

**SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS  
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30**

1 REQUISITION NO  
HR-13-127  
FAIMIS: 131304  
PAGE 1 OF 10

2 CONTRACT NO NRC-38-10-723A 3 AWARD/EFFECTIVE DATE See Block 16c 4 ORDER NO NRC-HQ-13-T-38-0016 5 SOLICITATION NUMBER 6 SOLICITATION ISSUE DATE

7. FOR SOLICITATION INFORMATION CALL: a. NAME b. TELEPHONE NO (No Collect Calls) 8. 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 1100  
10 THIS ACQUISITION IS  
☐ SMALL BUSINESS  
☐ HUBZONE SMALL BUSINESS  
☐ SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS  
☐ UNRESTRICTED OR ☒ SET ASIDE: 100 % FOR:  
☐ WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM  
☐ EDWOSB  
NAICS: 611430  
SIZE STANDARD: \$10 Million  
Y

11 DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED ☒ SEE SCHEDULE  
12 DISCOUNT TERMS  
13a THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) ☐  
13b RATING N/A  
14 METHOD OF SOLICITATION  
☐ RFQ ☐ IFB ☐ RFP

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 CODE FACILITY CODE 17b PAYMENT WILL BE MADE BY CODE 3130  
SUNTIVA, LLC  
SUNTIVA EXECUTIVE CONSULTING  
7600 LEESBURG PIKE STE 440E  
FALLS CHURCH VA 220432004  
TELEPHONE NO DUNS 167032239 DUNS+4  
18a SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18b UNLESS BLOCK BELOW IS CHECKED  
Department of Interior / NBC  
NRCPayments\_NBCDenver@NBC.gov  
Attn: Fiscal Services Branch - D2770  
7301 W. Mansfield Avenue  
Denver CO 80235-2230  
PHONE: FAX:

17c CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER  
18b SEE ADDENDUM

19 ITEM NO	20 See CONTINUATION Page SCHEDULE OF SUPPLIES/SERVICES	21 QUANTITY	22 UNIT	23 UNIT PRICE	24 AMOUNT
	<p>This Task Order is issued under the Basic Contract NRC-38-10-723A, "Organization Development Intervention." The purpose of this Task Order is to prepare and facilitate an off-site meeting for the Deputy Executive Director for Corporate Management and his direct reports.</p> <p>Task Order Period of Performance: Date of Award - 9/30/2013 Total Task Order Ceiling: \$14,879.93 Total Amount Obligated (with this action): \$14,879.93</p> <p>SBA#: 0353/10/007890</p> <p>See attached pages for additional terms and conditions and detailed Statement of Work.</p>				

(Use Reverse and/or Attach Additional Sheets as Necessary)

25. ACCOUNTING AND APPROPRIATION DATA See CONTINUATION Page  
B&R#: 2013-84-51-N-192; Job Code: T8477; BOC: 252A  
Appro.#: 31X0200; Amount Obligated: \$14,879.93  
DUNS#: 167032239; NAICS Code: 611430; APP-13-11950  
26 TOTAL AWARD AMOUNT (For Govt. Use Only)  
NTE \$14,879.93

27a SOLICITATION INCORPORATES BY REFERENCE FAR 52 212-1, 52 212-4 FAR 52 212-3 AND 52 212-5 ARE ATTACHED ADDENDA ARE ARE NOT ATTACHED  
27b CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52 212-4, FAR 52 212-5 IS ATTACHED ADDENDA ARE ARE NOT ATTACHED

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  
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  
30b NAME AND TITLE OF SIGNER (TYPE OR PRINT) ERIC HENSON, VICE PRESIDENT  
30c DATE SIGNED 2/25/13  
31a UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)  
31b NAME OF CONTRACTING OFFICER (TYPE OR PRINT) Erika Eam Contracting Officer  
31c DATE SIGNED 2/25/2013

AUTHORIZED FOR LOCAL REPRODUCTION PREVIOUS EDITION IS NOT USABLE  
STANDARD FORM 1449 (REV 2/2012)  
Prescribed by GSA - FAR (48 CFR) 53.212

TEMPLATE - ADMIN

SUNSI REVIEW COMPLETE

FEB 26 2013

ADM002

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**A.1 PRICE/COST SCHEDULE**

ITEM NO.	DESCRIPTION OF SUPPLIES/SVCS	QTY	UNIT	UNIT PRICE	AMOUNT
0001	Senior OD Consultant	52.00	Hours	\$241.9500	\$12,581.40
0002	Program Manager	9.5	Hours	\$241.9500	\$2,298.53
<b>GRAND TOTAL ---</b>					<b>\$14,879.93</b>
					=====

**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 30, 2013.

**A.3 STATEMENT OF WORK****Background:**

The Deputy Executive Director for Corporate Management (DEDCM) is responsible for the overall management of the agency's corporate offices (OCHCO, OIS, CSO and ADM). Many of the offices under his purview are experiencing change, and the senior leadership in three of the four offices has changed significantly in the last 6-8 months. To ensure alignment, build trust and clarify expectations, the DEDCM has requested the services of the NRC OD contractor to facilitate a one day off-site with his direct reports.

**Deliverables:**

Specifically, under contract number NRC-38-10-723, entitled "Organizational Development Interventions", Suntiva shall:

- Hold entry and status meetings with the DEDCM to align expectations (Estimated 3 hours – Senior OD Consultant, 1 hour – Program Manager).
- Assist DEDCM with key communications in advance of off-site (Estimated 2 hours – Senior OD Consultant, .5 hour – Program Manager);
- Review relevant background information such as corporate office strategic goals, key initiatives, success metrics etc. (Estimated 5 hours – Senior OD Consultant, 1 hour – Program Manager);

- Design interview questionnaire, schedule interviews and gather input from senior leader attendees in advance of the offsite to secure their buy-in and ensure the optimal offsite design (Estimated 12 hours – Senior OD Consultant, 3 hour – Program Manager);
- Review and discuss with OCHCO representatives relevant SCCS and FEVs data related to the Corporate Offices (Estimated 4 hours – Senior OD Consultant,);
- Jointly design and facilitate an offsite with the client that also includes success metrics (20 hours – Senior OD Consultant, 2 hour – Program Manager);
- Provide offsite summary data to client (Estimated 3 hours – Senior OD Consultant, 1 hour – Program Manager);
- Participate in an after action review meeting post offsite. (Estimated 3 hours – Senior OD Consultant, 1 hour – Program Manager).

**Expected Overall Outcomes:**

- Clear understanding of DEDCM expectations for the senior leaders under his purview.
- Leadership has a better understanding of the DEDCM's expectations, their collective interdependence, and begin to dialog and develop plans on how they can and will work more collaboratively.
- Better understanding of one another as leaders and as individuals.

**Roles and Responsibilities:**

DEDCM leadership (or his designate) will be responsible for administrative and logistical activities that might be required in this work order, including scheduling meetings with the consultant at mutually convenient times. The consultant will be responsible for providing deliverables and services as identified in this work order.

**Projected Level of Effort:**

Contract Labor Category	Labor Rate	Estimated Level of Effort (hours)	Total*
Senior OD Consultant			
Program Manager			
GRAND TOTAL			\$14,978.93

\* Contractor shall not exceed the Total or perform work other than the labor categories identified here 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 September 30, 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](mailto: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>
From To	From To	\$

(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>
<b>(a) Direct Costs</b>			
(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:	\$ _____	\$ _____	\$ _____
<b>Total Amount Billed</b>	\$ _____	\$ _____	\$ _____
<b>Adjustments (+/-)</b>	\$ _____	\$ _____	\$ _____
<b>Grand Total</b>	\$ _____	\$ _____	\$ _____

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

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.