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|--|--|---|--|---|--|---|--|--|--|
| SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30 | | | | 1. REQUISITION NO. HR-13-117 FAIMIS: 131212 | | PAGE 1 OF 9 | | | |
| 2. CONTRACT NO. NRC-38-10-723A | | 3. AWARD/EFFECTIVE DATE See Block 16c | | 4. ORDER NO. NRC-HQ-13-T-38-0014 | | 5. SOLICITATION NUMBER | | | |
| 7. FOR SOLICITATION INFORMATION CALL: | | 8. NAME | | b. TELEPHONE NO. (No Collect Calls) | | 6. OFFER DUE DATE/LOCAL TIME | | | |
| 9. ISSUED BY U.S. Nuclear Regulatory Commission Div. of Contracts Attn: Rob Robinson, 301-492-3693 Mail Stop: TWB-01-B10M Washington, DC 20555 | | CODE 3100 | | 10. THIS ACQUISITION IS <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input checked="" type="checkbox"/> UNRESTRICTED OR <input checked="" type="checkbox"/> SET ASIDE: 100 % FOR: <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM <input type="checkbox"/> EDWOSB <input checked="" type="checkbox"/> 8(A) | | NAICS: 611430 SIZE STANDARD: \$10 Million | | | |
| 11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input checked="" type="checkbox"/> SEE SCHEDULE | | 12. DISCOUNT TERMS | | <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 Washington DC 20555 | | CODE | | 16. ADMINISTERED BY U.S. Nuclear Regulatory Commission Div. of Contracts Mail Stop: TWB-01-B10M Washington, DC 20555 | | CODE 3100 | | | |
| 17a. CONTRACTOR/OFFEROR SUNTIVA, LLC SUNTIVA EXECUTIVE CONSULTING 7600 LEEsburg PIKE STE 440E FALLS CHURCH VA 220432004 TELEPHONE NO. QUNS: 167032239 | | FACILITY CODE | | 18a. PAYMENT WILL BE MADE BY Department of Interior / NBC NRCPayments_NBCdenver@NBC.gov Attn: Fiscal Services Branch - D2770 7301 W. Mansfield Avenue Denver CO 80235-2230 | | CODE 3100 | | | |
| <input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER | | | | <input type="checkbox"/> 18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM | | | | | |
| 19. ITEM NO. | | 20. See CONTINUATION Page SCHEDULE OF SUPPLIES/SERVICES | | 21. QUANTITY | | 22. UNIT | | | |
| | | 23. UNIT PRICE | | 24. AMOUNT | | | | | |
| | | This Task Order is issued under the Basic Contract NRC-38-10-723A, "Organization Development Intervention." The purpose of this Task Order is to provide general Program Management services in support of program-wide activities. Task Order Period of Performance: 2/1/2013 - 9/23/2013 Total Task Order Ceiling: \$18,146.25 Total Amount Obligated (with this action): \$5,000.00 SBA#: 0353/10/007890 See attached pages for additional terms and conditions and detailed Statement of Work. (Use Reverse and/or Attach Additional Sheets as Necessary) | | | | | | | |
| 25. ACCOUNTING AND APPROPRIATION DATA See CONTINUATION Page B&R#: 2013-84-51-H-192; Job Code: T8477; BOC: 252A Appro.#: 31X0200; Amount Obligated: \$5,000.00 DUNS#: 167032239; NAICS Code: 611430; APP-13-11812 | | | | 26. TOTAL AWARD AMOUNT (For Govt. Use Only) NTE \$5,000.00 \$18,146.25 (WR) | | | | | |
| <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 type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4 FAR 52.212-5 IS ATTACHED. ADDENDA | | | | <input type="checkbox"/> ARE <input checked="" 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 type="checkbox"/> 29. AWARD OF CONTRACT REF _____ OFFER DATED _____ 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 <i>Kimberly Waldman</i> | | 31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) <i>Erika Eam</i> | | 30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT) Kimberly Waldman VP | | 31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) Erika Eam Contracting Officer | | | |
| 30c. DATE SIGNED 2/1/2013 | | 31c. DATE SIGNED 2/1/2013 | | | | | | | |

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STANDARD FORM 1449 (REV. 2/2012)
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SUNSI REVIEW COMPLETE

FEB 12 2013

TEMPLATE - ADM001

ADM002

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A.1 PRICE/COST SCHEDULE

| ITEM NO. | DESCRIPTION OF SUPPLIES/SVCS | QTY | UNIT | UNIT PRICE | AMOUNT |
|-----------------|------------------------------|-------|-------|------------|-------------|
| 0001 | Program Manager | 75.00 | Hours | \$241.9500 | \$18,146.25 |
| GRAND TOTAL --- | | | | | \$18,146.25 |

TASK ORDER TERMS AND CONDITIONS

NOT SPECIFIED IN THE CONTRACT

A.2 TASK/DELIVERY ORDER PERIOD OF PERFORMANCE (AUG 2011)

This order shall commence on the Date of Award and will expire on September 23, 2013.

A.3 STATEMENT OF WORK**Background**

As contractor for the NRC enterprise-wide contract, NRC-38-10-723A – "Organization Development Intervention Services", Suntiva, LLC provides a number of services. In order to manage and coordinate the delivery of these services, Suntiva was asked to provide Program Management Services, as described in the basic contract's statement of work (Section D, Attachment 1 (VII. Program Management)).

Program Management services associated with the management and delivery of services associated with specific task orders have been included in each individual task order's statement of work. However, due to the an increase in agency demand for the services provided under this contract, the administration of the contract as a whole has become much more involved than originally anticipated to include: increased status reporting on program-wide activities; conducting high level briefings to Senior Executives (EDO or Commission level) regarding successes of the program as a whole; and coordinating efforts with the Program Office and Division of Contracts. As such, the increased demand for general Program Management services level require that specific funding be set aside for the performance of these services

Deliverables

Provide General Program Management Services.

Examples of Program Management Activities include:

1. Providing overall program administration:

- a. Assisting the Contracting Officer, Contract Specialist, and Contracting Officer's Representative (COR) in the administration of the basic contract;
 - b. producing program-wide status reporting;
2. Prepare and deliver high level briefings to Senior NRC Executives regarding the successes of the OD program and how its services are beneficial to the agency, to include but not limited to the annual NRC consultant's forum and writing the annual OD contract.

Expected Overall Outcomes

- Smooth program administration.
- Clear communication between the contractor, COR, Contract Specialist, and Contracting Officer.
- Value added from additional OD expertise and guidance not available in-house.

Projected Level of Effort

| Contract Labor Category | Labor Rate | Estimated Level of Effort | Total* |
|-------------------------|------------|---------------------------|--------------------|
| Program Manager | \$241.95 | 75 | \$18,146.25 |
| GRAND TOTAL | | | \$18,146.25 |

*NOTE: Suntiva, LLC shall not exceed the contract ceiling amount without prior authority from the Contracting Officer, which would necessitate written modification to the Task Order.

Period of Performance:

All services shall begin no earlier than the date of award and must be completed by **September 23, 2013**. If services cannot be completed by the period of performance end date, then written justification must be provided to the COR. The period of performance can only be extended by the Contracting Officer, by way of written modification to the Task Order.

A.4 BRANDING (AUG 2011)

The Contractor is required to use the official NRC branding logo or seal on any publications, presentations, products, or materials funded under this contract, to the extent practical, in order to provide NRC recognition for its involvement in and contribution to the project. If the work performed is funded entirely with NRC funds, then the contractor must acknowledge that information in its documentation/presentation.

Access the following websites for branding information and specifications:
<http://www.internal.nrc.gov/ADM/branding/> and Management Directive and Handbook 3.13 -

(internal NRC website): <http://www.internal.nrc.gov/policy/directives/toc/md3.13.htm>

(external public website): <http://pbadupws.nrc.gov/docs/ML1122/ML112280190.pdf>

A.5 BILLING INSTRUCTIONS FOR LABOR HOUR/TIME AND MATERIALS TYPE CONTRACTS (JULY 2011)

General: During performance and through final payment of this contract, the contractor is responsible for the accuracy and completeness of 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 invoices/vouchers for reimbursement of costs in the manner and format described herein. FAILURE TO SUBMIT INVOICES/VOUCHERS IN ACCORDANCE WITH THESE INSTRUCTIONS WILL RESULT IN REJECTION OF THE INVOICE/VOUCHER AS IMPROPER.

Standard Forms: Claims shall be submitted on the payee's letterhead, invoice/voucher, 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."

Electronic Invoice/Voucher Submissions: The preferred method of submitting vouchers/invoices is electronically to the U.S. Department of the Interior's National Business Center, via email to: NRCPayments@NBCDenver@NBC.gov.

Hard-Copy Invoice/Voucher Submissions: If you submit a hard-copy of the invoice/voucher, a signed original and supporting documentation shall be submitted to the following address:

Department of the Interior
National Business Center
Attn: Fiscal Services Branch - D2770
7301 West Mansfield Avenue
Denver, CO 80235-2230

Purchase of Capital Property: *(\$50,000 or more with life of one year or longer)*

Contractors must report to the Contracting Officer, electronically, any capital property acquired with contract funds having an initial cost of \$50,000 or more, in accordance with procedures set forth in NRC Management Directive (MD) 13.1, IV, C – "Reporting Requirements" (revised 2/16/2011).

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 claims for reimbursement once each month, unless otherwise authorized by the Contracting Officer.

Format: Invoices/Vouchers shall be submitted in the format depicted on the attached sample form entitled "Invoice/Voucher for Purchases and Services Other Than Personal". Alternate formats are permissible only if they address all requirements of the Billing Instructions. The instructions for preparation and itemization of the invoice/voucher are included with the sample form.

Task Order Contracts: The contractor must submit a separate invoice/voucher for each individual task order with detailed cost information. This includes all applicable cost elements and other items discussed in paragraphs (a) through (q) of the attached instructions. In addition, the invoice/voucher must specify the contract number, and the NRC-assigned task/delivery order number.

Billing of Costs after Expiration of Contract: If costs are incurred during the contract period and claimed after the contract has expired, you must cite the period during which these costs were incurred. To be considered a proper expiration invoice/voucher, the contractor shall clearly mark it "EXPIRATION INVOICE" or "EXPIRATION VOUCHER".

Final invoices/vouchers shall be marked "FINAL INVOICE" or "FINAL VOUCHER".

Currency: Invoices/Vouchers must be expressed in U.S. Dollars.

Supersession: These instructions supersede previous Billing Instructions for Labor Hour/Time and Materials Type Contracts (June 2008).

**INVOICE/VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL
(SAMPLE FORMAT - COVER SHEET)**

1. Official Agency Billing Office

Department of the Interior
National Business Center
Attn: Fiscal Services Branch - D2770
7301 West Mansfield Avenue
Denver, CO 80235-2230

2. Invoice/Voucher Information

- a. **Payee's DUNS Number or DUNS+4.** The Payee shall include the Payee's Data Universal Number (DUNS) or DUNS+4 number that identifies the Payee'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 Payee to identify alternative Electronic Funds Transfer (EFT) accounts for the same parent concern.
- b. **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).
- c. **Contract Number.** Insert the NRC contract number (including Enterprise-wide Contract (EWC)), GSA Federal Supply Schedule (FSS), Governmentwide Agency Contract (GWAC) number, or Multiple Agency Contract (MAC) number, as applicable.
- d. **Task Order Number.** Insert the task/delivery order number (If Applicable). **Do not include more than one task order per invoice or the invoice may be rejected as improper.**
- e. **Invoice/Voucher.** The appropriate sequential number of the invoice/voucher, beginning with 001 should be designated. Contractors may also include an individual internal accounting number, if desired, in addition to the 3-digit sequential number.
- f. **Date of Invoice/Voucher.** Insert the date the invoice/voucher is prepared.
- g. **Billing period.** Insert the beginning and ending dates (day, month, year) of the period during which costs were incurred and for which reimbursement is requested.
- h. **Labor Hours Expended.** Provide a general summary description of the services performed and associated labor hours utilized during the invoice period. Specify the Contract Line Item Number (CLIN) or SubCLIN, as applicable, and information pertaining to the contract's labor categories/positions, and corresponding authorized hours.
- i. **Property.** For contractor acquired property, list each item with an initial acquisition cost of \$50,000 or more 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.

- j. Shipping. Insert weight and zone of shipment, if shipped by parcel post.
- k. Charges for freight or express shipments. Attach prepaid bill if shipped by freight or express.
- l. Instructions. Include instructions to consignee to notify the Contracting Officer of receipt of shipment.
- m. For Indefinite Delivery contracts, the final invoice/voucher shall be marked "FINAL INVOICE" or "FINAL VOUCHER".
- n. Direct Costs. Insert the amount billed for the following cost elements, adjustments, suspensions, and total amounts, for both the current billing period and for the cumulative period (from contract inception to end date of this billing period).
- (1) Direct (Burdened) Labor. This consists of salaries and wages paid (or accrued) for direct performance of the contract itemized, including a burden (or load) for indirect costs (i.e., fringe, overhead, General and Administrative, as applicable), and profit component, as follows:
- | <u>Labor Category</u> | <u>Hours Billed</u> | <u>Burdened Hourly Rate</u> | <u>Total</u> | <u>Cumulative Hours Billed</u> |
|-----------------------|---------------------|-----------------------------|--------------|--------------------------------|
|-----------------------|---------------------|-----------------------------|--------------|--------------------------------|
- (2) Contractor-acquired property (\$50,000 or more). List each item costing \$50,000 or more and having a life expectancy of more than one year. List only those items of equipment for which reimbursement is requested. For each such item, list the following (as applicable): (a) an item description, (b) manufacturer, (c) model number, (d) serial number, (e) acquisition cost, (f) date of purchase, and (g) a copy of the purchasing document.
- (3) Contractor-acquired property (under \$50,000), Materials, and Supplies. These are equipment other than that described in (2) above, plus consumable materials and supplies. List by category. List items valued at \$1,000 or more separately. Provide the item number for each piece of equipment valued at \$1,000 or more.
- (4) Materials Handling Fee. Indirect costs allocated to direct materials in accordance the contractor's usual accounting procedures.
- (5) Consultant Fee. The supporting information must include the name, hourly or daily rate of the consultant, and reference the NRC approval (if not specifically approved in the original contract).
- (6) Travel. Total costs associated with each trip must be shown in the following format:
- | <u>Start Date</u> | | <u>Destination</u> | | <u>Costs</u> |
|-------------------|-----------|--------------------|-----------|--------------|
| <u>From</u> | <u>To</u> | <u>From</u> | <u>To</u> | <u>\$</u> |
- (Must include separate detailed costs for airfare, per diem, and other transportation expenses. All costs must be adequately supported by copies of receipts or other documentation.)
- (7) Subcontracts. Include separate detailed breakdown of all costs paid to approved subcontractors during the billing period.
- o. Total Amount Billed. Insert columns for total amounts for the current and cumulative periods.
- p. Adjustments. Insert columns for any adjustments, including outstanding suspensions for unsupported or unauthorized hours or costs, for the current and cumulative periods.

q. Grand Totals.**3. Sample Invoice/Voucher Information****Sample Invoice/Voucher Information (Supporting Documentation must be attached)**

This invoice/voucher represents reimbursable costs for the billing period from _____ through _____.

| <u>Amount Billed</u> | | <u>Current Period</u> | <u>Cumulative</u> |
|---|----------|-----------------------|-------------------|
| (a) <u>Direct Costs</u> | | | |
| (1) Direct burdened labor | \$ _____ | \$ _____ | |
| (2) Government property (\$50,000 or more) | \$ _____ | \$ _____ | |
| (3) Government property, Materials, and Supplies (under \$50,000 per item) | \$ _____ | \$ _____ | |
| (4) Materials Handling Fee | \$ _____ | \$ _____ | |
| (5) Consultants Fee | \$ _____ | \$ _____ | |
| (6) Travel | \$ _____ | \$ _____ | |
| (7) Subcontracts | \$ _____ | \$ _____ | |
| Total Direct Costs: | \$ _____ | \$ _____ | |
| Total Amount Billed | \$ _____ | \$ _____ | |
| Adjustments (+/-) | \$ _____ | \$ _____ | |
| Grand Total | \$ _____ | \$ _____ | |

(The invoice/voucher format provided above must include information similar to that included below in the following to ensure accuracy and completeness.)

SAMPLE SUPPORTING INFORMATION

The budget information provided below is for format purposes only and is illustrative.

Cost Elements:**1) Direct Burdened Labor - \$4,800**

| <u>Hours Category</u> | <u>Burdened Billed</u> | <u>Rate</u> | <u>Cumulative Total</u> | <u>Labor Hours Billed</u> |
|---------------------------|----------------------------|-------------|-----------------------------|-------------------------------|
| Senior Engineer I | 100 | \$28.00 | \$2,800 | 975 |
| Engineer | 50 | \$20.00 | \$1,000 | 465 |
| Computer Analyst | 100 | \$10.00 | \$1,000 | 320 |
| | | | \$4,800 | 1,760 hrs. |

*Burdened labor rates must come directly from the contract.***2) Government-furnished and contractor-acquired property (\$50,000 or more) - \$60,000**

Prototype Spectrometer - item number 1000-01 = \$60,000

3) Government-furnished and contractor-acquired property (under \$50,000), Materials, and Supplies - \$2,000

| | | |
|---|---|----------------|
| 10 Radon tubes @ \$110.00 | = | \$1,100 |
| 6 Pairs Electrostatic gloves @ \$150.00 | = | \$ 900 |
| | | <u>\$2,000</u> |

4) Materials Handling Fee - \$40

(2% of \$2,000 in item #3)

5) Consultants' Fee - \$100

Dr. Carney - 1 hour fully-burdened @ \$100 = \$100

6) Travel - \$2,640

(i) Airfare: (2 Roundtrip trips for 1 person @ \$300 per r/t ticket)

| <u>Start Date</u> | <u>End Date</u> | <u>Days</u> | <u>From</u> | <u>To</u> | <u>Cost</u> |
|-------------------|-----------------|-------------|------------------|------------|-------------|
| 4/1/2011 | 4/7/2011 | 7 | Philadelphia, PA | Wash, D.C. | \$300 |
| 7/1/2011 | 7/8/2011 | 8 | Philadelphia, PA | Wash, D.C. | \$300 |

(ii) Per Diem: \$136/day x 15 days = \$2,040

7) Subcontracting - \$30,000

| | | |
|-----------|---|-----------------|
| Company A | = | \$10,000 |
| Company B | = | <u>\$20,000</u> |
| | | \$30,000 |

(EX: Subcontracts for Companies A & B were consented to by the Contracting Officer by letter dated 6/15/2011.)

| |
|----------|
| \$99,580 |
| <u>0</u> |
| \$99,580 |

4. Definitions

Material handling costs. When included as part of material costs, material handling costs shall include only costs clearly excluded from the labor-hour rate. Material handling costs may include all appropriate indirect costs allocated to direct materials in accordance with the contractor's usual accounting procedures.

MEMORANDUM OF NEGOTIATION

| | |
|-------------------------------------|---------------------|
| Contractor: | Suntiva, LLC |
| Contract No.: | NRC-38-10-723A |
| Task Order No.: | NRC-HQ-13-T-38-0014 |
| RFPA #: | HR-13-115 |
| Total Task Order Ceiling: | \$18,146.25 |
| Obligated Amount this Action: | \$5,000.00 |
| Contracting Officer Representative: | Nichole Glenn, HRTD |
| Contract Specialist | Rob Robinson, RRG |
| Contracting Officer | Erika Eam, RRG |

PURPOSE

The purpose of this Task Order is to provide general Program Management services in support of program-wide activities. This task order is issued under the enterprise-wide contract, NRC-38-10-723A – "Organization Development Interventions."

- The issuance date of the Task Order is within the period of the basic contract.
- The services ordered are within the contract scope of work.
- The Labor Rates are included in the Basic Contract and were awarded based off of a GSA MOBIS schedule, and are therefore considered fair and reasonable. The Labor Category is also considered professional services and therefore is not subject to the laws and provisions of the Service Contract Act.
- The category of personnel and their level of effort in the Task Order have been reviewed to be in accordance with the technical request.
- The subject Task Order is recommended for signature by the Contracting Officer.

DISCUSSION

On January 31, 2013, the Program Office notified the Division of Contracts, by way of RFPA# HR-13-117, of the need to issue a new Task Order against the enterprise-wide OD contract in order to provide general Program Management services in support of program-wide activities. These services are necessary for status reporting, providing high level briefings, and general contract administration support.

The Contracting Officer's Representative (COR) confirmed that this work was necessary and within the confines of the Basic IDIQ Contract's statement of work. A review of the Basic Contract supports the COR's assertion. In accordance with FAR 16.601(c), this Task Order was awarded as Labor Hour/Time and Materials because the emergent nature of the work makes it difficult to accurately estimate the extent or duration of the work to be performed.

The Task Order was issued to Suntiva for signature on February 1, 2013. Suntiva is the only awardee on this 8(a) IDIQ contract, therefore competition was not required for this Task Order. The Task Order was not subject to OGC review because the total Task Order value is under the Simplified Acquisitions Threshold and is not awarded to a

company involving any former NRC employees. The Task Order was fully executed on February 1, 2013.

COST ANALYSIS

The Contract Specialist (CS) reviewed the proposed price for the Task Order and determined it was fair and reasonable because:

- The Labor Rates are included in the Basic Contract and were awarded based off of a GSA MOBIS schedule, and are therefore considered fair and reasonable. The Labor Category is also considered professional services and therefore is not subject to the laws and provisions of the Service Contract Act.

Because the rates were previously agreed upon by the NRC and because they are part of a current GSA MOBIS schedule, they are still considered fair and reasonable.

CONGRESSIONAL NOTIFICATION

Congressional notification is required for awards that exceed \$500,000.00 according to guidelines set in AAPD 02-13. This award does not exceed \$500,000.00 therefore, notification is not required for this Task Order.

RECOMMENDATION

Based on the above discussion, the recommendation is that the Contracting Officer signs the NRC-HQ-13-T-38-0014.

Rob Robinson *2/1/13*
Rob Robinson Date
Contract Specialist
DC/RRG

Erika Eam *2/1/13*
Erika Eam Date
Contracting Officer Date
DC/RRG