

SUPPORT SERVICES CONTRACT  
DE-AC36-05GO25018  
LEVEL OF EFFORT TASK ORDER

CLIN 0001: Golden Field Office – Base Period

Task Order No.: 002

Task Title: (B) Office of Management and Administration

Required Support: See attached Task Plan and Statement of Work.

Period of Performance: 24 months (June 1, 2005 – May 31, 2007)

Budget Resource Requirements:

Contractor Labor (DPLH) 54,896

Subcontract Labor (DPLH) 0

Total Labor (DPLH) 54,896

Estimated Cost:  
Fixed Fee

[ REDACTED  
EXEMPTION 4 ]

Total: \$1,617,651.36

See attached Task Plan for details.

Approved by:

Signature

Date

Thomas A. Kelly  
Task Order Monitor

Thomas A. Kelly 6-3-2005

Mary Hartford  
Contracting Officer

Mary Hartford 6-3-05

Scott Rogers  
Project Manager

[Signature] 6/6/05

**DE-AC36-05GO25018 TASK PLAN**

**FOR**

**TASK ORDER 002 – Office of Management and Administration**

The purpose of this task order is to provide the level of effort for support services to the Golden Field Offices' Office of Management and Administration.

**Scope of Services:**

The Contractor shall provide the support services detailed in the Statement of Work, Section II, Paragraphs A, B, and C, and Section III, Paragraph B for the base period of performance from June 1, 2005 through May 31, 2007. The support provided is clerical support spanning all divisions (SOW Section II), and support for those functions listed in SOW Section III Paragraphs B. 1 through B. 8, and shall comply with all terms and conditions of the contract.

**Level of Effort:** The estimated level of effort required to perform the scope of work specified above is as follows:

<b>Category</b>	<b>Estimated Hours</b>	<b>Hourly Rate</b>	<b>Total</b>		
Administrative Assistant	3,760	REDACTED EXEMPTION 4			
NEPA Specialist	3,760				
2nd NEPA Specialist (GSA Contract)*	3,760				
LAN Administrator	3,760				
SR. Technical Support Spec.	7,520				
Computer Programmer	7,520				
Cyber Security Spec.	3,760				
Client Svcs Help Desk Spec.	3,760				
Human Relations Specialist**	2,256				
Invoice Clerk (Finance)	3,760				
Receptionist/File Clerk	7,520				
Records Management Analyst	3,760				
<b>Subtotal</b>	<b>54,896</b>				
Travel and ODCs (\$5,000 each)					
Indirect Costs					
<b>Total Task Order Estimate</b>	<b>54,896</b>				
Fixed Fee					
<b>Total Task Order Estimate Including Fixed Fee</b>			<b>\$1,617,651.36</b>		

\* This projection regarding NEPA Specialist support doesn't take into account the additional support NEPA is receiving from a GSA contract position. If this NEPA position is incorporated into the Navarro contract, the hours would be substantially more.

\*\* The projection regarding Human Relations Specialist includes incorporating the current FedSource people supporting HR into the Navarro contract.

**Deliverables:** The deliverables required by this task are specified in Attachment B to the contract – Reporting Requirements Checklist.