

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 8

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

BPA NO.

1. DATE OF ORDER 9/8/2011		2. CONTRACT NO. (if any) NRC-38-10-723A		6. SHIP TO:	
3. ORDER NO. NRC-HQ-11-T-38-0002		4. REQUISITION/REFERENCE NO. HR-11-332 113763		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div. of Contracts Attn: Rob Robinson, 301-492-3693 Mail Stop: TWB-01-B10M Washington, DC 20555				b. STREET ADDRESS	
7. TO:				c. CITY Washington	d. STATE DC
				e. ZIP CODE 20555	
a. NAME OF CONTRACTOR SUNTIVA, LLC SUNTIVA EXECUTIVE CONSULTING				f. SHIP VIA	
b. COMPANY NAME SBA #0353/10/007090				8. TYPE OF ORDER	
c. STREET ADDRESS 7600 LEESBURG PIKE STE 440E				<input type="checkbox"/> a. PURCHASE <input type="checkbox"/> b. DELIVERY	
d. CITY FALLS CHURCH				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.	
e. STATE VA				Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
f. ZIP CODE 220432004					
9. ACCOUNTING AND APPROPRIATION DATA B&R#: 2011-84-51-H192; Job Code: T8477; BOC: 252A Appro. No.: 31X0200; Amount Obligated: \$74,458.00 DUNS#: 167032239; NAICS Code: 236210				10. REQUISITIONING OFFICE HR	
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input checked="" type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM <input type="checkbox"/> h. ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB)				12. F.O.B. POINT	
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION		b. ACCEPTANCE		16. DISCOUNT TERMS	

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>This Task Order is issued under the base contract NRC-38-10-723A - "Organization Development Interventions." The purpose of this Task Order is to support the Office of Enforcement's (OE) Internal Safety Culture Program. The Task Manager for the Task Order is June Cai, OE.</p> <p>Period of Performance: September 8, 2011 to March 30, 2012 Total Amount of Task Order: \$74,458.00 Basic Contract Ceiling: \$1,953,535.00 Total Task Order Value Against Basic Contract: \$731,747.88</p>			See CONTINUATION Page		

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.	
21. MAIL INVOICE TO:					
a. NAME Department of Interior / NBC NRCPayments@nbc.gov					
b. STREET ADDRESS (or P.O. Box) Attn: Fiscal Services Branch - D2770 7301 W. Mansfield Avenue					
c. CITY Denver		d. STATE CO	e. ZIP CODE 80235-2230	NTE \$74,458.00	

22. UNITED STATES OF AMERICA BY (Signature) 	23. NAME (Typed) Sheila Bumpass Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER
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OPTIONAL FORM 347 (REV. 5/2011)
PRESCRIBED BY GSA/FAR 48 CFR 53.213(f)

TEMPLATE - ADM001

SUNSI REVIEW COMPLETE

ADM002

Table of Contents

A.1 PRICE/COST SCHEDULE.....	3
TASK ORDER TERMS AND CONDITIONS.....	3
A.2 NRC Acquisition Clauses - (NRCAR) 48 CFR Ch. 20.....	3
A.3 SEAT BELTS	3
A.4 PROHIBITION OF FUNDING TO ACORN (NOV 2009)	3
A.5 REDUCING TEXT MESSAGING WHILE DRIVING (OCT 2009).....	3

CONTINUATION PAGE

A.1 PRICE/COST SCHEDULE

ITEM NO.	DESCRIPTION OF SUPPLIES/SVCS	QTY	UNIT	UNIT PRICE	AMOUNT
1	ORGANIZATION DEVELOPMENT SERVICES (SR OD CONSULTANT)	290.00	HOURS	\$239.51	\$69,457.90
1	TRAVEL	1.00	LOT	NTE	\$5,000.00
GRAND TOTAL ---					<u>\$74,458.00</u> =====

TASK ORDER TERMS AND CONDITIONS**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.

A.4 PROHIBITION OF FUNDING TO ACORN (NOV 2009)

In accordance with section 163 of the Continuing Appropriations Resolution, 2010, Division B of Public Law No. 111-68 (CR), until further notice, no federal funds may be provided to the Association of Community Organizations for Reform Now (ACORN), or any of its affiliates, subsidiaries, or allied organizations. Additional information can be found at: http://www.whitehouse.gov/omb/assets/memoranda_2010/m10-02.pdf

A.5 REDUCING TEXT MESSAGING WHILE DRIVING (OCT 2009)

(a) In accordance with Section 4 of Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," (October 1, 2009), the Contractor or Recipient is encouraged to:

(1) Adopt and enforce policies that ban text messaging while driving company-owned or rented vehicles or Government-owned vehicles, or while driving privately-owned vehicles when on official Government business or when performing any work for or on behalf of the Government; and

(2) Consider new rules and programs to further the policies described in (a)(1), reevaluate existing programs to prohibit text messaging while driving, and conduct education, awareness, and other outreach programs for employees about the safety risks associated with text messaging while driving. These initiatives should encourage voluntary compliance with the text messaging policy while off duty.

(b) For purposes of complying with the Executive Order:

(1) "Texting" or "Text Messaging" means reading from or entering data into any handheld or other electronic device, including for the purpose of SMS texting, e-mailing, instant messaging, obtaining navigational information, or engaging in any other form of electronic data retrieval or electronic data communication.

(2) "Driving" means operating a motor vehicle on an active roadway with the motor running, including while temporarily stationary because of traffic, a traffic light or stop sign, or otherwise. It does not include operating a motor vehicle with or without the motor running when one has pulled over to the side of, or off, an active roadway and has halted in a location where one can safely remain stationary.

(c) The Contractor or Recipient shall encourage its subcontractor(s) or sub-recipient(s) to adopt and enforce the policies and initiatives described in this clause.

United States
Nuclear Regulatory Commission
Washington, DC 20555-0001

Issued by: Patricia Adelstein

Background

In May 2009, the NRC Internal Safety Culture Task Force issued a report in response to the Commission's direction to "provide the Commission with a report outlining potential initiatives that could improve the agency's internal safety culture."

Drawing from the approach and terminology used by the NRC's external safety culture activities, the Task Force proposed an integrated framework to describe the NRC's internal safety culture. This framework consisted of two parts: the "characteristics" of the agency's internal safety culture, which are a set of organizational functions important to a strong safety culture, and the "attitudes" which equate to the agency's expressed values and principles. For consistency, the Task Force proposed to use characteristics from the draft Policy Statement, but tailored specifically for the agency's internal context.

A final external policy statement has been approved by the Commission and was published on June 14, 2011, in the Federal Register (<http://www.gpo.gov/fdsys/pkg/FR-2011-06-14/pdf/2011-14656.pdf>). It contains an updated definition and set of traits (changed from characteristics), developed with extensive participation from stakeholders. Because the Internal Safety Culture Task Force based its recommended framework on the previous policy statement definition and characteristics, the NRC needs to evaluate the revised terminology for internal application.

Request

The internal safety culture program manager from the Office of Enforcement (OE) requests assistance from the NRC organizational development contractor to develop and implement a method, which includes strong agency wide engagement and involvement, for updating the NRC's internal safety culture framework and terminology.

After the framework and terminology is developed, the contractor is requested to then develop a strategy for communicating this updated framework agency wide to facilitate understanding and ownership of the terminology and concepts.

Deliverables

Suntiva, under HR contract – 38-10-723A -- shall:

- Hold entry meetings with the OE and HR project officers to align expectations and identify background material that the contractor will review.

Present the deliverables identified below:

- High level project plan that outlines milestones and due dates for all deliverables.
- An approved method for developing the updated framework and terminology and the communications strategy.

HR – 38-10-723 Task Order 02 (OE)

- An approved final report on the results of development of the framework and terminology and the communications strategy.

Expected Outcomes

Short-term:

- An updated framework for describing NRC's internal safety culture that includes appropriate application of the Safety Culture Policy Statement definition and traits to the NRC environment, developed in an inclusive manner with agency wide participation.
- A recommended strategy for communicating this proposed framework agency wide to facilitate understanding and ownership of the terminology and concepts.

Long-Term:

- Agency wide awareness and understanding of the internal safety culture framework and terminology.

Roles and Responsibilities

The OE internal safety culture project manager (or her designate) will be responsible for administrative and logistical activities that might be required to implement this delivery order.

These may include:

- Providing the funding and administrative management of meetings that are not at NRC.
- Scheduling meetings with the consultant at mutually convenient times.
- Providing the consultant an NRC work space periodically and upon request.
- Providing the consultant escort support in and out of the building and to breaks, as needed.

Suntiva consultants will be responsible for providing deliverables and services as identified in this work order. Suntiva project director will submit, no less than monthly, status reports to the client and the HR OD program manager.

Attachment

Activity	Expected Outcome	Hours
<p>1. Entry and status meetings with client and contractor. Periodic status meetings between client and contractor to ensure work is aligned and meeting expectations throughout the life of this engagement.</p>	<p>Scope clarity throughout the process. Create a high level project plan with timeline.</p>	<p>20</p>
<p>2. Review relevant background information. Review relevant Safety Culture and Climate Survey data to identify potential offices and grades/levels to target for participation in the data gathering process. Discuss lessons learned with OE from their external policy statement develop process and the Internal Safety Culture Task Force activities.</p>	<p>Understanding of the NRC's external Safety Culture Policy Statement and terminology, history of NRC's internal safety culture trait terminology and framework, and the development processes used in the past for both.</p>	<p>20</p>
<p>3. Develop a method for developing the updated framework and terminology and the communications strategy. Identify an effective number and demographic mix of participants from across the agency to offer a representative sample of NRC employees to engage in the updating process. Validate proposed participants and proposed updating method with NRC OE Project Manager.</p>	<p>A method with agency-wide involvement and engagement.</p>	<p>20</p>
<p>4. Implement the approved method for developing the framework and terminology.</p> <p>NRC schedules participants and organizes logistics and data gathering locations for implementing the method.</p> <p>(Note: The method will likely bring together participants for a certain period of time (e.g., a couple of hours staggered over several days) to work together to revise the framework and terminology. In addition, this method will likely include conducting some additional data gathering interviews and/or focus groups with critical stakeholders to validate the results from the facilitated groups and for gathering additional insights. The specific details of the method will be developed and approved as part of the activity 3 above.)</p>	<p>A designed and facilitated data gathering process that results in an updated internal safety culture framework and terminology. Input from key stakeholders into the updating process.</p> <p>The process will likely involve facilitation of groups up to a three day period, followed by up to 20 additional data gathering interviews and/or focus groups (specifics of the method will be designed as part of activity 3). Some of these interviews/focus groups will take place in the four NRC Regional offices and the Technical Training Center. If the scope of the approved method requires additional resources beyond these estimates, this will be discussed with the NRC Project Officer and OE Project Manager.</p>	<p>170</p>

HR – 38-10-723 Task Order 02 (OE)

5. Development of a communications strategy. Validate with OE Project Manager.	A strategy for communicating the updated framework and terminology agency wide to facilitate understanding and ownership of the terminology and concepts.	20
6. Create a brief written report on the results of the development of the framework and terminology and containing an overview of the proposed communications strategy.	Documented results of the development process, the final updated framework and terminology, and the communications strategy.	40
Total		290

NOTE: Suntiva, Inc. shall not exceed the amount of \$74,457.90, i.e. \$69,457.90 (290 hours @ \$239.51 per hour) plus shall not exceed \$5,000 in travel costs, without prior authority from the Project Officer and modification from the Contracting Officer. Travel costs will be billed at cost and will observe government travel regulations and must be preapproved in writing by the Project Officer and the Office and Enforcement Project Manager, June Cai.