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| **RFR/Order No. BOA-NREL-2021-10445**  **Order # 2022-01**  **“Job Title”** | | | | | |
| **Subcontract (BOA) No.**: BOA-NREL-2021-10445  **Scope Segment:** Choose an item.  **Purchase Requisition No.**:  **Purchase Order No.**:  **Period of Performance**:  **Technical Monitor**: | | | **Subcontractor**: Kelly Services, Inc.  **Subcontractor Representative**: Myles Harlan  **Telephone No.**: 248-822-9514  **Email:** [DOE\_ICPT@kellyservices.com](mailto:DOE_ICPT@kellyservices.com)  **Resource**: | | |
| **DESCRIPTION OF WORK** | | | | | |
| This order is effective from MM/DD/YY through MM/DD/YY.  The total amount of Labor allocated to this order shall not exceed $0.00.  The total amount of Expenses allocated to this order shall not exceed $0.00.  The total Order ceiling amount of $0.00 may not be exceeded unless proper written justification has been submitted to and approved by the Subcontract Administrator prior to performance of work.  If necessary, the Subcontract Administrator will issue a revised order.  *\*\*Subcontractor must reference the NREL Order # on all invoices, time sheets, and deliverables. \*\**  **Title/Range:**  **Hourly Rate/Hours:**  ***Title:***  *Job Description Summary:*  *Duties Shall Generally Include:*  *Required Knowledge/Skills/Attributes:*  *Preferred Qualifications:*   |  |  | | --- | --- | | **Deliverables** | **Due Dates** | | * ***As required by team*** | * + - * ***As required by team*** | | | | | | |
| **NREL FURNISHED GOVERNMENT PROPERTY**  **Yes  No**  **(If Yes, Section below must be completed)** | | | | | |
| **Nomenclature** | **Manufacturer** | **Model #** | | **DOE Tag #** | **$ Amount** |
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| NREL will provide office space and supplies, computer equipment, telephone and any other necessary materials required by Subcontractor Personnel to perform required services.  Subcontractor Personnel will work primarily in Golden, at any NREL Permanent Site or leased facility, 8 AM – 5 PM, Monday-Friday.  Subcontractor Personnel may work remotely on occasion, at the discretion of the Subcontractor and with prior NREL Subcontract Administrator authorization. *Any associated expenses with remote work locations are considered unallowable in accordance with* ***article 3,*** “***PRICE, PAYMENTS AND CEILING AMOUNT****.*”  If travel is required between NREL sites, and the Subcontractor Personnel cannot use their personal vehicle or the NREL Shuttle, the use of a Government vehicle may be permitted. In those instances, the Order shall so state and the Subcontractor shall provide proof of insurance in accordance with **ARTICLE 6, “REQUEST FOR RESOURCES AND ORDER PROCESS**” to the Subcontract Administrator.  IT Special terms (as applicable)   * For all RFR’s, Subcontractor and Subcontractor’s candidate must sign and submit an *Exclusive Representation Agreement for this proposed Order*. * Subcontractor acknowledges that Subcontractor’s Personnel must sign the NREL *Access and Procedure Acknowledgement for Subcontractors form* prior to reporting to the work assignment associated with this Order. * Subcontractor acknowledges that Subcontractor’s Personnel must attend NREL Orientation prior to reporting to the work assignment associated with this Order.   **The duration that any individual Subcontractor Personnel may be assigned to work under this effort (on any one or combination of Orders) shall not exceed two (2) years.** | | | | | |
| Authorized: Alliance for Sustainable Energy, LLC  Name: Paul Wilke  Title: Subcontract Administrator | | | | | |