

ORDER FOR SUPPLIES OR SERVICES

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

1. DATE OF ORDER 04/03/2014		2. CONTRACT NO. (If any) NRC-HQ-13-C-10-0040/ NRC-HQ-13-C-10-0040		6. SHIP TO: a. NAME OF CONSIGNEE US NUCLEAR REGULATORY COMMISSION-		
3. ORDER NO. NRC-HQ-11-14-T-0001		4. REQUISITION/REFERENCE NO. NSIR-14-0050				
5. ISSUING OFFICE (Address correspondence to) US NRC - HQ ACQUISITION MANAGEMENT DIVISION MAIL STOP 3WFN-05-C64MP WASHINGTON DC 20555-0001				b. STREET ADDRESS MAIL PROCESSING CENTER 4930 BOILING BROOK PARKWAY		
				c. CITY ROCKVILLE	d. STATE MD	e. ZIP CODE 20852
7. TO: TAWANDA M SMITH				f. SHIP VIA		
a. NAME OF CONTRACTOR INTELLIGENT FISCAL OPTIMAL SOLUTIONS LLC				8. TYPE OF ORDER		
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.		
c. STREET ADDRESS NA				Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.		
d. CITY COLUMBIA		e. STATE MD		f. ZIP CODE 210443576		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OFFICE OF ADMINISTRATION		
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input checked="" type="checkbox"/> c. DISADVANTAGED <input checked="" type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED <input checked="" type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input checked="" type="checkbox"/> h. EDWOSB						12. F.O.B. POINT
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		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)
	The U.S. Nuclear Regulatory Commission hereby issues this labor-hour task order titled Onsite Secretarial Support Services for the Office of Nuclear Security and Incident Response. Continued ...					
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME US NUCLEAR REGULATORY COMMISSION						\$0.00
b. STREET ADDRESS (or P.O. Box) ONE WHITE FLINT NORTH						\$15,365.36
c. CITY						
d. STATE						17(i) GRAND TOTAL
e. ZIP CODE						
22. UNITED STATES OF AMERICA BY (Signature)				23. NAME (Typed) NANCY LAMON-KRITIKOS TITLE: CONTRACTING/ORDERING OFFICER		

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OPTIONAL FORM 347 (Rev. 2/2012)
Prescribed by GSA/FAR 48 CFR 53.213(f)

SUNSI REVIEW COMPLETE

APR 22 2014

ADM002

TEMPLATE - ADM001

ORDER FOR SUPPLIES OR SERVICES

PAGE NO

SCHEDULE - CONTINUATION

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DATE OF ORDER

CONTRACT NO.

ORDER NO.

04/03/2014

NRC-HQ-13-C-10-0040/NRC-HQ-13-C-10-0040

NRC-HQ-11-14-T-0001

ITEM NO (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	NRC COR: Catherine Blakeney, 301-415-1491 NRC Alternate COR: Robin Barnes, 301-415-2763 NRC TOM: Sandra Valencia, 301-287-3707 NRC Alternate TOM: Kris Jamgochian, 301-287-3542 Total Task Order Obligated Amount: \$15,365.36 Total Task Order Ceiling: \$15,365.36 Accounting Info: 2014-X0200-FEEBASED-11-11D099-41-F-191-1071- 252P Period of Performance: 04/07/2014 to 05/19/2014					
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$0.00	

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OPTIONAL FORM 348 (Rev 4/2005)

Prescribed by GSA FAR (48 CFR) 53.213(f)

In accordance with Section C.30, 52.216-18 Ordering Clause, and Section B.6, Statement of Work, under Contract Number NRC-HQ-13-C-10-0040, the contractor shall provide the onsite secretarial office support services for the Office of Nuclear Security and Incident Response (NSIR).

The Task Order period of performance shall be effective from April 7, 2014 through May 19, 2014. The subject task order term will be extended by the Government unilaterally should the government exercise its option under the basic contract, unless provided otherwise in writing to the contractor. The total duration of this task order, including the exercise of any options under the basic contract, shall not exceed five years.

Please find the prices below for the base period:

Item No.	Description	Unit	Estimated Quantity	Estimated Hours	Hourly Rate	Total Price
0001	Secretary I	Regular Hours				
0002	Secretary I	Overtime Hours				
0003	Secretary II	Regular Hours	0	0		\$0
0004	Secretary II	Overtime Hours	0	0		\$0
0005	Site Project Manager/ Alternate SPM	Regular Hours				
Total Task Order Base Year Price						\$15,365.36

SPECIFIC OFFICE REQUIREMENTS

NSIR requires support including but not limited to:

- Answer office phone [& take messages]
- Schedule/reschedule meetings [in Outlook]
- Type letters, memoranda, and reports and profile in ADAMS, as appropriate
- Monitor Time & Attendance in HRMS
- Xeroxing and Filing, as appropriate
- Cover telephones for other Division Administrative Assistants, as appropriate
- Run reports from FAIMIS
- Knowledgeable MSOffice tools (Microsoft Word, PowerPoint, Outlook, Excel and Access)

CONSIDERATION AND OBLIGATION--TASK ORDERS (AUG 2011)

(a) The ceiling of this order for services is \$15,365.36

(b) The amount presently obligated with respect to this order is **\$15,365.36**. The obligated amount shall, at no time, exceed the order ceiling as specified in paragraph (a) above. When and if the amount(s) paid and payable to the Contractor hereunder shall equal the obligated amount, the Contractor shall not be obligated to continue performance of the work unless and until the Contracting Officer shall increase the amount obligated with respect to this order, in accordance with FAR Part 43 - Modifications. Any work undertaken by the Contractor in excess of the obligated amount specified above is done so at the Contractor's sole risk and may not be reimbursed by the Government.

POINTS OF CONTACT:

Contracting Officer Representative:	Alternate Contracting Officer Representative:	Contract Specialist:
Catherine Blakeney	Robin Barnes	Nancy Lamon-Kritikos
301-415-1491	301-415-2763	301-287-0885
catherine.blakeney@nrc.gov	robin.barnes1@nrc.gov	Nancy.Lamon-Kritikos@nrc.gov

Task Order Manager Name	Phone Number	Email Address
Sandra Valencia, Primary	301-287-3702	Sandra.Valencia@nrc.gov
Kris Jamgochian, Alternate	301-287-3542	Kris.Jamgochian@nrc.gov

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

CONTRACTOR ACCEPTANCE OF TASK ORDER NRC-HQ-11-14-T-0001

Acceptance of Task Order NRC-HQ-11-14-T-0001 should be made by having an official, authorized to bind your organization, execute two copies of this document in the space provided and return one copy to the Contract Specialist. Please retain the other copy for your records.

ACCEPTED TASK ORDER NRC-HQ-11-14-T-0001


Signature

Tawanda Smith

Name

CEO

Title

04/03/2014

Date