c) of this section, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

C.10 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 six months after the expiration date of the contract.

C.11 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days.

C.12 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed five years.

C.13 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://www.arnet.gov/far>

SECTION D - CONTRACT DOCUMENTS, EXHIBITS, OR ATTACHMENTS

ATTACHMENT NO.	TITLE
1	Suggested Course Topics/Activities
2	Student Information Sheet
3	TTC Course Evaluation Form
4	TTC Instructor Evaluation Form
5	Acknowledgement Form
6	TTC Examination Cover Sheet
7	Billing Instructions for Fixed Price Contract

SUGGESTED COURSE TOPICS/ACTIVITIES

Diagnostic & Therapeutic Nuclear Medicine Course

Introduction

Radiopharmacy

Overview

Radiopharmaceutical Production

Radiopharmaceutical Characteristics

Equipment

Counting

Radiopharmacy

Imaging

Radiation Safety

Nuclear Medicine Facilities

Radiobiology

Radiation Safety Concerns

Typical Diagnostic Patient Procedures

Update: New Procedures

Typical Therapeutic Procedures

PET Imaging

Radiation Protection & Safety

Patient Release Criteria: 10 CFR 35.75 and associated guidance

Exit Examination

Interspersed during the 5 days would be:

Medical Facility and Radiopharmacy Site Visits

Hands-On Activities (such as, but not limited to):

QC of well counters & gamma cameras

Dose Calculations & Dispensing

Surveys, Wipes, Receipt of RAM

QC of dose Calibrator

Leak testing of sealed sources

Generator elution (using old spent generator)

Radiopharmaceutical kit preparation

Observation of Routine Activities

Review

Final Examination

Brachytherapy, Gamma Knife and Emerging Technologies Course

Introduction

- Overview of Radiation Therapy
- Principles of Radiobiology in Radiation Therapy
- Clinical radiation Safety ALARA in Therapy
- Overview of Facility Design, Shielding and Source Security
- Overview of QC Concepts
- Regulatory Requirements, Including Written Directives, Physical Presence Requirements, Patient Intervention
- Treatment Deviations

Brachytherapy Overview

- Principles of Brachytherapy
- Radiation Safety Concerns
- Dosimetry Concepts, source calibration, patient dosimetry calculations

Manual Brachytherapy with examples of treatment types and applicators including:

- Various approaches to permanent prostate implants
- Gynecological implants
- Strontium-90 ophthalmic brachytherapy

Remote Afterloader Brachytherapy: LDR and HDR with examples of treatment types and applicators including:

- Gynecological implants
- Prostate HDR
- MammoSite Radiation Therapy System

Stereotactic Radiosurgery/Gamma Knife including:

- Treatment approaches
- Facility design
- Source installation and changes
- Dosimetry concepts, patient dosimetry calculations
- New generation of gamma knife (Elekta Perfexion)

Emerging Technologies including:

- TheraSphere and SirSpheres Yttrium-90 microspheres
- Iodine-125 Iotrex Liquid Brachytherapy Source in Cytoc GliaSite Radiation Therapy System
- Best Vascular Inc Beta-Cath Intravascular Brachytherapy (IVB) System
- Nucletron Seed Selectron System
- Iodine-125 and Palladium-103 Low Dose Brachytherapy Seeds Used for Localization of non-palpable Lesions

Interspersed during the 5 days would be:

Demonstration of Applicators for Manual Brachytherapy, HDR and GliaSite

Medical Facility Site Visits including:

- HDR demonstration (including spot check and full calibration) and Case Study
- Gamma Knife demonstration (including daily/monthly spot checks) and Case Study

Hands-On Activities (such as but not limited to):

- Loading applicators with dummy sources (Mick cartridges and pre-loaded needles)
- Iodine-125 brachtherapy seed hunt using survey instruments
- Connecting catheters to HDR

Observation of Routine Activities

NRC Guest Lecturer

Review

Final Examination

STUDENT INFORMATION SHEET

PLEASE PRINT THE FOLLOWING INFORMATION:

Course Title: _____

Course Date: _____

Location : _____

Your Name (printed): _____

Prefix: ☐ Mr. ☐ Ms. ☐ Mrs. ☐ Dr. ☐ Other (_____)

Job Title: _____

Office Phone No: _____ E-Mail Address: _____

Mailing Address: _____

(No P.O. Boxes please)

Motel (where you are staying if applicable): _____

Organization - Check One Box Only:Headquarters: ☐ NRR ☐ NRO ☐ FSME ☐ NMSS ☐ RES ☐ NSIR ☐ Other (____)Regions: ☐ I ☐ II ☐ III ☐ IV☐ Agreement State (_____) ☐ Non-Agreement State (_____)☐ Federal Agency (please specify which Agency) _____☐ Foreign Visitor (please specify which nation) _____☐ Other (please specify) _____

Name of Immediate Supervisor: _____

Name of Division Director: _____

Name of Division (e.g., DNMS): _____

(For TTC Office Use Only) Catalog No: _____ Grade: _____

ATTACHMENT 3

TTC COURSE EVALUATION

Course Title: _____

Course Date: _____

Location : _____

Instructions

To maintain and improve the quality and applicability of TTC courses it is necessary to obtain feedback from attending students. Please rate the following subject areas. Amplifying comments are desired but not required. Please place your amplifying comments in the section for written comments. Please print your name at the bottom of this form to allow for follow-up and discussion of significant issues or suggestions.

	Strongly Agree	Agree	Disagree	Strongly Disagree
1. Learning objectives were helpful in identifying important lecture concepts.				
2. Presentations adequately covered the learning objectives and subjects.				
3. Course was organized and presented in a logical sequence.				
4. Classroom exercises and demonstrations were effective in reinforcing previously covered concepts and introducing new concepts.				
5. Site visits, demonstrations and hands-on activities contributed to the course.				
6. Review sessions clarified or reinforced previous material				
7. Course manual adequately covered course topics.				
8. Course manual and reference material (if any) was organized and indexed so as to be useful as an effective study guide.				
9. Classrooms were adequate and properly equipped.				
10. Laboratories and training aids were adequate for the course.				
11. Completion of course will aid in my regulatory activities. (see items 17 & 18)				

	Excellent	Good	Satisfactory	Marginal	Unsatisfactory
12. Overall Course Rating					

Printed Name: _____

13. What did you like best or find most helpful about the course?

14. What did you like least about the course?

15. What subjects might be added or expanded?

16. What subjects might be deleted or discussed in less detail?

17. Please explain your response to # 11.

18. What could be done to make this course more useful in aiding you in your ability to effectively carry out your regulatory activities?

19. Additional comments:

ATTACHMENT 4

TTC CONTRACTED COURSE - INSTRUCTOR EVALUATION

Instructor's Name: _____	Strongly Agree	Agree	Disagree	Strongly Disagree
1. Prepared for lectures.				
2. Presented information in organized and interesting manner.				
3. Achieved lecture goals and learning objectives.				
4. Spoke clearly and audibly.				
5. Answered questions clearly and completely.				
6. Used visual aids and other course materials effectively.				
7. Was familiar with and used the student manual.				
8. Presentation at appropriate technical level for target audience.				
9. Maintained professionalism during interactions with students.				
10. Technically proficient and able to convey subject to students.				

Instructor's Name: _____	Strongly Agree	Agree	Disagree	Strongly Disagree
1. Prepared for lectures.				
2. Presented information in organized and interesting manner.				
3. Achieved lecture goals and learning objectives.				
4. Spoke clearly and audibly.				
5. Answered questions clearly and completely.				
6. Used visual aids and other course materials effectively.				
7. Was familiar with and used the student manual.				
8. Presentation at appropriate technical level for target audience.				
9. Maintained professionalism during interactions with students.				
10. Technically proficient and able to convey subject to students.				

Printed Name: _____

ATTACHMENT 5

ACKNOWLEDGEMENT

Copies of USNRC Regulatory Guides 8.13, "Instruction Concerning Prenatal Radiation Exposure" and 8.29, "Instruction Concerning Risks from Occupational Radiation Exposure" have been made available to me for review. I have read these documents, was provided an opportunity to ask questions and understand their content. Alternatively, I am already familiar with these documents and understand their content so I do not need to review them at this time.

Printed Name: _____

Date: _____

Signature: _____

ATTACHMENT 6

USNRC TECHNICAL TRAINING CENTER
EXAMINATION COVER SHEET

Course Title: _____

Date: _____

Exam Questions: 50

Exam Value: 100

1. This is a closed book examination. Do not use any reference material or notes.
 2. The time limit for this examination is 2 hours. At the end of this time, the proctor will collect the examination materials even if the student is not finished.
 3. Answer all questions on the answer sheet provided. You may mark answers in the exam book, however, all answers must be transcribed to the answer sheet.
 4. Read questions thoroughly. Ask the examination proctor for clarification if you do not understand the question or the meaning of any possible answers provided.
 5. Multiple choice questions have only one correct or most correct answer unless otherwise specified. The entire statement is false if any part of the statement is incorrect.
 6. To obtain credit for your answer, please fill in the circle and clearly indicate which is your final response if more than one are filled in.
 7. Each question is worth 2 points unless otherwise specified.
-

All work done on this examination is my own. I have neither given assistance to nor received assistance from anyone. I have not used any reference material or notes.

Print Your Name

Sign Your Name

This examination was administered as a closed book examination to the above student.

Start Time

Stop Time

Proctor's Initials

Exam Points: / 50

Exam %: %

Graded By: _____
Signature

Date Graded

ATTACHMENT 7

BILLING INSTRUCTIONS FOR FIXED PRICE CONTRACTS (October 2003)

General: The contractor is responsible during performance and through final payment of this contract for the accuracy and completeness of the data within the Central Contractor Registration (CCR) database, and for any liability resulting from the Government's reliance on inaccurate or incomplete CCR data. The contractor shall prepare vouchers or invoices as prescribed herein. **FAILURE TO SUBMIT VOUCHERS/INVOICES IN ACCORDANCE WITH THESE INSTRUCTIONS WILL RESULT IN REJECTION OF THE VOUCHER/INVOICES AS IMPROPER.**

Form: Claims shall be submitted on the payee's letterhead, voucher/invoices, or on the Government's Standard Form 1034, "Public Voucher for Purchases and Services Other than Personal," and Standard Form 1035, "Public Voucher for Purchases Other than Personal--Continuation Sheet." These forms are available from the U.S. Government Printing Office, 710 North Capitol Street, Washington, DC 20401.

Number of Copies: An original and three copies shall be submitted. Failure to submit all the required copies will result in rejection of the voucher/invoice as improper.

Designated Agency Billing Office: Vouchers/Invoices shall be submitted to the following address:

U.S. Nuclear Regulatory Commission
Division of Contracts - T-7-I-2
Washington, DC 20555-0001

A copy of any invoice which includes a purchase of property valued at the time of purchase at \$5000 or more, shall additionally be sent to:

NRC Property Management Officer
Administrative Services Center
Mail Stop -O-2G-112
Washington, DC 20555-0001

HAND-DELIVERY OF VOUCHERS/INVOICES IS DISCOURAGED AND WILL NOT EXPEDITE PROCESSING BY THE NRC. However, should you choose to deliver vouchers/invoices by hand, including delivery by any express mail service or special delivery service which uses a courier or other person to deliver the vouchers/invoices in person to the NRC, such vouchers/invoices must be addressed to the above Designated Agency Billing Office and will only be accepted at the following location:

U.S. Nuclear Regulatory Commission
One White Flint North - Mail Room
11555 Rockville Pike
Rockville, MD 20852

HAND-CARRIED SUBMISSIONS WILL NOT BE ACCEPTED AT OTHER THAN THE ABOVE ADDRESS

Note that the official receipt date for hand-delivered vouchers/invoices will be the date it is received by the official agency billing office in the Division of Contracts.

Agency Payment Office: Payment will continue to be made by the office designated in the contract in Block 12 of the Standard Form 26 or Block 25 of the Standard Form 33, whichever is applicable.

Frequency: The contractor shall submit a voucher or invoice only after the NRC's final acceptance of services rendered or products delivered in performance of the contract unless otherwise specified in the contract.

Preparation and Itemization of the Voucher/Invoice: The voucher/invoice shall be prepared in ink or by typewriter (without strike-overs). Corrections or erasures must be initialed. To be considered a proper voucher/invoice, all of the following elements must be included:

1. Contractor's Data Universal Number (DUNS) or DUNS+4 number that identifies the contractor's name and address. The DUNS+4 number is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the contractor to identify alternative Electronic Funds Transfer (EFT) accounts for the same parent concern.
2. Contract number.
3. Sequential voucher/invoice number.
4. Date of voucher/invoice.
5. Payee's name and address. Show the name of the Payee as it appears in the contract and its correct address. If the Payee assigns the proceeds of this contract as provided for in the assignment of claims terms of this contract, the Payee shall require as a condition of any such assignment, that the assignee shall register separately in the Central Contractor Registration (CCR) database at <http://www.ccr.gov> and shall be paid by EFT in accordance with the terms of this contract. See Federal Acquisition Regulation 52.232-33(g) Payment by Electronic Funds Transfer - Central Contractor Registration (October 2003).
6. Description of articles or services, quantity, unit price, and total amount.
7. For contractor acquired property list each item purchased costing \$50,000 or more and having a life expectancy of more than 1 year and provide: (1) an item description, (2) manufacturer, (3) model number, (4) serial number, (5) acquisition cost, (6) date of purchase, and (7) a copy of the purchasing document.
8. Weight and zone of shipment, if shipped by parcel post.
9. Charges for freight or express shipments. Attach prepaid bill if shipped by freight or express.
10. Instructions to consignee to notify the Contracting Officer of receipt of shipment.
11. For Indefinite Delivery contracts or contracts under which progress payments are authorized, the final voucher/invoice shall be marked "FINAL VOUCHER" OR "FINAL INVOICE."

Currency: Billings may be expressed in the currency normally used by the contractor in maintaining his accounting records and payments will be made in that currency. However, the U.S. dollar equivalent for all vouchers/invoices paid under the contract may not exceed the total U.S. dollars authorized in the contract.

Supersession: These instructions supersede any previous billing instructions.