

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS				1 REQUISITION NUMBER OCHCO-14-0057		PAGE OF 1 7	
2 CONTRACT NO. NRC-HQ-12-C-38-0079/ NRC-HQ-12-C-38-0079				3 AWARD EFFECTIVE DATE		4 ORDER NUMBER NRC-HQ-84-14-T-0001	
7. FOR SOLICITATION INFORMATION CALL:				a NAME ANITA CARR		b TELEPHONE NUMBER (No collect calls) 301-267-0909	
5 ISSUED BY US NRC - HQ ACQUISITION MANAGEMENT DIVISION MAIL STOP 3WFN-05-C64MP WASHINGTON DC 20555-0001				CODE NRCCHQ		10 THIS ACQUISITION IS UNRESTRICTED OR SET ASIDE % FOR SMALL BUSINESS WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM NAICS 541990 HUBZONE SMALL BUSINESS EDWOSB 8(A) SIZE STANDARD 36.5 SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS	
11 DELIVERY FOR FOR DESTINATION UNLESS BLOCK IS MARKED SEE SCHEDULE		12 DISCOUNT TERMS		13a THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		13b RATING	
15 DELIVER TO US NUCLEAR REGULATORY COMMISSION- MAIL PROCESSING CENTER 4930 BOILING BROOK PARKWAY ROCKVILLE MD 20852		CODE NRCCHQ		16 ADMINISTERED BY US NRC - HQ ACQUISITION MANAGEMENT DIVISION MAIL STOP 3WFN-05-C64MP WASHINGTON DC 20555-0001		CODE NRCCHQ	
17a CONTRACTOR/OFFEROR BATTLE RESOURCE MANAGEMENT INC ATTN ANITA LYNN 5525 ADAMS RIDGE RD CLARKSVILLE MD 210291171 TELEPHONE NO		CODE 151268037 FACILITY CODE		18a PAYMENT WILL BE MADE BY US NUCLEAR REGULATORY COMMISSION ONE WHITE FLINT NORTH 11555 ROCKVILLE PIKE MAILSTOP 03-E17A ROCKVILLE MD 20852-2738		CODE NRCPAYMENTS	
17b CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER				18b SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED SEE ADDENDUM			
19 ITEM NO	20 SCHEDULE OF SUPPLIES/SERVICES			21 QUANTITY	22 UNIT	23 UNIT PRICE	24 AMOUNT
	NRC-HQ-12-C-38-0079/NRC-HQ-84-14-T-0001 - TASK ORDER #12 This Task Order is issued under the base contract NRC-HQ-12-C-38-0079, "Course Development and Maintenance." The purpose of this Task Order is to develop on-line asynchronous learning modules that provide a cost effective/efficient way for new employees in the Office of New Reactors (NRO) to become familiar and gain some experience using (Use Reverse and/or Attach Additional Sheets as Necessary)						
25 ACCOUNTING AND APPROPRIATION DATA 2014-X0200-FEEBASED-84-84D003-17-N-157-1084-251E						26 TOTAL AWARD AMOUNT (For Govt Use Only) \$49,459.30	
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						X 27b CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4 FAR 52.212-5 IS ATTACHED ADDENDA X 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 CONTRACTOR Digitally signed by Eric Crowe DN: cn=Eric Crowe, o=Battle Resource Management, Inc, ou=email=eric.crowe@brmi.com, c=US Date: 2014.07.15 16:04:25 -0400				31a UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) 			
30b NAME AND TITLE OF SIGNER (Type or print) Eric Crowe, CFO		30c DATE SIGNED 07/15/2014		31b NAME OF CONTRACTING OFFICER (Type or print) ERIKA EAM		31c DATE SIGNED 7/21/2014	

TEMPLATE - ADM001

SUNSI REVIEW COMPLETE

AUG 15 2014

ADM002

STANDARD FORM 1449 (REV. 2/2012)
Prescribed by GSA - FAR (48 CFR) 53.212

19 ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21 QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	<p>office instructions in Inspections, Tests, Analyses, and Acceptance Criteria (ITAAC) processes in accordance with the specific requirements set forth in the Statement of Work.</p> <p>Task Order Period of Performance: Date of Award - 12/31/2014</p> <p>Total task Order Amount: \$49.459.30</p> <p>Task Order Contracting Officer Representative (COR): Andrey Korsak, Andrey.Korsak@nrc.gov</p> <p>Task Order Technical Monitor: Andrey Korsak, Andrey.Korsak@nrc.gov</p> <p>SBA#: 0373-12-202241</p> <p>*See attached pages for additional terms and conditions and detailed Statement of Work.*</p> <p>Delivery: 7 Days After Receipt Of Order</p> <p>Period of Performance: 07/17/2014 to 12/31/2014</p>				

32a. QUANTITY IN COLUMN 21 HAS BEEN

☐ RECEIVED ☐ INSPECTED ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE			32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
			32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT	37. CHECK NUMBER
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	
38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY		
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT			42a. RECEIVED BY (Print)	
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE	42b. RECEIVED AT (Location)	
			42c. DATE REC'D (YY/MM/DD)	42d. TOTAL CONTAINERS

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A.1 PRICE/COST SCHEDULE

ITEM DESCRIPTION OF NO. SUPPLIES/SVCS	QTY	UNIT	UNIT PRICE	AMOUNT
0001 Course Design Document	█	LOT	█	█
0002 Course Storyboards	█	LOT	█	█
0003 Courseware Prototype	█	LOT	█	█
0004 Courseware Package – Final	█	LOT	█	█
GRAND TOTAL				\$49,459.30

TASK ORDER TERMS AND CONDITIONS

NOT SPECIFIED IN THE CONTRACT

A.2 TASK ORDER STATEMENT OF WORK

STATEMENT OF WORK

Inspections, tests, analyses, and acceptance criteria (ITAAC) training

BACKGROUND

This training is being developed in response to an OIG audit finding. The purpose of the training is to provide a cost effective/efficient way for new employees in the Office of New Reactors (NRO) to become familiar and gain some experience using office instructions in ITAAC processes.

TASK ORDER OBJECTIVE

The objective of this Task Order is to develop on-line asynchronous learning modules that meet the following learning objectives.

The overall objective for the training is for new NRO employees to become familiar with office instructions used in processing ITAAC, and also be able to evaluate ITAAC for quality. Specifically, once completed the employees should be able to:

- Analyze ITAAC and determine inspectability and quality
- Assess ITAAC for value of inspection
- Describe the ITAAC Closure Verification Process
- Identify the roles and responsibilities of technical staff and management related to ITAAC

The course should be designed in compliance with Section 508.

SCOPE OF WORK

The contractor is required to determine and propose the optimum performance order for the work described in section 1.2.

The purpose for most of this training is to provide an overview and is of an informational nature. In some areas, described below, a deeper level of interaction with the content is required. The subject areas/objectives are listed below with references/standards that NRC will provide as necessary. NRC has conducted the needs analysis for this training and will provide the results upon request. Both the NRC staff who conducted the analysis and the subject matter experts in NRO will be available for discussion as necessary. The following are the objectives identified through the analysis process.

1.3.1 Analyze ITAAC and determine inspectability and quality as described in NRC Inspection Manual Chapter 2503, Standard Review Plan Section 14.3, Regulatory Issue Summary 2008-05, and NRO-REG-102.

- 1.3.1.a Identify the major steps in the life of an ITAAC
- 1.3.1.b State where and how ITAAC are generated
- 1.3.1.c State where ITAAC for a specific site can be found
- 1.3.1.d State who has responsibility for each step of the ITAAC's life
- 1.3.1.e Identify characteristics of ITAAC that make them "inspectable"
- 1.3.1.f Describe how to determine quality of ITAAC
- 1.3.1.g Describe the criteria used to identify what should be in Tier 1 design descriptions and included in ITAAC

1.3.2 Assess ITAAC value of inspection in accordance with NRO-REG-102 and using RIS 2008-05 as guidance.

- 1.3.2.a Sort ITAAC into families
- 1.3.2.b Develop ITAAC Ranking
- 1.3.2.c Compare ITAAC and set priorities for inspection
- 1.3.2.d Explain how the threshold level is set for inspection of ITAAC
- 1.3.2.e Describe how to determine how many ITAAC can be inspected based on man-hour loading
- 1.3.2.f Select ITAAC to be inspected based on Assessment and Prioritization Processes

1.3.3 Describe the ITAAC Closure Verification Process (ICVP) as defined in NRO-REG-103.

- 1.3.3.a List the roles and responsibilities of the individuals involved in the ICVP
- 1.3.3.b Discuss the use of CIPIMS in the ICVP
- 1.3.3.c State how to conduct a query in CIPIMS for inspection findings
- 1.3.3.d State how to verify inspection completeness and how to verify inspection findings have been addressed
- 1.3.3.e State how to determine sufficiency of information in ICNs based on examples in NEI 08-01 and the contents of ICNs, and also information in RG 1.215 that endorses it
- 1.3.3.f Discuss the use of VOICES in the ICVP
- 1.3.3.g Identify the roles in the ICVP that make entries into VOICES
- 1.3.3.h Demonstrate how to complete the ITAAC Closure Verification Evaluation Form (VEF)
- 1.3.3.i List the reports, documents, and notifications generated by VOICES during the ICVP

GENERAL INFORMATION

All terms and conditions, including but not limited to: personnel qualifications, labor categories, and labor rates, have been negotiated and established under the Basic, Indefinite Delivery/Indefinite Quantity (IDIQ) Contract, NRC-HQ-12-38-0079.

PERSONNEL QUALIFICATIONS

(See Basic IDIQ Contract, NRC-HQ-12-C-38-0079)

MILESTONE SCHEDULE

- A. Provide outline of proposed courseware for review by the NRC Contracting Officer Representative at a date to be determined
- B. Within ten (10) business days of receipt of comments from the NRC, provide the revised courseware with all corrections incorporated, until final course structure is approved.
- C. Upon approval of proposed courseware. Provide prototype for testing by NRC stakeholders.
- D. Final courseware to be completed No later than November 30, 2014.

GOVERNMENT FURNISHED EQUIPMENT/PROPERTY

(See basic IDIQ Contract, NRC-HQ-12-C-38-0079)

PERIOD OF PERFORMANCE

The period of performance for this task shall extend from the effective date of the task to December 31, 2014.

A.3 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.4 TASK/DELIVERY ORDER PERIOD OF PERFORMANCE (AUG 2011)

This order shall commence on the date of award and will expire on December 31, 2014.

A.5 NRCG030 ELECTRONIC PAYMENT (SEP 2014)

The Debt Collection Improvement Act of 1996 requires that all payments except IRS tax refunds be made by Electronic Funds Transfer. Payment shall be made in accordance with FAR 52.232-33, entitled "Payment by Electronic Funds-Central Contractor Registration".

To receive payment, the contractor shall prepare invoices in accordance with NRC's Billing Instructions. Claims shall be submitted on the payee's letterhead, invoice, 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." The preferred method of submitting invoices is electronically to: NRCPayments@nrc.gov.

A.6 BILLING INSTRUCTIONS FOR FIXED-PRICE TYPE CONTRACTS (May 2013)

General: During performance and through final payment of this contract, the contractor is responsible for the accuracy and completeness of data within the System for Award Management (SAM) database and for any liability resulting from the Government's reliance on inaccurate or incomplete SAM data.

The contractor shall prepare invoices/vouchers for payment of deliverables identified in the contract, in the manner described herein. FAILURE TO SUBMIT INVOICES/VOUCHERS IN ACCORDANCE WITH THESE INSTRUCTIONS MAY RESULT IN REJECTION OF THE INVOICE/VOUCHER AS IMPROPER.

Standard Forms: Payment requests for completed work, in accordance with the contract, 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 invoices/vouchers is electronically to the U.S. Nuclear Regulatory Commission, via email to: NRCPayments@nrc.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:

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

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 Standard Form 26, Block 25 of Standard Form 33, or Block 18a of Standard Form 1449, whichever is applicable.

Frequency: The contractor shall submit invoices/vouchers for payment 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 pricing information. This includes items discussed in paragraphs (a) through (p) of the

attached instructions. In addition, the invoice/voucher must specify the contract number, and the NRC-assigned task/delivery order number.

Final vouchers/invoices 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 Fixed-Price Type Contracts (July 2011).

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

1. Official Agency Billing Office

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

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. Taxpayer Identification Number. The Payee shall include the Payee's taxpayer identification number (TIN) used by the Internal Revenue Service (IRS) in the administration of tax laws. (See IRS Web site:

[http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Employer-ID-Numbers-\(EINs\)\)](http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Employer-ID-Numbers-(EINs))).

c. Payee's Name and Address. Show the name of the Payee as it appears in the contract and its correct address. Where the Payee is authorized to assign the proceeds of this contract in accordance with the clause at FAR 52.232-23, the Payee shall require as a condition of any such assignment, that the assignee shall register separately in the System for Award Management (SAM) database at <http://sam.gov> and shall be paid by EFT in accordance with the terms of this contract. See Federal Acquisition Regulation (FAR) 52.232-33(g) Payment by Electronic Funds Transfer - Central Contractor Registration (October 2003).

d. 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.

e. 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.**

f. 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.

g. Date of Invoice/Voucher. Insert the date the invoice/voucher is prepared.

h. Billing Period. Insert the beginning and ending dates (day, month, year) of the period during which deliverables were completed and for which payment is requested.

i. Description of Deliverables. Provide a brief description of supplies or services, quantity, unit price,

and total price.

j. Work Completed. Provide a general summary description of the services performed or products submitted for the invoice period and specify the section or Contract Line Item Number (CLIN) or SubCLIN in the contract pertaining to the specified contract deliverable(s).

k. Shipping. Insert weight and zone of shipment, if shipped by parcel post.

l. Charges for freight or express shipments. Attach prepaid bill if shipped by freight or express.

m. Instructions. Include instructions to consignee to notify the Contracting Officer of receipt of shipment.

n. For Indefinite Delivery contracts, the final invoice/voucher shall be marked FINAL INVOICE" or "FINAL VOUCHER".

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 deficient or defective products or nonconforming services, for the current and cumulative periods.

q. Grand Totals.