

ADM-79-387

MOD. 6

REQUEST FOR PROCUREMENT ACTION (RFPA)

INSTRUCTIONS: This form is to be used for various types of procurement requests, including sole source actions, competitive solicitations and modifications.

Inapplicable items or those for which information has not been developed, should be left blank. In such cases, the project officer should contact the Division of Contracts for specific guidance.

Submit the completed form to: Director
Division of Contracts
Office of Administration

3. TYPE OF ACTION REQUESTED (Check and complete as appropriate)

☐ ADMINISTRATIVE ACTION INITIATED BY DIVISION OF CONTRACTS☐ ISSUE A COMPETITIVE SOLICITATION☐ AWARD A CONTRACT ON THE BASIS OF AN UNSOLICITED PROPOSAL (Give contractor's name)☒ EXECUTE A MODIFICATION TO A CONTRACT

CONTRACT NUMBER

10-79-387

CONTRACTOR

Binder, Elster,
Mendelson & Wheeler, Inc.☐ AWARD A NONCOMPETITIVE CONTRACT (Give contractor's name)☐ EMPLOY A BASIC ORDERING AGREEMENT (BOA)

BOA NUMBER

TITLE OF BOA

☐ ISSUE AN INTERAGENCY AGREEMENT (Give agency's name)

4a. PERIOD OF PERFORMANCE

FROM

TO

9/17/79

9/16/81

b. DELIVERY SCHEDULE

N/A

5. SECURITY/CLASSIFIED INFORMATION ANTICIPATED

☐ YES (Attach NRC Form 187)☒ NO☐ YES☒ NO

7. DECISION UNIT TITLE

ADMINISTRATIVE SUPPORT (TRAINING)

8. TITLE OF PROJECT AND BRIEF DESCRIPTION OF WORK (50 word summary)

TITLE: CAREER COUNSELING

Provide career counseling services to volunteer Headquarters employees; provide consultative services to MDTs for identification and selection of career counselors proximate to NRC Regional Offices, and orient and train, as necessary, in the counseling methods and procedures consistent with those used in the Headquarters' program. Extend performance of contract through October 31, 1981.

FOIA-85-182

A/119

9. PROGRAM OFFICE RECOMMENDATION REGARDING SOCIO-ECONOMIC SET-ASIDES (Complete where action requested in 3. above is for a competitive solicitation, a basic ordering agreement, or a noncompetitive contract)

100% SET-ASIDE FOR SMALL BUSINESS

JOINT SMALL BUSINESS - LABOR SURPLUS AREA SET-ASIDE

NONCOMPETITIVE CONTRACT PROCESSED UNDER THE PROCEDURES OF SECTION 8(a) OF THE SMALL BUSINESS ACT FOR AWARD TO A SMALL, DISADVANTAGED BUSINESS

PARTIAL SET-ASIDE FOR SMALL BUSINESS

100% LABOR SURPLUS AREA SET-ASIDE

UNRESTRICTED ACTION

10. MANAGEMENT DIRECTIVES APPLICABILITY

DESCRIPTION

APPLICABLE

INAPPLICABLE

EXEMPTION NUMBER

OMB CIRCULAR A-76 (See NRC Bulletin 5105-1)

8507200055 850503

PDR FOIA

SATERN85-182

PDR

X

AUTOMATIC DATA PROCESSING COORDINATION (See NRCM 0904 and NRC Bulletin 2101-15)

X

APPROVAL FOR ACQUISITION OF CONSULTANT SERVICES (See NRCM 4139)

X

REQUEST FOR PROCUREMENT ACTION (RFPA)

11. DUPLICATION OF EFFORT (Check as appropriate) <input checked="" type="checkbox"/> I certify XXXXXXXXXXXXXXXXXXXX that no unnecessary duplication of effort will result from the conduct of the subject work. (For actions less than \$100,000)	12. LIST OF ATTACHMENTS
Attached are certifications executed by each member of the Contract Review Board (Actions in excess of \$100,000)	NUMBER 1 STATEMENT OF WORK EVALUATION CRITERIA WITH NUMERICAL WEIGHTS ASSIGNED LIST OF FIRMS TO BE SOLICITED, IN ADDITION TO THE GENERAL PUBLIC UNSOLICITED PROPOSAL JUSTIFICATION
	2. JUSTIFICATION FOR NONCOMPETITIVE PROCUREMENT 2/ DESIGNATION OF MEMBERS TO SOURCE EVALUATION PANEL
Contract Review Board Certification requests have been forwarded to Board Members for concurrence/comment. Completed certifications will be forwarded (for urgent actions only, with prior approval of the Division of Contracts)	JUSTIFICATION FOR ACQUISITION OF CONSULTANT SERVICES NRC FORM 400A SPECIAL REQUIREMENTS (See NRC Appendix 5101, Exhibit 1, Page 5) CONTROLLER'S APPROVAL OF A 76 DETERMINATION

13. ESTIMATED COST (Attach cost estimate breakdown)			
CURRENT	FISCAL YEAR	SECOND	THIRD
\$30,633 \$9,000			
			TOTAL
			\$30,633 ^{1/}

14. FUNDING This certifies that funds in the amount cited below are available in the XXXXXX for the work described above			
AMOUNT	NAME OF CERTIFYING OFFICIAL (Typed and Signed) (FY-81 Allotment)		DATE
\$9,000.00	Larry P. Cooper, Chief, Fiscal Section		5/19/81
NUMBERS	B & R	AMOUNT(S)	FIN
41-20-27-202		\$9,000.00	
		APPN NUMBER(S)	31X0200.401
PROJECT OFFICER'S NAME		MAIL STOP	TELEPHONE NUMBER
Peter J. Goldman		MNBB-3201	x28259

16. APPROVAL OF DIRECTOR OR DESIGNATE (Type name on line, and have signature placed above typewriting)		DATE
Dan J. Rienstra, Assistant to the Director		5/19/81
ORGANIZATION		
Office of Administration		

17. REMARKS
1/ \$21,146.50 prior year funding (FY-80)
2/ Binder, Elster, Mendelson & Wheeler, Inc. is a small, wholly women-owned business.

FOR DIVISION OF CONTRACTS USE ONLY (Do not write below this line)

INITIAL ENTRY MADE INTO THE CIS - FPDS SYSTEM	DATE ENTERED
Thoma C. Selder 5/20/81	5/19/81
DIVISION OF CONTRACTS (DC) COPY	

STATEMENT OF WORK

Under SECTION F - Descriptions/Specifications, ADD the following provisions:

F.3 SUPPORT FOR REGIONAL OFFICES

- F.3.1 Provide consultive services to NRC to identify at least three(3) qualified Career Counselors in close proximity to each of the five (5) Regional Offices.
- F.3.2 Provide consultive services to NRC in evaluating the background education, experience and other qualifications for use by NRC in selecting the appropriate counselor through separate competitive processes.
- F.3.3 Design and present a program, complete with appropriate documentation, to orient and train the counselors selected for each Region in the NRC Career Counseling program, and the methods and procedures necessary to ensure consistency throughout the Agency.
- F.3.4 Task F.3.3 will be conducted at the Contractor's premises.

Under SECTION H - Deliveries or Performance, EXTEND Period of Performance to October 31, 1981.

JUSTIFICATION FOR MODIFICATION
(SOLE SOURCE)

NRC is committed to providing all employees equal access to developmental and training activities. A successful program for HQ employee(s) individual career and life planning counseling has been established; but an obligation to provide regional employees access to this same program has not been satisfied. Because the consistent approach to counseling all participants has been the source of its success and acceptance by NRC employees, enrollment requests always exceed available training spaces. MDTs must now demonstrate its intention to provide career counseling to regional employees by mid-1981. Knowledge of career counseling principles and the NRC are vital to providing this service. Because it is imperative to keep the program intact and provide continuity of effort, an "essentially similar" program will not suffice.

Binder, Elster, Mendelson & Wheeler, Inc. is the only potential contractor possessing the current experience and expertise who can provide MDTs with the consultative assistance required in a timely manner. Multiple inquiries from the Federal Women's Program managers have increased the interest and demand from the Regional Offices for accelerated action. Assistance required must be undertaken by professional, certified career counselors possessing the educational background, training and expertise which are also needed by those selected by the NRC for career counseling at regional sites. The NRC staff does not have this knowledge without this assistance. Identification and evaluation is similarly precluded in the civil service of attorneys, psychologists, physicians and other professionals, by those not similarly licensed and certified. In addition, BEMW is the only contractor with the experience and expertise who could provide the training to selected counselors with NRC's current methods and procedures as provided in the Headquarters career counseling program. In order to meet the standard of quality and timeliness needed, the NRC contract with BEMW must be extended through October 31, 1981, with the added funding necessary in order to firmly ensconce a consistent program of career and life planning counseling for all NRC employees.

BEMW has twice been awarded the NRC contract to provide individual career counseling after competitive solicitation, with proposals well above the others on technical merits, as well as being more competitive in terms of cost. Another contractor could not be productive in time to meet the current contractual critical path for providing regional services. NRC is currently in its 4th year of Career Counseling, a highly visible and successful employee development program. To commence in the Regions with the success rate desired requires a complete compatibility between what is presented at the Headquarters and what is presented at the Regional Offices. To accomplish this, the only feasible manner requires that our current contractor provide us this required consultation. Additionally, since BEMW is both a small and women-owned business, this career counseling contract supports the agency's compliance with E.O. 12138 and is supported by the Office of Small and Disadvantaged Business Utilization.

*I am only
aware of a few
competitors in
contract (10-76-305)
The previous contract
(10-76-305)
was also awarded
to BEMW. I am
not aware of any
other competitors
at this time.*

Given that agency needs require this redirection of effort to begin by mid-1981, ADM, therefore, recommends that BEMW be requested to provide assistance in establishing a consistent counseling program to NRC Headquarters and Regional employees through October 1981, within bounds of available funding.