



UNITED STATES  
NUCLEAR REGULATORY COMMISSION

WASHINGTON, D.C. 20555-0001

SEP 19 2001

Foxx and Company, CPAs  
ATTN: Mr. Martin O'Neill, Partner  
700 Goodall Complex, 324 West Ninth Street  
Cincinnati, OH 45202-1908

Dear Mr. O'Neill:

SUBJECT: TASK ORDER NO. 17 ENTITLED, "FINANCIAL STATEMENT COMPILATION AND  
AUDIT INTERFACE" UNDER CONTRACT NO. NRC-09-97-205

In accordance with Section B.21(c) of the subject contract entitled, "Task Order Award," this letter definitizes the subject task order. This effort shall be performed in accordance with the enclosed Statement of Work.

The period of performance for Task Order No. 17 shall be from October 1, 2001 through November 15, 2001 at the fixed price amount of \$65,355.

This task order obligates funds in the amount of \$65,355. The accounting data for Task Order No. 17 is as follows:

B&R No.:	17N-15-532-105
FIN No.:	L1965
Appropriation No.:	31X0200.17N
BOC No.:	252A
Obligated Amount:	\$65,355

The Contractor agrees that [redacted] removed from the effort under the task order without compliance with contract clause, NRCAR 2052.215-70 entitled, "KEY PERSONNEL."

Your contacts during the course of this task order are:

Technical Matters: Robert Rakowski, Project Officer  
(301) 415-7340

Contractual Matters: Paulette Smith, Contract Specialist  
(301) 415-6594

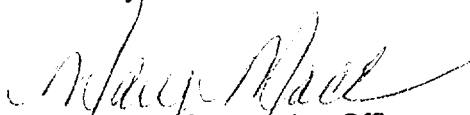
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The issuance of this task order does not amend any terms or conditions of the subject contract.

Please indicate your acceptance of this task order by having an official, authorized to bind your organization, execute three (3) copies of this document in the space provided and return two (2) copies to the U.S. Nuclear Regulatory Commission, ATTN: Paulette Smith, Division of Contracts and Property Management, Mail Stop: T-7-I-2, ADM/DCPM/CMB1, Washington, DC 20555. You should retain the third copy for your records.

Sincerely,

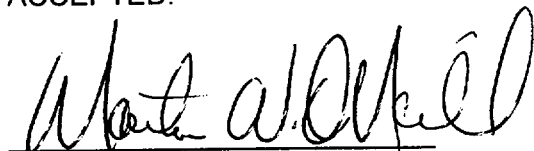


Mary Mace, Contracting Officer  
Contract Management Branch 1  
Division of Contracts and  
Property Management  
Office of Administration

Enclosures:

As stated

ACCEPTED:



Name

Partner

Title

9/23/01

Date

**STATEMENT OF WORK**  
**Task Order No. 17 Under Job Code L1965**  
**Contract No. NRC-09-97-205**

Title: Financial Statement Compilation and Audit Interface

Technical Monitor: Robert E. Rakowski, OCFO - (301) 415-7340  
Designated Alternates: Anthony C. Rossi, OCFO - (301) 415-7379  
Barbara K. Gusack, OCFO - (301) 415-6054

Background

Since the passage of the Chief Financial Officers Act of 1990, the Nuclear Regulatory Commission (NRC) must comply with new Federal financial accounting standards and reporting requirements. The Office of the Chief Financial Officer (OCFO) of the NRC requires financial management advice and guidance concerning accounting and audit issues that affect the NRC's annual financial statements, accounting policy, and operations. The OCFO also seeks assistance in the preparation of the annual financial statements and compilation documentation, account reconciliations, and other general financial and accounting support tasks.

Objective

The objective of this task order is to obtain financial management assistance in preparing NRC's FY 2001 unaudited financial statements. These statements are to be prepared in accordance with OMB Bulletin 97-01, Form and Content of Agency Financial Statements; Statements of Federal Financial Accounting Standards; NRC Management Directive 4.1, Accounting Policy and Practices; and other appropriate guidance and standards.

Work Requirements

The contractor shall provide qualified personnel to complete the following tasks:

1. NRC's FY 2001 Annual Unaudited Financial Statements
  - a) Prepare draft financial statements and accompanying footnotes from the appropriate general ledger account balances as recorded in the agency's accounting system, in accordance with OMB Bulletin 97-01, Form and Content of Agency Financial Statements. The following draft financial statements shall be prepared: Balance Sheet, Statement of Net Cost, Statement of Changes in Net Position, Statement of Financing, and

#### Statement of Budgetary Resources.

- b) Assemble, prepare, and compile records and data to support the dollar amounts, classifications, and footnotes reflected in the draft financial statements. This supporting documentation should be properly and easily cross-referenced to data provided in the draft financial statements. In addition, the supporting documentation shall be stored at an on-site repository designated by the NRC for review by the NRC Project Officer or designated alternates.
- c) Review supplemental information contained in the NRC accountability report for consistency with the draft financial statements prepared in paragraph 1(a), and provide comments and recommendations, if any. (Comments and recommendations may be written or oral at the discretion of the NRC Project Officer or designated alternates.)

#### 2. Audit Liaison Assistance

- a) Upon the direction of the NRC Project Officer or designated alternates, respond to auditor inquiries within a mutually agreed-upon timeframe relating to the draft financial statements, compilation work papers, documentation, or other financial statement audit issues, including internal control issues.
- b) Review audit findings and recommend audit adjustments and corrective action(s), if any. (Recommendations and corrective actions may be written or oral at the discretion of the NRC Project Officer or designated alternates.)
- c) Make necessary audit adjustments to the draft financial statements, including general ledger postings, upon approval by the NRC Project Officer or designated alternates.
- d) Prepare FINAL financial statements after audit adjustments have been approved by the NRC Project Officer.

#### 3. Task Order Management

The contractor shall provide supervision of junior and senior accountants and provide appropriate partner oversight of managers, work products, and deliverables.

Level of Effort

The level of effort is estimated at 260 hours for partner, 210 hours for manager, 230 hours for senior, and 345 hours for staff.

Period of Performance

Task Order No. 17 shall commence on October 1, 2001, and expire on November 15, 2001.

Deliverables

	<u>Task</u>	<u>Completion Date</u>
1.	Complete information on Capitalized Software for FY 2001	October 10, 2001
2.	Complete information on Accounts Receivable	October 12, 2001
3.	Complete information on Leasehold Improvements for FY 2001	October 15, 2001
4.	Complete Information on Capitalized Equipment for FY2001:	October 16, 2000
5.	Complete Final Principle Statements, Notes and Supplemental Schedules	November 7, 2001
6.	Complete the Compilation work papers (With proper referencing) to support the financial statement balances.	November 13, 2001

Meetings

The contractor shall attend approximately ten (10) status meetings at NRC's Two White Flint North Building located at 11545 Rockville Pike, Rockville, Maryland. The date and time of each meeting will be coordinated between the contractor and the NRC Project Officer or designated alternates.

NRC Furnished Materials/Equipment

The NRC shall provide the contractor with the following items for use under this task

order:

- ▶ Computer reports of general ledger account balances, audit reports, and other transaction data and documents relevant to the tasks.
- ▶ Personal computers, calculators, telephones, copy and facsimile machines will be provided to certain on-site contractor staff for support of this task order.

Progress Payments

Payments under this task order shall be made in accordance with contract clause B.24, "Progress Payments - Commercial Items."