

# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 17

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

1. DATE OF ORDER 09/25/2015		2. CONTRACT NO. (If any) NRC-HQ-7P-15-A-0001		6. SHIP TO: a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission-			
3. ORDER NO. NRC-HQ-7P-15-O-0002		4. REQUISITION/REFERENCE NO. SBCR-15-0032		b. STREET ADDRESS Mail Processing Center 4930 Boiling Brook Parkway			
5. ISSUING OFFICE (Address correspondence to) U.S. NRC - HQ Acquisition Management Division Mail Stop: TWFN-5E03 ATTN: La'toya Cooper Washington DC 20555-0001				c. CITY Rockville		d. STATE MD	e. ZIP CODE 20852
7. TO: a. NAME OF CONTRACTOR IVY PLANNING GROUP, LLC b. COMPANY NAME c. STREET ADDRESS 15204 OMEGA DR STE 110 d. CITY ROCKVILLE e. STATE MD f. ZIP CODE 208504813				f. SHIP VIA B. TYPE OF ORDER <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. 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.			
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE Off of Small Bus & Civil Rights			
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input 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)	AMOUNT (f)
	GSA Contract #: GS23F9805H The contractor shall provide program Design, Development, Assessment, Evaluation and Facilitation of the Nuclear Regulatory Commission's Diversity Dialogue Project in accordance with the attached Statement of Continued ...						
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)	
21. MAIL INVOICE TO:							
a. NAME U.S. Nuclear Regulatory Commission						\$296,673.00	
b. STREET ADDRESS (or P.O. Box) One White Flint North 11555 Rockville Pike Mailstop 03-E17A NRCPayments@nrc.gov						\$296,673.00	
c. CITY Rockville				d. STATE MD	e. ZIP CODE 20852-2738		17(i) GRAND TOTAL
22. UNITED STATES OF AMERICA BY (Signature)				23. NAME (Typed) ADELIS M. RODRIGUEZ TITLE: CONTRACTING/ORDERING OFFICER			

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

APR 29 2016

TEMPLATE - ADM002

SUNSI REVIEW COMPLETE

ADM002

**ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION**

PAGE NO

2

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

DATE OF ORDER

CONTRACT NO.

09/25/2015

NRC-HQ-7P-15-A-0001

ORDER NO.

NRC-HQ-7P-15-Q-0002

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
00001	<p>Work (SOW).</p> <p>Ivy Planning Group, LLC Point of Contact: Janet Smith, (301) 963-1669, jsmith@ivygrouppllc.com</p> <p>NRC's Contracting Officer's Representative: Anthony Barnes, (301) 415-1185, anthony.barnes@nrc.gov</p> <p>Accounting Info: 2015-X0200-FEEBASED-7P-7PD002-51-K-188-D1367-252A</p> <p>Period of Performance: 09/28/2015 to 09/27/2017</p> <p>NRC Diversity Dialogue Project Line Item Ceiling \$296,673.00 Incrementally Funded Amount: \$59,334.60</p> <p>Please indicate your acceptance of this BPA call order by having an official who is authorized to bind your organization, execute this document in the space provided below.</p> <p>ACCEPTED: Signature: <u><i>Janet Smith</i></u> Name: <u>Janet Smith</u> Title: <u>President</u> Date: <u>9/25/2015</u></p> <p>The obligated amount of award: \$59,334.60. The total for this award is shown in box 17(i).</p>				296,673.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$296,673.00

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OPTIONAL FORM 348 (Rev 4/2006)

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## **SECTION B - Supplies or Services/Prices**

### **B.1 NRCB080 CONSIDERATION AND OBLIGATION-BPA CALL ORDER - LABOR-HOUR ALTERNATE I**

(a) The ceiling price to the Government for full performance under this BPA call order is \$296,673.00 inclusive of all options.

(b) The contract includes direct labor hours at specified fixed hourly rates, inclusive of wages, fringe, overhead, general and administrative expenses, and profit.

(c) It is estimated that the amount currently obligated will cover performance through June 27, 2016.

(d) This is an incrementally funded contract and FAR 52.232-20 – "Limitation of Cost" applies.

(End of Clause)

### **B.2 NRCB010A BRIEF DESCRIPTION OF WORK ALTERNATE I**

(a) The title of this project is: Facilitation - NRC Diversity Dialogue Project.

(b) The contractor shall provide program Design, Development, Assessment, Evaluation and Facilitation of the NRC's Diversity Dialogue Project (DDP).

(c) Orders will be issued for work in accordance with FAR 52.216-18 – Ordering.

(End of Clause)

### **B.3 52.217-7 OPTION FOR INCREASED QUANTITY - SEPARATELY PRICED LINE ITEM. (MAR 1989)**

The Government may require the delivery of the numbered line item, identified in the Schedule as an option item, in the quantity and at the price stated in the Schedule. The Contracting Officer may exercise the option by written notice to the Contractor within the order period of performance. Delivery of added items shall continue at the same rate that like items are called for under the contract, unless the parties otherwise agree.

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(End of Clause)

### B.3 PRICE/COST SCHEDULE

#### Tasks 4.1-4.3 - September 28, 2015 – June 27, 2016

CLIN	NRC Labor Category	GSA Labor Category Name	Est. Qty	Unit	Fixed Unit Price	Total
0001	Labor*					
0001a	Principal/Senior Partner	Senior Partner		Hr		
0001b	Senior Subject Matter Expert	Subject Matter Expert		Hr		
0001c	Senior Project Manager	Project Manager		Hr		
0001d	Senior Training Specialist	Senior Trainer		Hr		
0001f	Senior Facilitation Specialist	Senior Facilitator		Hr		
0001h	Administrative Assistant	Administrative Support		Hr		
	NTE SUBTOTAL					\$59,334.60

#### \*Sub Task 4.4 Cohort 2 (Optional)

CLIN	NRC Labor Category	GSA Labor Category Name	Est. Qty	Unit	Fixed Unit Price	Total
0001	Labor*					
0001a	Principal/Senior Partner	Senior Partner		Hr		
0001b	Senior Subject Matter Expert	Subject Matter Expert		Hr		
0001c	Senior Project Manager	Project Manager		Hr		
0001d	Senior Training Specialist	Senior Trainer		Hr		
0001f	Senior Facilitation Specialist	Senior Facilitator		Hr		
0001h	Administrative Assistant	Administrative Support		Hr		
	NTE SUBTOTAL					\$59,334.60

#### \* Sub Task 4.5 Cohort 3 (Optional)

CLIN	NRC Labor Category	GSA Labor Category Name	Est. Qty	Unit	Fixed Unit Price	Total
0001	Labor*					
0001a	Principal/Senior Partner	Senior Partner		Hr		
0001b	Senior Subject Matter Expert	Subject Matter Expert		Hr		
0001c	Senior Project Manager	Project Manager		Hr		
0001d	Senior Training Specialist	Senior Trainer		Hr		
0001f	Senior Facilitation Specialist	Senior Facilitator		Hr		
0001h	Administrative Assistant	Administrative Support		Hr		
	NTE SUBTOTAL					\$59,334.60

**\* Sub Task 4.6 Cohort 4 (Optional)**

CLIN	NRC Labor Category	GSA Labor Category Name	Est. Qty	Unit	Fixed Unit Price	Total
0001	Labor*					
0001a	Principal/Senior Partner	Senior Partner		Hr		
0001b	Senior Subject Matter Expert	Subject Matter Expert		Hr		
0001c	Senior Project Manager	Project Manager		Hr		
0001d	Senior Training Specialist	Senior Trainer		Hr		
0001f	Senior Facilitation Specialist	Senior Facilitator		Hr		
0001h	Administrative Assistant	Administrative Support		Hr		
	<b>NTE SUBTOTAL</b>					<b>\$59,334.60</b>

**\* Sub Task 4.7 Cohort 5 (Optional)**

CLIN	NRC Labor Category	GSA Labor Category Name	Est. Qty	Unit	Fixed Unit Price	Total
0001	Labor*					
0001a	Principal/Senior Partner	Senior Partner		Hr		
0001b	Senior Subject Matter Expert	Subject Matter Expert		Hr		
0001c	Senior Project Manager	Project Manager		Hr		
0001d	Senior Training Specialist	Senior Trainer		Hr		
0001f	Senior Facilitation Specialist	Senior Facilitator		Hr		
0001h	Administrative Assistant	Administrative Support		Hr		
	<b>NTE SUBTOTAL</b>					<b>\$59,334.60</b>

**\* Prior to performing any services under optional sub tasks, prior approval is required by the NRC COR.**

**Grand Total inclusive of all options \$296,673.00**

## **SECTION C - Description/Specifications**

### **C.1 STATEMENT OF WORK**

#### **1.0 – Project Title**

Facilitation – NRC Diversity Dialogue Project

#### **2.0 – Background**

The NRC proposes to increase diversity and inclusion awareness through the development and implementation of the Diversity Dialogue Program (DDP). DDP proposed objectives, delivery method, and projected outcomes are described below:

##### **Objectives**

- Strengthen organizational effectiveness of the NRC through Diversity and Inclusion Awareness.
- Develop a greater appreciation for the value and positive impacts made by diverse groups in meeting the mission of the agency.

##### **Method (Pilot)**

- Participants will be assigned to a cohort group to engage in regularly scheduled sessions to discuss the assigned diversity and engagement topics.
- Pilot may consist of as many as 4 cohorts, each representing a varying demographic make-up to help measure success under each demographic representation. (i.e. managers only; staff only; manager and staff mixed group; and regional cohort.)

##### **Projected Outcomes**

- Cohort model offers participants a community to address diversity concerns in a safe environment that develops diverse relationships through their interaction in the dialogue.
- Participants feel that the DDP experience has raised their individual awareness and comfort with working in diverse groups and leading discussions on diversity topics.
- Participants feel committed to continue in diversity conversations outside their cohort and participate in future diversity training workshops and agency sponsored diversity initiatives and programs.
- Agency will use feedback from pilot DDP participants to help guide future DDP cohorts and other Diversity and Inclusion initiatives.
- Increase Federal Employee Viewpoint Survey (FEVS) engagement score.

#### **3.0 - Scope:**

The contractor shall provide program Design, Development, Assessment, Evaluation and Facilitation of the NRC's Diversity Dialogue Project (DDP). DDP facilitation may be provided to as many as five (5) cohort groups. One (1) required and four (4) optional cohorts.



#### 4.0 - Specific Task

##### 4.1 – Kick-off meeting

The contractor shall participate in a kick-off meeting with the Affirmative Employment and Diversity Management (AEDM) Program Manager and the DDP Program manager to discuss and gain alignment on the learning objectives, the method for curriculum design, and the projected outcomes of the DDP Pilot. The kick-off meeting shall take place within 7 business day after the award of this task order.

##### 4.2 - Curriculum Design and Development:

The contractor shall design, and develop the DDP curriculum to provide participants the opportunity to become members of a cohort group focusing on diversity topics such as, but not limited to, micro biases and inequities, race, gender, disabilities, color, national origin, sexual preference, religion, and inclusion. The contractor may consider the following activities to aid in the design and development of the DDP curriculum.

- Review Best Practices from established DDPs at other federal agencies.
- Conduct Focus Group Discussions with NRC Affirmative Action Advisory Committees and other stakeholders.
- Inclusion of material supporting the development of OPM competencies on personal engagement.

##### 4.3 - DDP Cohort Facilitation

The contractor shall provide facilitation of the approved DDP curriculum to cohort participants that engage participants in interactive discussion, critical thinking, and raise awareness on the assigned discussion topics for the session.

The contractor shall provide all resource material required for the participants to aid in meeting the learning objectives. Resource material includes, but is not limited to, reading materials such as books and articles; participant handbooks; and subject matter experts.

##### 4.4 – 4.7 – DDP Cohort Facilitation (Optional)

The contractor shall provide services rendered under sub task 3 for each of the options exercised under sub task 4 – 7. This provides for the option to have the contractor provide facilitation to as many as four (4) additional cohorts as part of the pilot.

##### 4.8 – Participant Assessment (Optional)

The contractor may propose the use of individual and/or 360 assessment tools as part of the curriculum to support the learning objectives of DDP. If the contractor proposes the use of the assessment tools, and it is accepted by the DDP Program manager, this task may be exercised to allow the contractor to perform the assessment and associated coaching as part of the DDP pilot.

##### 4.9 – Evaluation of the Pilot (Optional)

The contractor shall complete a program evaluation and report of the DDP pilot.

#### 6.0 – Required Labor Categories

The contractor shall provide the correct number of qualified, competent, and fully trained personnel to perform the activities delineated under this task order. The contractor's personnel shall act in a courteous, responsive, knowledgeable, and professional manner at all times.

#### 7.0 – Place of Performance

All meetings and facilitation sessions will be held at NRC Headquarters located in Rockville/Bethesda, MD unless otherwise specified. Meeting hours start and end times are flexible but typically start no earlier than 8:00 a.m. and end no later than 5:00 p.m.

There is no anticipated travel other than local travel to the NRC headquarters (Rockville, MD), 11545 Rockville Pike, Rockville, MD 20852.

#### 8.0 – Period of Performance

The period of performance shall be 18 months from the task order award date.

#### 9.0 – Security

In connection with the performance of the work under this task order, the contractor may be furnished, or may develop or acquire, proprietary data (trade secrets) or confidential or privileged technical, business, or financial information which has not been released to the public or has been determined by the NRC to be otherwise exempt from disclosure to the public. The contractor agrees to hold the information in confidence and not to directly or indirectly duplicate, disseminate, or disclose the information in whole or in part to any other person or organization except as may be necessary to perform the work under this task order. The contractor agrees to return the information to the NRC or otherwise dispose of it at the direction of the contracting officer. In addition to any other actions allowable under this contract or Federal law, failure to comply with this clause is grounds for termination of the Task Order.

## SECTION D – Packaging and Marking

N/A

## **SECTION E - Inspection and Acceptance**

### **E.1 NRCE010 INSPECTION AND ACCEPTANCE BY THE NRC (SEP 2013)**

Inspection and acceptance of the deliverable items to be furnished hereunder shall be made by the NRC Contracting Officer's Representative (COR) at the destination, accordance with FAR 52.247-34 - F.o.b. Destination.

#### **Contract Deliverables:**

1. Kickoff Meeting
2. Curriculum Design and Development
3. Diversity Dialogue Project Cohort Facilitation
4. Participant Assessment (Optional)
5. Participant Assessment (Optional)

## **SECTION F - Deliveries or Performance**

### **F.1 NRCF030 PERIOD OF PERFORMANCE**

This order shall commence on September 28, 2015 and will expire on September 27, 2017.

(End of Clause)

### **F.2 NRCF010 PLACE OF DELIVERY-REPORTS**

The items to be furnished hereunder shall be delivered, with all charges paid by the Contractor, to:

Name: Anthony Barnes (1 electronic copy)  
Contracting Officer's Representative (COR)  
U.S. Nuclear Regulatory Commission  
E-mail Address: anthony.barnes@nrc.gov

Name: La'toya Cooper (1 electronic copy)  
Contract Specialist (CS)  
U.S. Nuclear Regulatory Commission  
E-mail Address: latoya.cooper@nrc.gov

(End of Clause)

## SECTION G - Contract Administration Data

N/A

## **SECTION H - Special Contract Requirements**

### **H.1 2052.215-70 KEY PERSONNEL (JAN 1993)**

(a) The following individuals are considered to be essential to the successful performance of the work hereunder:

Janet Smith and Gary Smith, Senior Subject Matter Experts  
Cynthia Featherson and Anne Veator, Senior Project Managers  
Leslie Hines and Alan Klein, Senior Training & Facilitation Specialists

\*The contractor agrees that personnel may not be removed from the contract work or replaced without compliance with paragraphs (b) and (c) of this section.

(b) If one or more of the key personnel, for whatever reason, becomes, or is expected to become, unavailable for work under this contract for a continuous period exceeding 30 work days, or is expected to devote substantially less effort to the work than indicated in the proposal or initially anticipated, the contractor shall immediately notify the contracting officer and shall, subject to the concurrence of the contracting officer, promptly replace the personnel with personnel of at least substantially equal ability and qualifications.

(c) Each request for approval of substitutions must be in writing and contain a detailed explanation of the circumstances necessitating the proposed substitutions. The request must also contain a complete resume for the proposed substitute and other information requested or needed by the contracting officer to evaluate the proposed substitution. The contracting officer and the COR shall evaluate the contractor's request and the contracting officer shall promptly notify the contractor of his or her decision in writing.

(d) If the contracting officer determines that suitable and timely replacement of key personnel who have been reassigned, terminated, or have otherwise become unavailable for the contract work is not reasonably forthcoming, or that the resultant reduction of productive effort would be so substantial as to impair the successful completion of the contract or the service order, the contract may be terminated by the contracting officer for default or for the convenience of the Government, as appropriate. If the contracting officer finds the contractor at fault for the condition, the contract price or fixed fee may be equitably adjusted downward to compensate the Government for any resultant delay, loss, or damage.

(End of Clause)

### **H.2 2052.215-71 CONTRACTING OFFICER'S REPRESENTATIVE'S AUTHORITY. (OCT 1999)**

(a) The contracting officer's authorized representative hereinafter referred to as the contracting officer's representative (COR) for this contract is:

Name: Anthony Barnes

Address: U.S. Nuclear Regulatory Commission  
Office of Small Business and Civil Rights  
Mail Stop: O3-H8

Washington, DC 20555

Telephone Number: (301) 415-1185

E-Mail Address: [anthony.barnes@nrc.gov](mailto:anthony.barnes@nrc.gov)

(b) Performance of the work under this contract is subject to the technical direction of the NRC COR. The term technical direction is defined to include the following:

(1) Technical direction to the contractor which shifts work emphasis between areas of work or tasks, authorizes travel which was unanticipated in the Schedule (i.e., travel not contemplated in the Statement of Work or changes to specific travel identified in the Statement of Work), fills in details, or otherwise serves to accomplish the contractual statement of work.

(2) Provide advice and guidance to the contractor in the preparation of drawings, specifications, or technical portions of the work description.

(3) Review and, where required by the contract, approve technical reports, drawings, specifications, and technical information to be delivered by the contractor to the Government under the contract.

(c) Technical direction must be within the general statement of work stated in the contract. The COR does not have the authority to and may not issue any technical direction which:

(1) Constitutes an assignment of work outside the general scope of the contract.

(2) Constitutes a change as defined in the "Changes" clause of this contract.

(3) In any way causes an increase or decrease in the total estimated contract cost, the fixed fee, if any, or the time required for contract performance.

(4) Changes any of the expressed terms, conditions, or specifications of the contract.

(5) Terminates the contract, settles any claim or dispute arising under the contract, or issues any unilateral directive whatever.

(d) All technical directions must be issued in writing by the COR or must be confirmed by the COR in writing within ten (10) working days after verbal issuance. A copy of the written direction must be furnished to the contracting officer. A copy of NRC Form 445, Request for Approval of Official Foreign Travel, which has received final approval from the NRC must be furnished to the contracting officer.

(e) The contractor shall proceed promptly with the performance of technical directions duly issued by the COR in the manner prescribed by this clause and within the COR's authority under the provisions of this clause.

(f) If, in the opinion of the contractor, any instruction or direction issued by the COR is within one of the categories defined in paragraph (c) of this section, the contractor may not proceed but shall notify the contracting officer in writing within five (5) working days



after the receipt of any instruction or direction and shall request that contracting officer to modify the contract accordingly. Upon receiving the notification from the contractor, the contracting officer shall issue an appropriate contract modification or advise the contractor in writing that, in the contracting officer's opinion, the technical direction is within the scope of this article and does not constitute a change under the "Changes" clause.

(g) Any unauthorized commitment or direction issued by the COR may result in an unnecessary delay in the contractor's performance and may even result in the contractor expending funds for unallowable costs under the contract.

(h) A failure of the parties to agree upon the nature of the instruction or direction or upon the contract action to be taken with respect to the instruction or direction is subject to 52.233-1 - Disputes.

(i) In addition to providing technical direction as defined in paragraph (b) of the section, the COR shall:

(1) Monitor the contractor's technical progress, including surveillance and assessment of performance, and recommend to the contracting officer changes in requirements.

(2) Assist the contractor in the resolution of technical problems encountered during performance.

(3) Review all costs requested for reimbursement by the contractor and submit to the contracting officer recommendations for approval, disapproval, or suspension of payment for supplies and services required under this contract.

(End of Clause)

## **SECTION I - Contract Clauses**

### **I.1 BPA TERMS AND CONDITIONS**

This order is subject to the terms referenced in BPA NRC-HQ-7P-15-A-0001.