

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 2

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

BPA NO.

1. DATE OF ORDER

FEB 15 2012

2. CONTRACT NO. (If any)

NRC-42-07-481

3. ORDER NO.

MODIFICATION NO.

0068

4. REQUISITION/REFERENCE NO.

NRO-12-098 & NRO-11-319
dated 8/18/2011

6. SHIP TO:

a. NAME OF CONSIGNEE

U.S. Nuclear Regulatory Commission

b. STREET ADDRESS

Attn: Meghan Blair, 301 415-5242

c. CITY

Washington

d. STATE

DC

e. ZIP CODE

20555

f. SHIP VIA

7. TO:

a. NAME OF CONTRACTOR

NUMARK ASSOCIATES INC.
NUMARK ASSOCIATES

b. COMPANY NAME

c. STREET ADDRESS

1220 19TH ST NW STB 500

d. CITY

WASHINGTON

e. STATE

DC

f. ZIP CODE

200362444

9. ACCOUNTING AND APPROPRIATION DATA

2012-25-17-5-111; Q4282; 252A; 31X0200.225

(Obligate \$10,000.00) NRO-11-319 & NRO-12-098 FSS# 121157

Contractor DUNS: 788247377 NAICS Code: 541990 PSC: 4470

10. REQUISITIONING OFFICE NRO

11. BUSINESS CLASSIFICATION (Check appropriate box(es))

☒ a. SMALL ☐ b. OTHER THAN SMALL ☐ c. DISADVANTAGED ☐ d. WOMEN-OWNED ☐ e. HUBZone

☐ f. SERVICE-DISABLED VETERAN-OWNED ☐ g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM ☐ h. ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB)

12. F.O.B. POINT

Destination

a. INSPECTION

b. ACCEPTANCE

14. GOVERNMENT B/L NO.

15. DELIVER TO F.O.B. POINT
ON OR BEFORE (Date)

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>Issuance of Task Order No. 68 under Contract No. NRC-42-07-481</p> <p>Title: "Review and Update the ConE Event Database Evaluation Reports"</p> <p>Period of Performance: Award date - 02/14/2014 Estimated Reimbursable Cost: \$183,900.00 Fixed Fee: \$12,873.00 Total Cost Plus Fixed Fee: \$196,773.00</p> <p>Funding in the amount of \$10,000.00 is being provided</p> <p>See continuation pages</p>					

18. SHIPPING POINT

19. GROSS SHIPPING WEIGHT

20. INVOICE NO.

\$10,000.00

21. MAIL INVOICE TO:

a. NAME
U.S. Nuclear Regulatory Commission
See Attachment 7 of the basic contract

b. STREET ADDRESS (or P.O. Box)
Attn: (NRC-42-07-481-TO68)

PHONE:
FAX:

c. CITY
Washington

d. STATE
DC

e. ZIP CODE
20555

\$10,000.00

17(h)
TOTAL
(Cont.
pages)

17(i).
GRAND
TOTAL

22. UNITED STATES OF AMERICA
BY (Signature)

23. NAME (Typed)
Morie Gunter-Henderson
Contracting Officer

TITLE: CONTRACTING/ORDERING OFFICER

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 347 (REV. 5/2011)
PRESCRIBED BY GSA/FAR 48 CFR 53.213(f)

SUNSI REVIEW COMPLETE

FEB 1 2012

TEMPLATE - ADM001

ADM002

In accordance with Section G.4, Task Order Procedures, of Contract No. NRC-42-07-481, this definitizes Task Order No. 68. The effort shall be performed in accordance with the attached Statement of Work.

Task Order No. 68 shall be in effect from date of award through February 14, 2014, with a cost ceiling of \$196,773.00. The amount of \$183,900.00.00 represents the estimated reimbursable costs, and the amount of \$12,873.00.00 represents the fixed fee.

The amount obligated by the Government with respect to this task order is \$10,000.00 of which \$9,346.00 represents the estimated reimbursable costs, and the amount of \$654.00 represents the fixed fee.

The issuance of this task order does not amend any terms or conditions of the subject contract.

Your contacts during the course of this task order are:

Technical Matter: Meghan Blair
Project Officer
301-415-3672

Alfred Issa
Technical Monitor
301-415-5342

Contractual Matters: Morie Gunter-Henderson
Contract Specialist
301-492-3646

Acceptance of Task Order No. 68 should be made by having an official, authorized to bind your organization, execute three copies of this document in the space provided and return two copies to the Contract Specialist at the address identified in Block No. 5 of the OF 347. You should retain the third copy for your records.

ACCEPTANCE:



NAME

President

TITLE

2/14/12

DATE

TASK ORDER STATEMENT OF WORK

JCN Q4282	Contractor Numark	Task Order No. NRC-42-07-481
Applicant N/A	Design/Site N/A	Docket No. N/A
Title/Description Review and Update of the ConE Event Database Evaluation Reports		
TAC No. N/A	B&R Number 2012-25-17-5-111	SRP or ESRP Section(s) N/A
NRC Task Order Project Officer (PO) Meghan Blair 301-415-5242 Meghan.blair@nrc.gov		
NRC Technical Monitor (TM) Alfred Issa 301-415-5342 Alfred.Issa@nrc.gov		

1.0 BACKGROUND

The primary objective of the Construction Experience (ConE) Program is to support the Nuclear Regulatory Commission (NRC) mission of protecting people and the environment. The ConE Program achieves this goal through collecting, screening, evaluating, and incorporating lessons learned from the design, construction, and operation of new reactors into the Office of New Reactor's (NRO's) regulatory programs. Office Instruction (OI) NRO-REG-112, "New Reactor Construction Experience Program," (latest revision or superseding document; current revision at Agencywide Documents Access and Management System (ADAMS) Accession No. ML102560067) provides a methodology for accomplishing the ConE program objective using a five phase process. The ConE program occasionally publishes internal communications (COMMs) to quickly communicate important events and reports to NRC staff who have subscribed to related COMM groups.

2.0 OBJECTIVE

The objective of this task order is to obtain technical expertise from the contractor to assist the NRC staff in the New Reactor ConE Program [NRO, Division of Construction Inspection and Operation Programs (DCIP), Construction Assessment, Enforcement and Allegation Branch (CAEB)] with the following:

- Review those event evaluations in the existing ConE event evaluation database identified by the staff, and new events as requested by the staff, [Event Notifications (ENs), Licensee Event Reports (LERs), International Incident Reporting System (IRS) reports, inspection report findings and/or violations, vendor deficiency/defect (10 CFR Part 21) reports, etc] and provide either a revised or new evaluation report per OI NRO-REG-112 or superseding document to determine applicability towards new reactors, new reactor type potentially impacted, and safety significance of each event.

- For each ConE event evaluation prepared or revised, determine the relevant NRC Inspection Manual, Inspection Procedure, Standard Review Plan, or any additional supporting documents that are applicable to the ConE event evaluation, and clearly identify any required revisions or enhancements to these documents. If no revisions or enhancements are required, then document this as the response.
- When requested by the TM or designee, provide support in creating draft communications (COMMs) for NRC staff to upload into the Operating Experience Community Forum that provides summary of events with construction experience insights. Draft templates will be provided by the TM as necessary.

3.0 **WORK REQUIREMENTS, SCHEDULE AND DELIVERABLES**

Tasks/Standards	Scheduled Completion	Deliverables
1. REQUIREMENT: Become familiar with the existing Construction Experience Program. STANDARD: Written confirmation that familiarization is complete.	*2 weeks after authorization of work	Documentation that assigned personnel have reviewed references
2. REQUIREMENT: Participate in an orientation/kick-off meeting with the NRC ConE staff to discuss the scope of the work, expectations and contract management. STANDARD: Attendance by individuals designated by NRC and contractor.	*2 weeks after authorization of work (and following completion of Task 1)	N/A
3. REQUIREMENT: Develop Project Plan and tentative schedule for deliverables. STANDARD: Submit to Task Order PO and Task Monitor (TM).	*4 weeks after authorization of work	Project Plan and tentative schedule
4. REQUIREMENT: Provide evaluation reports, or COMMs, to the NRC staff as indicated under "Objectives" in Section 2.0 and incorporate NRC staff review comments as necessary and provide final submittal. STANDARD: Complete submittal and evaluation as required.	*4 weeks after receipt of evaluation or COMM request or as otherwise directed by the TM	Final Evaluation Report or COMM Submittal

Tasks/Standards	Scheduled Completion	Deliverables
<p>5. REQUIREMENT: <i>(If applicable)</i> Prepare for and travel to NRC Headquarter office and participate in an NRC review team to:</p> <ul style="list-style-type: none"> a. Evaluate and discuss the evaluation reports submitted and if they meet the intent of OI NRO-REG-112. c. Prepare a trip report (if requested) to summarize the information reviewed, results and meeting discussions. <p>STANDARD: Complete evaluation as defined in Task. Submit Trip Report within <u>1</u> week of site review.</p>	<p>*1 week after the trip</p>	<p>Trip Report</p>

* These Work Schedules are subject to change by the NRC Contracting Officer (CO) to support the needs of the NRC CAEB staff.

The Technical Monitor may issue technical instruction from time to time throughout the duration of this task order. Technical instructions must be within the general statement of work delineated in the task order and shall not constitute new assignments of work or changes of such a nature as to justify an adjustment in cost or period of performance. The contractor shall refer to Section G.1 of the base contract for further information and guidance on any technical directions issued under this task order.

Any modifications to the scope of work, cost or period of performance of this task order must be issued by the CO and will be coordinated with the NRO Project Officer.

4.0 TECHNICAL AND OTHER SPECIAL QUALIFICATIONS REQUIRED

As specified in the base contract, the contractor shall provide individuals who have the required educational background and work experience to meet the objectives of the work specified in this task order.

As a minimum, qualified personnel performing the technical evaluations must have specialized experience with the knowledge on the theory, principles, and practices of engineering as applied to nuclear power plant design, construction projects, and nuclear power plant operations. Qualified personnel must also demonstrate the knowledge of applicable NRC requirements, policies, practices, and programs applicable to nuclear reactors. The contractor shall be able to obtain IT II security access to the NRC network (if necessary).

The contractor shall provide a contractor project manager (PM) to oversee the effort and ensure the timely submittal of quality deliverables so that all information is accurate and complete as defined in the base contract.

The NRC will rely on representations made by the contractor concerning the qualifications of the personnel assigned to this task order, including assurance that all information contained in the technical and cost proposals, including resumes, is accurate and truthful. The resume for each professional proposed to work under this task order (contractor, subcontractor, or consultant) shall describe the individual's experience in applying his or her area of engineering specialization to work in the proposed area. The use of particular personnel on this contract is subject to the NRC Technical Monitor's (TM's) approval. This includes any proposed changes to key personnel during the life of the task order.

5.0 REPORTING REQUIREMENTS

Task Order Progress Report

The contractor shall provide a monthly progress report summarizing accomplishments, expenditures, contractor staff hours expended, percent completed for each task under this task order, and any problems encountered by the contractor. The report shall be sent via e-mail to the NRC TM, Task Order Project Officer (PO) and CO. Additionally a matrix should be added to the report that includes all evaluation reports received and reviewed.

Please refer to Section F of the basic contract award document for contract reporting requirements.

Technical reporting requirements

Unless otherwise specified above, the contractor shall provide all deliverables as draft products. The NRC TM will review all draft deliverables (and coordinate any internal NRC staff review, if needed) and provide comments back to the contractor. The contractor shall revise the draft deliverable based on the comments provided by the TM, and then deliver the final version of the deliverable. When mutually agreed upon between the contractor and the TM, the contractor may submit preliminary or partial drafts to help gauge the contractor's understanding of the particular work requirement.

The contractor shall provide deliverables as described in Section 3.0 in hard copy (if requested) and electronic formats. The electronic format shall be provided in MS Word or other word processing software approved by the TM. For each deliverable, the contractor shall provide one hard copy (if requested) to the TM and an electronic copy to the PO and the TM. The contractor is responsible for structuring the evaluation reports under the guidance of OI NRO-REG-112, unless redirected by the TM. The schedule for deliverables shall be contained in the approved project plan for the task order effort.

In all correspondence, include identifying information: JCN No.: Q4282; and Task Order Number 68.

6.0 MEETINGS AND TRAVEL

Two, 5-person, 1/2-day working meeting at NRC headquarters to kickoff project and contractor orientation.*

Six 4-person, 1/2-day working meeting at NRC headquarters to review deliverables.*

*At the discretion of the NRC TM, meeting may be conducted via telephone or video conference.

7.0 NRC FURNISHED MATERIAL

The following NRC furnished materials will be provided to the contractor together with SOW:

Project Guides and Templates as needed.
Staff methodology and approach documentation.

8.0 LEVEL OF EFFORT

The estimated level of effort in professional staff hours apportioned among the tasks and by labor category is as follows:

Task(s)	Labor Category	Level of Effort FY-12 (hours)	Level of Effort FY-13 (hours)
Task 1 - 5	Senior Technical Review	800	400
Task 1 - 5	Project Manager	80	40
Task 1 - 5	Administrative Support	80	40
Total		960	480

9.0 PERIOD OF PERFORMANCE

The projected period of performance is 24 months from date of task order award.

10.0. OTHER APPLICABLE INFORMATION

a. License Fee Recovery

All work under this task order is not fee recoverable.

b. Assumptions and Understandings:

It is assumed that the contractor has access or can obtain access to the NRC furnished material available on the Intranet.

It is understood that the scope of the evaluation consists of conference calls with the NRC staff to discuss specific event evaluations, as necessary, to ensure submittals provided are in accordance with OI NRO-REG-112.