

<b>INTERAGENCY AGREEMENT</b>		1 IAA NO NRC-HQ-84-14-I-0002		PAGE 1 OF 18	
2 ORDER NO		3 REQUISITION NO OCHCO-14-0055		4 SOLICITATION NO	
5 EFFECTIVE DATE 03/18/2014		6 AWARD DATE 03/18/2014		7 PERIOD OF PERFORMANCE 04/01/2014 TO 03/31/2015	
8 SERVING AGENCY OPM ALC: DUNS: +4: OFFICE OF PERSONNEL MANAGEMENT 1900 E ST NW WASHINGTON DC 20415  POC Bernard J. Nickels TELEPHONE NO. 202-553-1294		9 DELIVER TO BASIA SALL 11555 ROCKVILLE PIKE ROCKVILLE MD 20852			
10 REQUESTING AGENCY ACQUISITION MANAGEMENT DIVISION ALC: 3100001 DUNS: +4: US NUCLEAR REGULATORY COMMISSION ONE WHITE FLINT NORTH 11555 ROCKVILLE PIKE ROCKVILLE MD 20852-2738  POC Daniel App TELEPHONE NO 301-287-0939		11 INVOICE OFFICE US NUCLEAR REGULATORY COMMISSION ONE WHITE FLINT NORTH 11555 ROCKVILLE PIKE MAILSTOP 03-E17A ROCKVILLE MD 20852-2738			
12 ISSUING OFFICE US NRC - HQ ACQUISITION MANAGEMENT DIVISION MAIL STOP 3WFN-05-C64MP WASHINGTON DC 20555-0001		13 LEGISLATIVE AUTHORITY Economy Act			
		14 PROJECT ID			
		15 PROJECT TITLE OPM LEADERSHIP 360 ASSESSMENT			
16 ACCOUNTING DATA 2014-X0200-FEEBASED-84-84D003-51-N192-T8475-251B					
17 ITEM NO.	18 SUPPLIES/SERVICES	19 QUANTITY	20 UNIT	21 UNIT PRICE	22 AMOUNT
00001	Project Title: OPM LEADERSHIP 360 ASSESSMENT  This Interagency Agreement purpose is for the NRC to partner with OPM to administer the OPM Leadership 360 to up to 120 participants across 4 administrations. Master IAA: N/A  Delivery by OPM of 360 Assessment Class  Attachment No.1: NRC General Terms and Conditions (GT&C) For Interagency Agreements (IAA) Continued ...				24,400.00
23 PAYMENT PROVISIONS		24 TOTAL AMOUNT \$24,400.00			
25a SIGNATURE OF GOVERNMENT REPRESENTATIVE (SERVING) BERNARD NICKELS <small>BY: BERNARD NICKELS, O 92342 19200300 100 1 1424001000126993 Date 2014 03 18 16:22:02 -04'00'</small>		25b SIGNATURE OF GOVERNMENT REPRESENTATIVE (REQUESTING) <i>Erika Eam</i>			
25b NAME AND TITLE Bernard Nickels, Manager OA		25c DATE		25d CONTRACTING OFFICER ERIKA EAM	
				25e DATE 3/19/2014	

**SUNSI REVIEW COMPLETE**

MAR 27 2014

TEMPLATE - ADM001

ADM002

IAAND	ORDER NO	PAGE	OF
NRC-HQ-84-14-1-0002		2	16
<p>Attachment No.2: Statement of Work</p> <p>Attachment No.3: IAA Agreement Department of the Treasury Form 7600A &amp; 7600B</p> <p>The total amount of award: \$24,400.00. The obligation for this award is shown in box 24.</p>			

## NRC GENERAL TERMS AND CONDITIONS (GT&C) FOR INTERAGENCY AGREEMENTS (IAA)

### **General Guidance**

#### **1. Technical Direction**

The NRC Contracting Officer's Representative (COR), Basia Sall (Basia.Sall@nrc.gov), is responsible for ensuring that the services required under this project are delivered in accordance with the terms of the SOW. All technical direction instructions to the Servicing agency must be issued through the COR.

Technical direction includes interpreting technical specifications, providing needed details, and suggesting possible lines of inquiry. Technical direction must not constitute new work or affect overall project cost or period of performance. Technical direction must be confirmed in writing to the servicing agency with a copy provided to the cognizant NRC Contracting Officer (CO).

#### **2. Billing Requirements**

Servicing agency shall bill NRC monthly for costs paid in support of NRC projects by the agreement number. The servicing agency shall bill and collect from NRC by an electronic transfer of funds through the U.S. Treasury Intergovernmental Payment and Collection System (IPAC).

The servicing agency voucher shall identify the NRC agreement number, and the NRC and servicing agency budget and reporting (B&R) numbers.

The servicing agency voucher, at a minimum, shall indicate the month that costs were incurred and the dollar amount of these costs. In some instances because of accrual accounting and other adjustments, the amounts may differ slightly from the original accrual amount.

When the Status Report costs differ from the amount billed, servicing agency shall provide an explanation of the difference on the voucher.

The servicing agency voucher shall be sent to support the IPAC funds transfer. The instructions must identify the billable activities as specified by 10 CFR Part 170. The servicing agency voucher and other required documentation shall be submitted to—

NRC Payments  
U.S. Nuclear Regulatory Commission  
One White Flint North  
11555 Rockville Pike  
Mailstop O3-E17A  
Rockville, MD 20852-2738

#### **Electronic Commercial Vendor and IPAC Payments:**

Effective immediately, commercial vendors and Federal entities should use the new electronic mailing addresses shown below:

Invoice and training billing Email address – [NRCPayments@NRC.gov](mailto:NRCPayments@NRC.gov)

IPAC billing Email address – [NRCIPAC.Resource@NRC.gov](mailto:NRCIPAC.Resource@NRC.gov)

### **3. Limitation of Funds**

NRC is not obligated to reimburse the servicing agency for costs incurred by its contractors in excess of the total amount obligated by an appropriately executed IAA form. The NRC Contracting Officer will formally notify the servicing agency of any projects that are intended to be phased out or terminated as soon as such intent is known, preferably at least 30 days before the proposed termination date. For IAAs with fixed performance periods, the servicing agency should assume that the program will terminate on the last day of the period specified on the IAA form.

If at any time the servicing agency has reason to believe that the costs will exceed the total amount authorized, the servicing agency must notify the NRC CO. In the absence of formal NRC instructions to continue or to terminate a work order, the servicing agency will notify the NRC CO in writing when the accrued costs of any NRC Order approaches 75 percent of the authorized funding level provided on the IAA form.

The notification should include the estimated date when the accrued costs will equal the authorized funds, and may, if appropriate, recommend or request the NRC action desired. After this notification, the NRC will evaluate costs incurred against technical progress and, if necessary, will:

- Increase funding authorization
- Change the scope of the work
- Change the period of performance
- Terminate the project

The servicing agency shall notify the NRC CO in writing when it is anticipated that the work cannot be completed within the period of performance indicated on the IAA form. Notification shall be made in sufficient time to allow for the issuance of a modification to the IAA authorizing an extension of the work period to the date necessary to complete the authorized work. If the period of performance is not extended, the NRC CO shall notify the servicing agency via issuance of a modification for closeout of the IAA.

### **4. Stop-Work Order**

The NRC CO may, at any time, by written modification to the servicing agency, require the servicing agency to stop all or any part of the work called for by this work order for a period of up to 90 days after the order modification is delivered to the servicing agency, and for any further period to which the parties may agree. Any such order will be specifically identified as a "stop-work order" issued pursuant to this clause. Upon receipt of such an order, the servicing agency shall forthwith comply with its terms and take all reasonable steps to minimize the incurrence of cost allocable to the work covered by the order during the period of work stoppage.

Within a period of 90 days after a stop-work order is delivered to servicing agency or within any extension of that period to which the parties shall have agreed the office shall either:

- Cancel the stop-work order
- Terminate the work covered by this work order

If a stop-work order issued under this clause is cancelled or the period of the stop-work order or any extension thereof expires, servicing agency will authorize the resumption of the work. An adjustment will be made in the delivery schedule or cost, or both, and the Order must be modified in writing accordingly. If a stop-work order is not cancelled and the work covered by the order is terminated in accordance with the terms of the GT&C section of the IAA, costs resulting from the stop-work order will be allowed in arriving at the termination settlement.

United States Government  
Interagency Agreement (IAA) – Agreement Between Federal Agencies  
General Terms and Conditions (GT&C) Section

IAA Number \_\_\_\_\_ - 0000 - \_\_\_\_\_  
GT&C # \_\_\_\_\_ Order # \_\_\_\_\_ Amendment/Mod # \_\_\_\_\_

DEPARTMENT AND/OR AGENCY		
<b>1.</b>	<b>Requesting Agency of Products/Services</b>	<b>Servicing Agency Providing Products/Services</b>
<div style="border: 1px solid black; padding: 2px;">Name</div>	US Nuclear Regulatory Commission Acquisition Management Division	U.S. Office of Personnel Management
<div style="border: 1px solid black; padding: 2px;">Address</div>	Mail Stop 3WFN Rockville, MD 20852	1900 E. St. N.W. Washington, DC 20415
<b>2. Servicing Agency Agreement Tracking Number</b> (Optional) _____		
<b>3. Assisted Acquisition Agreement</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
<b>4. GT&amp;C Action</b> (Check action being taken)  <input checked="" type="checkbox"/> <b>New</b>  <input type="checkbox"/> <b>Amendment</b> – Complete only the GT&C blocks being changed and explain the changes being made.     <input type="checkbox"/> <b>Cancellation</b> – Provide a brief explanation for the IAA cancellation and complete the effective End Date.		
<b>5. Agreement Period</b> Start Date <u>04-01-2014</u> End Date <u>03-31-2015</u> of IAA or effective cancellation date MM-DD-YYYY MM-DD-YYYY		
<b>6. Recurring Agreement</b> (Check One) A Recurring Agreement will continue, unless a notice to discontinue is received. Yes <input type="checkbox"/> If Yes, is this an: Annual Renewal <input type="checkbox"/> Other Renewal <input type="checkbox"/> State the other renewal period: _____ No <input checked="" type="checkbox"/>		
<b>7. Agreement Type</b> (Check One) <input checked="" type="checkbox"/> Single Order IAA <input type="checkbox"/> Multiple Order IAA		
<b>8. Are Advance Payments Allowed for this IAA</b> (Check One) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes is checked, enter Requesting Agency's Statutory Authority Title and Citation		
Note: Specific advance amounts will be captured on each related Order.		

**United States Government**  
**Interagency Agreement (IAA) – Agreement Between Federal Agencies**  
**General Terms and Conditions (GT&C) Section**

IAA Number \_\_\_\_\_ - 0000 - \_\_\_\_\_  
GT&C # \_\_\_\_\_ Order # \_\_\_\_\_ Amendment/Mod # \_\_\_\_\_

**9. Estimated Agreement Amount** (The Servicing Agency completes all information for the estimated agreement amount.)

(Optional for Assisted Acquisitions)

Direct Cost _____	\$24,400.00
Overhead Fees & Charges _____	
Total Estimated Amount _____	\$24,400.00

Provide a general explanation of the Overhead Fees & Charges

**10. STATUTORY AUTHORITY**

**a. Requesting Agency's Authority** (Check One)

Franchise Fund	Revolving Fund	Working Capital Fund	Economy Act (31 U.S.C. 1535/FAR 17.5)	Other Authority
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Fill in Statutory Authority Title and Citation** for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority  
5 U.S.C. 1304(e)(1)

**b. Servicing Agency's Authority** (Check One)

Franchise Fund	Revolving Fund	Working Capital Fund	Economy Act (31 U.S.C. 1535/FAR 17.5)	Other Authority
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Fill in Statutory Authority Title and Citation** for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority  
5 U.S.C. 1304(e)(1)

**11. Requesting Agency's Scope** (State and/or list attachments that support Requesting Agency's Scope.)

Administer OPM Leadership 360 to up to 120 individuals in up to 4 sessions. Detailed in MOA attached.

**12. Roles & Responsibilities for the Requesting Agency and Servicing Agency** (State and/or list attachments for the roles and responsibilities for the Requesting Agency and the Servicing Agency.)

Detailed in MOA attached.

United States Government  
Interagency Agreement (IAA) – Agreement Between Federal Agencies  
General Terms and Conditions (GT&C) Section

IAA Number \_\_\_\_\_ - 0000 - \_\_\_\_\_  
GT&C # \_\_\_\_\_ Order # \_\_\_\_\_ Amendment/Mod # \_\_\_\_\_

**13. Restrictions (Optional)** (State and/or attach unique requirements and/or mission specific restrictions specific to this IAA).  
No special restrictions.

**14. Assisted Acquisition Small Business Credit Clause** (The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency.)

**15. Disputes:** Disputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Appendix 10; Intragovernmental Business Rules.

**16. Termination** (Insert the number of days that this IAA may be terminated by written notice by either the Requesting or Servicing Agency.)

30

If this agreement is canceled, any implementing contract/order may also be canceled. If the IAA is terminated, the agencies shall agree to the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions.

If the Servicing Agency incurs costs due to the Requesting Agency's failure to give the requisite notice of its intent to terminate the IAA, the Requesting Agency shall pay any actual costs incurred by the Servicing Agency as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.

**17. Assisted Acquisition Agreements – Requesting Agency's Organizations Authorized To Request Acquisition Assistance for this IAA.** (State or attach a list of Requesting Agency's organizations authorized to request acquisition assistance for this IAA.)

n/a

**18. Assisted Acquisition Agreements – Servicing Agency's Organizations authorized to Provide Acquisition Assistance for this IAA.** (State or attach a list of Servicing Agency's organizations authorized to provide acquisition for this IAA.)

n/a

**19. Requesting Agency Clause(s) (Optional)** (State and/or attach any additional Requesting Agency clauses.)

n/a



United States Government  
Interagency Agreement (IAA) – Agreement Between Federal Agencies  
General Terms and Conditions (GT&C) Section

IAA Number \_\_\_\_\_ - 0000 -  
GT&C # \_\_\_\_\_ Order # \_\_\_\_\_ Amendment/Mod # \_\_\_\_\_

**20. Servicing Agency Clause(s)** (Optional) (State and/or attach any additional Servicing Agency clauses.)  
See MOA attached.

**21. Additional Requesting Agency and/or Servicing Agency Attachments** (Optional) (State and/or attach any additional Requesting Agency and/or Servicing Agency attachments.)  
n/a

**22. Annual Review of IAA**

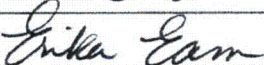
By signing this agreement, the parties agree to annually review the IAA if the agreement period exceeds one year. Appropriate changes will be made by amendment to the GT&C and/or modification to any affected Order(s).

**AGENCY OFFICIAL**

The Agency Official is the highest level accepting authority or official as designated by the Requesting Agency and Servicing Agency to sign this agreement. Each Agency Official must ensure that the general terms and conditions are properly defined, including the stated statutory authorities, and, that the scope of work can be fulfilled per the agreement.

The Agreement Period Start Date (Block 5) must be the same as or later than the signature dates.

Actual work for this IAA may NOT begin until an Order has been signed by the appropriate individuals, as stated in the Instructions for Blocks 37 and 38.

23.	Requesting Agency	Servicing Agency
Name	Erika Eam	Bernard J. Nickels, Ph.D.
Title	Contracting Officer	Manager, OPM/HRS/Organizational Assessment
Telephone Number(s)	301-287-0954	(404) 331-3012
Fax Number		(202) 606-1399
Email Address	Erika.Eam@nrc.gov	Bernard.Nickels@opm.gov
SIGNATURE		BERNARD
Approval Date	3/12/2014	NICKELS

Digitally signed by BERNARD NICKELS  
DN: c=us, o=U.S. Government, ou=Office of  
Personnel Management, cn=BERNARD  
NICKELS,  
0.9.2342.19200300.100.1.1=24001000126993  
Date: 2014.03.13 13:46:54 -04'00'

IAA Number	GT&C #	Order #	Amendment/Mod #	Servicing Agency's Agreement Tracking Number (Optional)
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FMS Form 7600B  
04/12



# IAA Order

IAA Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_      Servicing Agency's Agreement  
 GT&C #      Order #      Amendment/Mod #      Tracking Number (Optional) \_\_\_\_\_

<b>28. Order Line/Funding Information</b>												<b>Line Number</b> _____				
<b>Requesting Agency Funding Information</b>												<b>Servicing Agency Funding Information</b>				
ALC		31000001								24000001						
Component TAS Required by 10/1/2014	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB
OR Current TAS format		31X0200								24X4571.24						
BETC		DISB								COLL						
Object Class Code (Optional)																
BPN		040535809								796654189						
BPN + 4 (Optional)		040535809-03100														
Additional Accounting Classification/Information (Optional)		BOC:251B ALC# for IPAC:3100001 B&R:2014-84-51-N-192 T8475														
Requesting Agency Funding Expiration Date 09-30-2014 MM-DD-YYYY										Requesting Agency Funding Cancellation Date 09-30-2019 MM-DD-YYYY						
NRC Quarterly 360 FY2014																
<b>Project Number &amp; Title</b>																
<b>Description of Products and/or Services, including the Bona Fide Need for this Order</b> (State or attach a description of products/services, including the bona fide need for this Order.) Administer the OPM Leadership 360 to up to 120 individuals in up to 4 sessions. For more details see MOA.																
North American Industry Classification System (NAICS) Number (Optional) 541612																
<b>Breakdown of Reimbursable Line Costs</b>												<b>OR Breakdown of Assisted Acquisition Line Cost:</b>				
Unit of Measure								Contract Cost		\$						
Quantity		Unit Price		Total		Servicing Fees		\$								
1		\$24,400.00		\$ 24,400.00		Total Obligated Cost		\$ 0.00								
Overhead Fees & Charges		\$		Advance for Line (-)		\$										
Total Line Amount Obligated		\$ 24,400.00		Net Total Cost		\$ 0.00										
Advance Line Amount (-)		\$		Assisted Acquisition Servicing Fees Explanation												
Net Line Amount Due		\$ 24,400.00														
<b>Type of Service Requirements</b>																
<input type="checkbox"/> Severable Service <input checked="" type="checkbox"/> Non-severable Service <input type="checkbox"/> Not Applicable																

## IAA Order

IAA Number \_\_\_\_\_  
GT&C # \_\_\_\_\_ Order # \_\_\_\_\_ Amendment/Mod # \_\_\_\_\_

Servicing Agency's Agreement  
Tracking Number (Optional) \_\_\_\_\_

**29. Advance Information** (Complete Block 29 if the Advance Payment for Products/Services was checked "Yes" on the GT&C.)

Total Advance Amount for the Order \$ 0.00 [All Order Line advance amounts (Block 28) must sum to this total.]

**Revenue Recognition Methodology** (according to SFFAS 7) (Identify the Revenue Recognition Methodology that will be used to account for the Requesting Agency's expense and the Servicing Agency's revenue)

- ☐ Straight-line -- Provide amount to be accrued \$ \_\_\_\_\_ and Number of Months \_\_\_\_\_
- ☐ Accrual Per Work Completed -- Identify the accounting posting period:
- ☒ Monthly per work completed & invoiced
- ☐ Other -- Explain other regular period (bimonthly, quarterly, etc.) for posting accruals and how the accrual amounts will be communicated if other than billed. \_\_\_\_\_

**30. Total Net Order Amount:** \$ 24,400.00

[All Order Line Net Amounts Due for reimbursable agreements and Net Total Costs for Assisted Acquisition Agreements (Block 28) must sum to this total.]

**31. Attachments** (State or list attachments.)

- ☐ Key project and/or acquisition milestones (Optional except for Assisted Acquisition Agreements)

☐ Other Attachments (Optional)

### BILLING & PAYMENT INFORMATION

**32. Payment Method** (Check One) [Intra-governmental Payment and Collection (IPAC) is the Preferred Method.]  
If IPAC is used, the payment method must agree with the IPAC Trading Partner Agreement (TPA).

- ☐ Requesting Agency Initiated IPAC ☒ Servicing Agency Initiated IPAC
- ☐ Credit Card ☐ Other -- Explain other payment method and reasoning \_\_\_\_\_

**33. Billing Frequency** (Check One)

[An Invoice must be submitted by the Servicing Agency and accepted by the Requesting Agency BEFORE funds are reimbursed (i.e., via IPAC transaction)]

- ☒ Monthly ☐ Quarterly ☐ Other Billing Frequency (include explanation) \_\_\_\_\_

**34. Payment Terms** (Check One)

- ☒ 7 days ☐ Other Payment Terms (include explanation): \_\_\_\_\_

# IAA Order

IAA Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_      Servicing Agency's Agreement  
 GT&C #      Order #      Amendment/Mod #      Tracking Number (Optional) \_\_\_\_\_

## 35. Funding Clauses/Instructions (Optional) (State and/or list funding clauses/instructions.)

## 36. Delivery/Shipping Information for Products (Optional)

Agency Name	
Point of Contact (POC) Name & Title	
POC Email Address	
Delivery Address /Room Number	
POC Telephone Number	
Special Shipping Information	

## APPROVALS AND CONTACT INFORMATION

### 37. PROGRAM OFFICIALS

The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.

	Requesting Agency	Servicing Agency
Name	Erika Eam	Bernard J. Nickels, Ph.D.
Title	Contracting Officer	Manager, OPM/HRS/Organizational Assessment
Telephone Number	301 287-0954	(404) 331-3012
Fax Number		(202) 606-1399
Email Address	Erika.Eam@nrc.gov	Bernard.Nickels@opm.gov
SIGNATURE	<i>Erika Eam</i>	BERNARD
Date Signed	3/12/2014	NICKELS

Digitally signed by BERNARD NICKELS  
 DN: c=us, o=U.S. Government, ou=Office of  
 Personnel Management, cn=BERNARD NICKELS,  
 o.9.2342.19200300.100.1.1=24001000126993  
 Date: 2014.03.13 13:48:27 -04'00'

**38. FUNDING OFFICIALS** - The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds are accurately cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.

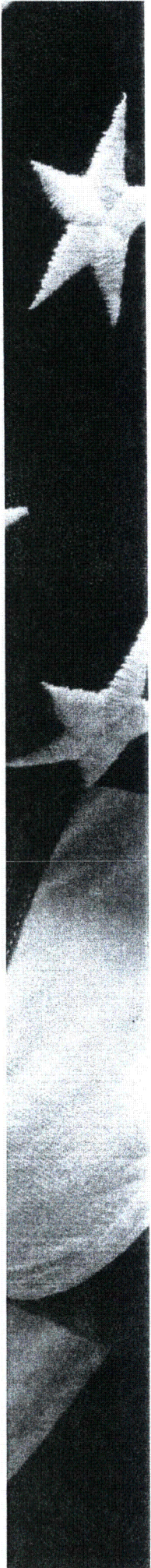
	Requesting Agency	Servicing Agency
Name	Kevin Jones	Steven Kreklow
Title	FCO	HRS Business Operations Supervisor
Telephone Number	301-287-0573	(414) 763-9717
Fax Number		(202) 606-1399
Email Address	Kevin.Jones@nrc.gov	Steven.Kreklow@opm.gov
SIGNATURE	<i>Kevin Jones</i>	Rachel D Gillerlain
Date Signed	3/12/14	

Digitally signed by Rachel D Gillerlain  
 DN: cn=Rachel D Gillerlain, o=Center for  
 Management Services, ou=HR Solutions,  
 email=rachel.gillerlain@opm.gov, c=US  
 Date: 2014.03.18 15:49:10 -04'00'

## IAA Order

IAA Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_      Servicing Agency's Agreement  
GT&C #                  Order #    Amendment/Mod #      Tracking Number (Optional) \_\_\_\_\_

CONTACT INFORMATION		
<b>FINANCE OFFICE Points of Contact (POCs)</b> The finance office points of contact must ensure that the payment (Requesting Agency), billing (Servicing Agency), and advance/accounting information are accurate and timely for this Order.		
<b>39.</b>	<b>Requesting Agency (Payment Office)</b>	<b>Servicing Agency (Billing Office)</b>
Name		John Gniadek
Title		Management Analyst
Office Address		
Telephone Number		
Fax Number		
Email Address		John.Gniadek@opm.gov
Signature & Date (Optional)		
<b>40. ADDITIONAL Points of Contacts (POCs) (as determined by each Agency)</b> This may include CONTRACTING Office Points of Contact (POCs).		
	<b>Requesting Agency</b>	<b>Servicing Agency</b>
<b>Name</b>	Basia Sall	Michael Rossi
Title	Leadership Development Program Manager	Lead Personnel Research Psychologist
Office Address		
Telephone Number	(301) 287-0582	(202) 606-0169
Fax Number	(301) 287-9343	
Email Address	Basia.Sall@nrc.gov	Michael.Rossi@opm.gov
Signature & Date (Optional)		
<b>Name</b>		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		
<b>Name</b>		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		



A Statement of Work for  
Administering the

# OPM Leadership 360™ Assessment

for the

The Nuclear Regulatory Commission

presented by

Organizational Assessment  
Human Resources Solutions  
U.S. Office of Personnel Management

January 2014



**HUMAN RESOURCES SOLUTIONS**

CHOSEN EMPLOYER. CHOSEN PROVIDER

*by Government for Government*





## **I. BACKGROUND**

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The U.S. Office of Personnel Management's (OPM) Human Resources Solutions Division provides HR Strategy, HR Information Technology, Nationwide Testing, Staff Acquisition, and Training products and services to Federal agencies on a reimbursable basis. OPM Personnel Research Psychologists have experience in organizational and individual assessments, survey research, and outcome measurement, including direct experience conducting leadership assessments with a variety of Federal agencies.

The Nuclear Regulatory Commission (NRC) would like to partner with OPM to administer the OPM Leadership 360<sup>TM</sup> to up to 120 participants across 4 administrations. The OPM Leadership 360<sup>TM</sup> assesses Federal leaders on the 28 OPM competencies that comprise the five Executive Core Qualifications (ECQs).

## **II. SCOPE OF WORK**

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OPM agrees to partner with NRC to administer the OPM Leadership 360<sup>TM</sup> to a maximum of 120 participants across a maximum of 4 survey sessions. For each session, OPM will present a group orientation briefing to familiarize participants with the assessment process. Each 360 administration will begin immediately following the orientation briefing and will remain open for three weeks, with an option to leave the assessment open for additional weeks, as needed. One to two weeks after the 360 closes, OPM will deliver a group feedback briefing and will then disseminate individual feedback reports to each NRC 360 participant electronically. OPM will also generate an aggregate report for each group.

OPM agrees to perform the following activities and provide the following resources to meet the requirements of this Agreement:

- Customize the briefings, communications, and assessment process to meet NRC's needs
- Present up to 4 group orientation briefings
- Administer up to 4 survey sessions for up to 120 leadership participants in total
- Create individual usernames and passwords for each leadership participant
- E-mail participant and rater invitations, instruction materials and reminders
- Host the website to collect rating data
- Analyze results and produce one PDF individual feedback report for each leadership participant
- Produce a PDF aggregate report for each survey session
- Present up to 4 group feedback briefings
- All briefings will be conducted over the phone or at NRC's training facility in Bethesda

## **III. CUSTOMER RESPONSIBILITIES**

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- Provide one POC for all survey-related issues
- Partner with OPM to customize all briefings, communications, and the assessment process as needed



**HUMAN RESOURCES SOLUTIONS**

CHOSEN EMPLOYER CHOSEN PROVIDER  
By Government Acquisition Center



- Send a pre-assessment e-mail to participants communicating the launch of the assessment
- Provide OPM with a list of all participants, including first name, last name, and e-mail address one week prior to the survey administration
- Provide meeting facilities or conference call capabilities for, and schedule, the orientation and group feedback briefings
- Understand that agency representatives will not have access to any raw data or to the individual feedback reports

#### IV. TIMEFRAMES

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Send participant names and e-mail addresses to OPM .....	Week 1
Deliver orientation briefing/Begin assessment .....	Weeks 2-4
Close assessment.....	Week 4
Produce individual feedback reports.....	Week 5
Deliver group feedback briefing and reports .....	Weeks 6-7

#### V. COST ESTIMATES

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Session fee for 4 sessions (\$2500/session) .....	\$10,000
Participant fee for 120 participants (\$120/participant) .....	\$14,400
<b>Total.....</b>	<b>\$24,400</b>

#### VI. OTHER PROVISIONS

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**Warranties by OPM:** OPM represents and warrants to NRC that it has the experience and ability to perform the services required by this Agreement; that it will perform said services in a professional, competent and timely manner; that it has the power to enter into and perform this Agreement; and that its performance of this Agreement shall not infringe upon or violate the rights of any third party or violate any Federal, state or municipal laws. However, NRC will not determine or exercise control as to general procedures or formats necessary to have these services meet Customer satisfaction.

**Agency Policies:** Nothing in this Agreement is intended to conflict with current OPM or NRC directives. If the terms of this Agreement are inconsistent with existing directives of either of the agencies entering into the Agreement, then those portions of this Agreement determined to be inconsistent will be invalid; however, the remaining terms and conditions not affected by the inconsistency will remain in full force and effect. At the first opportunity for review of the Agreement, all necessary changes will be accomplished by either an amendment to the Agreement or by entering into a new Agreement, whichever is deemed expedient to the interest of both parties.

**Confidentiality:** OPM recognizes and acknowledges that this Agreement creates a confidential relationship between OPM (an HRS government to government service provider) and NRC and that information provided by NRC, whether written, oral, or otherwise, may be confidential in nature. OPM will not disclose, except where required by law, rule or regulation, NRC confidential information.







**Publicity & Public Statements:** OPM reserves the right to promote the existence and nature of the project and the parties to the Agreement (not including monetary value of the project or Agreement) for business development purposes.

**Scope of Agreement:** If the scope of any of the provisions of the Agreement is too broad in any respect whatsoever to permit enforcement to its full extent, then such provisions shall be enforced to the maximum extent permitted by law, and the parties hereto consent and agree that such scope may be judicially modified accordingly and that the whole of such provisions of this Agreement shall not thereby fail, but that the scope of such provisions shall be curtailed only to the extent necessary to conform to law.

**Disagreement on Interpretation of Agreement:** Should disagreement arise on the interpretation of the provisions of this Agreement, or amendments and/or revisions thereto, that cannot be resolved at the operating level, the area(s) of disagreement will be stated in writing by each party and presented to the other party for consideration. If agreement on interpretation is not reached within thirty days, the parties will forward the written presentation of the disagreement to respectively higher agency officials for appropriate resolution.

**Review by Inspector General:** Under the Inspector General Act of 1978, as amended, 5 USC App. 3, a review of this Agreement may be conducted at any time. The Inspector General of OPM, or any of his/her duly-authorized representatives, will have access to any pertinent books, documents, papers and records of the parties to this Agreement, whether written, printed, recorded, produced, or reproduced by any mechanical, magnetic or other process or medium, in order to make audits, inspections, excerpts, transcripts, or other examinations as authorized by law.



## VII. APPROVALS

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### For OPM:

Bernard J. Nickels, Ph.D.  
Manager, Organizational Assessment  
Human Resources Solutions, OPM  
(202) 553-1294  
Bernard.Nickels@opm.gov

### For NRC:

BERNARD  
NICKELS

Digitally signed by BERNARD NICKELS  
DN: cn=us, o=U.S. Government, ou=Office of  
Personnel Management, cn=BERNARD NICKELS,  
0.9.2342.19200300.100.1.1=24001000126993  
Date: 2014.03.13 13:53:17 -0400

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Signature and Date

*Erin Lam* 3/19/2014

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Signature and Date

