

# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES  
1 12

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

BPA NO.

1. DATE OF ORDER <b>JUN 12 2007</b>		2. CONTRACT NO. (If any) GS10F0074R		6. SHIP TO:	
3. ORDER NO. DR-33-06-311		4. REQUISITION/REFERENCE NO. OIS-06-311		b. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission Attn: John Wilson	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div. of Contracts Attn: CME3 Mail Stop T-7-I-2 Washington, DC 20555				b. STREET ADDRESS 11545 Rockville Pike Mail Stop T-6-C-30	
				c. CITY Washington	d. STATE DC
				e. ZIP CODE 20555	

7. TO:			f. SHIP VIA		
a. NAME OF CONTRACTOR MANAGEMENT CONCEPTS INC			6. TYPE OF ORDER		
b. COMPANY NAME			<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY		
c. STREET ADDRESS 8230 LEESBURG PIKE # 800			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.		
d. CITY VIENNA	e. STATE VA	f. ZIP CODE 221822639	Except for billing instructions on the reverse, this delivery/task 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 610-15-5F1-342 J1207-1 252A 31X0200.510 OBLIGATE: \$72,601.41				10. REQUISITIONING OFFICE OIS/BPIAD	
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11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT Destination	
<input type="checkbox"/> a. SMALL	<input checked="" type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> d. SERVICE-DISABLED VETERAN-OWNED		
<input type="checkbox"/> e. WOMEN-OWNED	<input type="checkbox"/> f. HUBZone	<input type="checkbox"/> g. EMERGING SMALL BUSINESS			

13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 01/16/2007		16. DISCOUNT TERMS NET 30	
a. INSPECTION	b. ACCEPTANCE						

17. SCHEDULE (See reverse for Rejections)						
ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	The Contractor shall provide the NRC with "Business Process Improvement (BPI) Program Support" services, in accordance with the attached Statement of Work at the fixed prices listed in the SCHEDULE below:					
0001	Establish Project Plan				\$7,821.20	
0002	Revise Methodology and Develop Sample Templates				\$28,419.81	
0003	Develop Training Materials				\$25,568.40	
0004	Conduct Training				\$10,792.00	
	DUNS: 08-235-5652 ACCEPTED: <i>Evelyn E. Aponte-Sacks, Mgmt Concepts</i> Evelyn E. Aponte-Sacks, Management Concepts					

SEE BILLING INSTRUCTIONS ON REVERSE	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 Payment Team, Mail Stop T-9-H-4						
	b. STREET ADDRESS (or P.O. Box) Attn: DR-33-06-311						
	c. CITY Washington		d. STATE DC	e. ZIP CODE 20555		17(i) GRAND TOTAL \$72,601.41	

22. UNITED STATES OF AMERICA BY (Signature) <i>Eleni Jernell</i>	23. NAME (Typed) Eleni Jernell Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER
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AUTHORIZED FOR LOCAL REPRODUCTION  
PREVIOUS EDITION NOT USABLE  
**TEMPLATE - ADM001**

**SUNSI REVIEW COMPLETE**

OPTIONAL FORM 347 (REV. 3/2005)  
PRESCRIBED BY GSA/FAR 48 CFI 53.213(e)

**ADM002**

**STATEMENT OF WORK**  
**Business Process Improvement (BPI)**  
**Program Support**

**1. BACKGROUND**

The Office of Information Services (OIS) within the Nuclear Regulatory Commission (NRC) has established a program to provide business process improvement (BPI) services to NRC offices that are considering making IT investments. The BPI program will assist offices in analyzing their business practices, policies and procedures as part of any potential investment in automation. This function is needed in order to ensure that the agency is in compliance with OMB A-130 guidance that is based on the Clinger Cohen Act of 1996. OMB A-130 requires that agency investments in major information systems support work processes that have been simplified or otherwise redesigned to reduce costs and improve performance. The business processes, as well as other aspects of the potential IT investments, are analyzed as part of the Capital Planning Investment Program (CPIC) process. Additionally, it is a sound business practice to carefully analyze and optimize business processes prior to performing the actual automation work.

The BPI program to date has developed a draft methodology and has applied the methodology on several projects. The methodology has been incorporated into the Project Management Methodology (PMM) that is being followed in acquiring IT systems and templates have been identified for the PMM. There is a need for: refining the BPI methodology to guide the acquisition of any software product; developing sample templates; and training project managers in the use of the BPI methodology.

**2. OBJECTIVE**

The objective of this procurement is to acquire contractor support services for:

- a. Refining the methodology and developing sample templates.
- b. Training project managers in understanding BPI and in using the methodology.

**3. SCOPE**

The Contractor shall:

- Review the existing draft BPI methodology.
- Refine the methodology and prepare a revised methodology incorporating these refinements.
- Review the descriptions of the sample templates included in the draft methodology.
- Develop and document sample templates.
- Develop training material for project managers.
- Provide training for a total of 120 project managers by conducting four (4), one-day training sessions of the Project Managers in groups of 30.

**4. PERFORMANCE REQUIREMENTS**

The Contractor shall provide all personnel, materials, labor, supplies, equipment, travel and other direct costs necessary to accomplish the performance of the tasks described below:

## **4.1 DESCRIPTION OF SPECIFIC TASKS**

The Contractor shall be responsible for performing the following tasks listed below. A task is not considered complete until all applicable open issues have been resolved and the specified deliverables accepted by the Project Officer.

### **Task 1: Establish Project Plan**

The Contractor shall develop a project plan to ensure completion of all tasks within the period of performance. The project plan shall identify major milestones and estimated dates for completion of each task and all deliverables associated with that task. This project plan shall include estimates of when and to what extent work is expected to be performed at NRC Headquarters site. The Project Plan shall be in MS Project format and include a Gantt chart.

### **Task 2: Revise Methodology and Develop Sample Templates**

The Contractor shall revise the NRC's current, draft methodology. Specifically, the Contractor shall be required to:

- Review the NRC's draft methodology [to be provided by the NRC upon award]. The document is in MS Word and will be provided in hard copy as well as in electronic form. The draft BPI methodology uses the basic conceptual flow of plan; assess; design; implement; measure results and adjust. The draft methodology document is less than 50 pages and includes the use of cross functional diagrams (swim lanes) for depicting the AS IS and TO BE business process flows.
- Review descriptions of the templates included in the draft methodology.
- Prepare a revised methodology. The revised document will be in MS Word
- Develop approximately 6 sample templates in MS Word.
- Review the NRC Project Management Methodology (PMM) to understand the context for applying the BPI methodology. The PMM provides a framework for the BPI activities.

### **Task 3: Develop Training Materials**

The Contractor shall utilize its BPI knowledge and experience in developing the training material. The purpose of the training is to teach BPI not Project Management. The project manager attendees understand project planning and work breakdown structures.

- The Contractor shall prepare training materials and associated reference material for one day training sessions for approximately 30 NRC Project Managers (PM).

### **Task 4: Conduct Training**

The Contractor shall conduct four (4) one-day training sessions, each with an estimated 30 NRC Project Managers. NRC will provide the necessary training facility. The Contractor shall provide the associated training material.

## 4.2 DELIVERABLES

The Contractor shall provide the NRC the following deliverables, as explained below.

### 4.2.1 Deliverables and Schedule

Deliverable	Due Date
<b>Task 1</b>	
Project Plan	10 working days from Kick-off meeting
<b>Task 2</b>	
• Revised Methodology	5 weeks from Kick-off meeting
• Develop Templates	7 weeks from Kick off meeting.
<b>Task 3</b>	
• Develop Training Material	10 weeks from kickoff meeting
<b>Task 4</b>	
• Conduct Training	12-18 weeks from kickoff meeting

### 4.2.2 Format of Deliverables

Format of reports, revised methodology, presentations, training material and other deliverables shall be approved in advance by the Project Officer. All deliverable products shall be grammatically correct according to industry standard rules and contain correct spelling. All technical and financial terms shall be clearly defined to be understood by all readers.

The Contractor shall provide all documentation to the NRC Project Officer and Contracting Officer electronically in all the following formats, except as specifically stated herein: Microsoft Word (version 2003), Microsoft Excel (version 2003), Microsoft Project (version 2003), MS PowerPoint and Adobe PDF (version 7.0) formats. The material can be submitted as attachments to emails. The Contractor shall also deliver three (3) printed copies of each draft to the NRC Project Officer.

If for any reason a deliverable cannot be delivered within the scheduled time frame, the Contractor shall immediately notify the Contracting Officer, in writing, with a copy to the NRC Project Officer, indicating the cause of the delay and the proposed revised schedule, to include the impact on the project. The Contracting Officer is the only individual authorized to make any changes to the scope of work, schedule, or cost.

#### **4.2.3 Review of Deliverables**

The Government will have no less than ten (10) workdays to review written draft and final deliverables. The Contractor shall incorporate into the final deliverable documentation any NRC comments received on the draft documentation within 5 business days of receipt of comments from the NRC Project Officer.

The NRC Project Officer will review all draft documents submitted as part of contract deliverables for conformity to the standards referenced in this Statement of Work.

The following provisions also apply to all deliverables:

**Reporting Requirements:** In addition to meeting the delivery schedule in the timely submission of any draft and final reports, summaries, data and documents that are created in the performance of this contract, the Contractor shall comply with the directions of the NRC regarding the contents of the report, summaries, data and related documents to include correcting, deleting, editing, revising, modifying, formatting, and supplementing any of the information contained therein at no additional cost to the NRC. Performance under the contract will not be deemed accepted or completed until the NRC's directions are complied with. The reports, summaries, data and related documents will be considered draft until approved by the NRC. The Contractor agrees that the direction, determinations, and decisions on approval or disapproval of reports, summaries, data and related documents created under this contract remains solely within the discretion of the NRC.

#### **4.2.4 Acceptance Criteria**

The NRC Project Officer shall review the deliverables. The deliverables shall be deemed complete upon written acceptance by the Project Officer.

1. The Project Plan in MS project shall:
  - a. Clearly identify tasks and milestones;
  - b. Show dependencies that are logical and consistent with the sequence of activities needed to fulfill the contract;
  - c. Identify resources; and,
  - d. Include reasonable timeframes consistent with the level of effort and duration of the contract.
2. Methodology and Template: The BPI Methodology document delivered in MS Word shall be grammatically correct according to industry standard rules and contain correct spelling. All technical terms shall be clearly defined to be understood by all readers. The methodology shall be consistent with industry standard scope of business process improvement and with the framework of the basic conceptual BPI flow. The Methodology shall have a Table of Contents and definitions of BPI related terms. The Methodology document shall include relevant diagrams/charts to clarify and illustrate the BPI methodology. The Methodology shall include AS IS and TO BE Cross Functional (Swim Lane) diagrams. The Diagrams shall be provided in Visio. The Methodology shall include standard nomenclature for naming and depicting graphical objects. The BPI methodology should logically fit within the framework of the NRC Project Management Methodology.

The Sample Templates in MS Word shall illustrate, support and be consistent with the BPI methodology. The Templates shall include narrative and sample questions that describe the desired content to be entered into a structured format (e.g., form). The template shall be designed for use by Project Managers who have the basic BPI training but are not BPI experts. The Templates should be designed with a logical flow that supports ease of use.

3. Training Material: The training material shall correspond to the BPI methodology. The deliverables shall include MS PowerPoint slides as well as a detailed outline for the training session. The material shall include narratives to explain the presentation slides talking points as well as relevant supplementary handouts on BPI topics. The hardcopy form of the training material shall be in tabbed loose leaf binders.
4. Training Sessions. The training sessions shall be one day in length with 3.5 hours in the morning and 3.5 hours in the afternoon with a 15 minutes break in the morning and in the afternoon. The training session shall include at least two exercises to illustrate and reinforce the training content. The session shall include open ended questions to stimulate dialog and involvement of the attendees.

#### **4.3 REPORTING REQUIREMENTS**

- 4.3.1 Post-Award Meeting: The Government will schedule a kick-off meeting within five (5) business days after contract award at NRC Headquarters. The Project Officer will provide an agenda prior to the meeting. The Contractor shall participate in the meeting to establish process, procedures and priority of tasking. The Contracting Officer, the Project Officer, and the Project Officer's technical personnel will represent the Government. The Contractor shall have equivalent representation at the meeting.

Following the kick-off meeting, subsequent meetings will be scheduled on a regular basis.

- 4.3.2 Weekly Status Calls: Conference calls will be regularly scheduled to discuss report status, with submittal of a status report to include:
  - (a) Efforts completed and milestones reached or, if missed, an explanation provided;
  - (b) Any problems or delays encountered or anticipated and recommendations for resolution. If the recommended resolution involves a contract modification, e.g., change in work requirements, level of effort (cost) or schedule delay, the Contractor shall submit a separate letter to the Contracting Officer identifying the required change and estimated cost impact;
  - (c) A summary of progress to date; and,
  - (d) Plans for the next reporting period.

#### **4.4 LEVEL OF EFFORT**

The Level of Effort to complete Tasks 1 through 4 is anticipated to be approximately 600 hours.

## **D. ORDER TERMS, CONDITIONS, AND REQUIREMENTS**

### **D.1 PERIOD OF PERFORMANCE**

The period of performance for this order is June 16, 2006 – January 16, 2007.

### **D.2 CONTRACT TYPE AND PAYMENT**

Fixed Price.

Payment shall be upon completion of each Task at the fixed price listed in the SCHEDULE.

### **D.3 PLACE OF PERFORMANCE**

The primary place of performance shall be at the Contractor facility, with the exception of any needed meetings, interviews, and some work such as the training sessions that will need to be performed on-site at the NRC Headquarters at 11545 Rockville Pike, Rockville, MD in the Two White Flint North building. The Contractor shall schedule work hours of all on-site personnel in a manner that will provide maximum responsiveness to the Government's requirements.

When it is necessary for the Contractor to work on-site at NRC, the Government will provide temporary workspace for Contractor personnel as needed, as well as standard office supplies, phones, and operational hardware and software required for performance of the tasks while working at the NRC Headquarters site, only.

All work conducted on NRC premises shall be accomplished during the normal NRC business week, which is 8:00 a.m. to 5:00 p.m., Monday through Friday, exclusive of Federal holidays. Requests for access to the NRC buildings outside a normal Government workweek shall be coordinated in advance through the Project Officer. The Contractor shall submit requests for such access in writing. Requests shall include names of Contractor personnel, the reason for access, and the dates and hours during which access is desired.

### **D.4 PERSONNEL**

The use of qualified personnel for the key positions on this project is considered essential to its success. At a minimum, key personnel will include the Contractor's Project Manager/Task Lead, overseeing or performing the actual work, and the Senior Analyst.

Key personnel shall be experienced in business process Improvement related matters, particularly in the public government. Key personnel must possess demonstrated analytical skills to conduct the following activities: assessing a business process improvement program, assessing sites for best practice reviews, formulation of a methodology, conducting training, office automation software usage, accurate estimation and control of costs and scheduling, and establishing milestones. In addition, key personnel shall be experienced in the performance of business process improvement analysis and associated graphical modeling tools.

Key personnel shall also have experience in allocating project personnel in an efficient manner for optimization of time and resources, and shall have excellent oral and written communication skills as well as meetings facilitation skills. Key positions may not be reassigned or changed without prior approval of the Contracting Officer.

#### **D.5 KEY PERSONNEL (JAN 1993)**

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



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 project officer 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.

#### **D.6 TRAVEL**

Occasional travel to the NRC Headquarters located in Rockville, Maryland may be required. Local travel expenses will not be reimbursed by the NRC. On-site parking is not available.

#### **D.7 GOVERNMENT FURNISHED INFORMATION**

The Contractor has responsibility for obtaining, in a timely fashion, the documents listed in this Statement of Work and any other publicly available documents needed to fulfill this contract. The NRC will provide copies of other materials cited in the table below to the Contractor at the Post-Award Meeting. If the Contractor identifies other needed NRC documents not publicly available nor provided at the Post-Award Meeting, the Contractor shall request that the NRC staff furnish these documents in writing.



Document Type	Title
OMB Circular	•OMB Circular A-130
NRC Policy/Standard	<ul style="list-style-type: none"> <li>•NRC Draft BPI Methodology</li> <li>•NRC Management Directive 2.2, "Capital Planning and Investment Control", dated January 2004</li> <li>•Project Management Methodology DRAFT MD 2.8</li> </ul>

#### **D.8 PROJECT OFFICER AUTHORITY**

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

Name: John Wilson  
 Address: U.S. Nuclear Regulatory Commission  
 Mailstop: T-6-C-30  
 11545 Rockville Pike  
 Washington, DC 20555  
 Email: JJW1@NRC.GOV  
 Telephone Number: 301-415-5932

- (b) Performance of the work under this order is subject to the technical direction of the NRC Project Officer. 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, 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 order, approves technical reports, drawings, specifications, and technical information to be delivered by the Contractor to the Government under the order.
- (c) Technical direction must be within the general statement of work stated in the order. The Project Officer 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 order.
  - 2) Constitutes a change as defined in the "Changes" clause of the blanket purchase agreement.
  - 3) In any way causes an increase or decrease in the total estimated order cost, the fixed fee, if any, or the time required for order performance.
  - 4) Changes any of the expressed terms, conditions, or specifications of the order.
  - 5) Terminates the order, settles any claim or dispute arising under the order, or issues any unilateral directive whatever.
- (d) The Contractor shall proceed promptly with the performance of technical directions duly issued by the Project Officer in the manner prescribed by this clause and within the Project Officer's authority under the provisions of this clause.

- (e) If, in the opinion of the Contractor, any instruction or direction issued by the Project Officer is within one of the categories as 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 the Contracting Officer to modify the order accordingly. Upon receiving the notification from the Contractor, the Contracting Officer shall issue an appropriate 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.
- (f) Any unauthorized commitment or direction issued by the Project Officer 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 order.
- (g) A failure of the parties to agree upon the nature of the instruction or direction or upon the order action to be taken with respect thereto is subject to 52.233 1 Disputes.
- (h) In addition to providing technical direction as defined in paragraph (b) of the section, the Project Officer 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 order.
  - 4) Assist the Contractor in obtaining the badges for the Contractor personnel.
  - 5) Immediately notify the Personnel Security Branch, Division of Facilities and Security (PERSEC/DFS) (via e-mail) when a Contractor employee no longer requires access authorization and return the individual's badge to PERSEC/DFS within three days after their termination.

## **D.9 SEAT BELTS**

Contractors, subcontractors, and grantees, are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented, or personally owned vehicles.

## **D.10 BILLING INSTRUCTIONS FOR FIXED PRICE CONTRACTS (October 2003)**

General: The contractor is responsible during performance and through final payment of this contract for the accuracy and completeness of the data within the Central Contractor Registration (CCR) database, and for any liability resulting from the Government's reliance on inaccurate or incomplete CCR data. The contractor shall prepare vouchers or invoices as prescribed herein. **FAILURE TO SUBMIT VOUCHERS/INVOICES IN ACCORDANCE WITH THESE INSTRUCTIONS WILL RESULT IN REJECTION OF THE VOUCHER/INVOICES AS IMPROPER.**

Form: Claims shall be submitted on the payee's letterhead, voucher/invoices, or on the Government's Standard Form 1034, "Public Voucher for Purchases and Services Other than Personal," and Standard Form 1035, "Public Voucher for Purchases Other than Personal--

Continuation Sheet." These forms are available from the U.S. Government Printing Office, 710 North Capitol Street, Washington, DC 20401.

Number of Copies: An original and three copies shall be submitted. Failure to submit all the required copies will result in rejection of the voucher/invoice as improper.

Designated Agency Billing Office: Vouchers/Invoices shall be submitted to the following address:

U.S. Nuclear Regulatory Commission  
Division of Contracts - T-7-I-2  
Washington, DC 20555-0001

A copy of any invoice which includes a purchase of property valued at the time of purchase at \$5000 or more, shall additionally be sent to:

NRC Property Management Officer  
Administrative Services Center  
Mail Stop - T-7-D-27  
Washington, DC 20555-0001

HAND-DELIVERY OF VOUCHERS/INVOICES IS DISCOURAGED AND WILL NOT EXPEDITE PROCESSING BY THE NRC. However, should you choose to deliver vouchers/invoices by hand, including delivery by any express mail service or special delivery service which uses a courier or other person to deliver the vouchers/invoices in person to the NRC, such vouchers/invoices must be addressed to the above Designated Agency Billing Office and will only be accepted at the following location:

U.S. Nuclear Regulatory Commission  
One White Flint North - Mail Room  
11555 Rockville Pike  
Rockville, MD 20852

HAND-CARRIED SUBMISSIONS WILL NOT BE ACCEPTED AT OTHER THAN THE ABOVE ADDRESS

Note that the official receipt date for hand-delivered vouchers/invoices will be the date it is received by the official agency billing office in the Division of Contracts.

Agency Payment Office: Payment will continue to be made by the office designated in the contract in Block 12 of the Standard Form 26 or Block 25 of the Standard Form 33, whichever is applicable.

Frequency: The contractor shall submit a voucher or invoice only after the NRC's final acceptance of services rendered or products delivered in performance of the contract unless otherwise specified in the contract.

Preparation and Itemization of the Voucher/Invoice: The voucher/invoice shall be prepared in ink or by typewriter (without strike-overs). Corrections or erasures must be initialed. To be considered a proper voucher/invoice, all of the following elements must be included:

1. Contractor's Data Universal Number (DUNS) or DUNS+4 number that identifies the contractor's name and address. The DUNS+4 number is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the contractor to identify alternative Electronic Funds Transfer (EFT) accounts for the same parent concern.
2. Contract number.
3. Sequential voucher/invoice number.
4. Date of voucher/invoice.
5. Payee's name and address. Show the name of the Payee as it appears in the contract and its correct address. If the Payee assigns the proceeds of this contract as provided for in the assignment of claims terms of this contract, the Payee shall require as a condition of any such assignment, that the assignee shall register separately in the Central Contractor Registration (CCR) database at <http://www.ccr.gov> and shall be paid by EFT in accordance with the terms of this contract. See Federal Acquisition Regulation 52.232-33(g) Payment by Electronic Funds Transfer - Central Contractor Registration (October 2003).
6. Description of articles or services, quantity, unit price, and total amount.
7. For contractor acquired property list each item purchased costing \$50,000 or more and having a life expectancy of more than 1 year and provide: (1) an item description, (2) manufacturer, (3) model number, (4) serial number, (5) acquisition cost, (6) date of purchase, and (7) a copy of the purchasing document.
8. Weight and zone of shipment, if shipped by parcel post.
9. Charges for freight or express shipments. Attach prepaid bill if shipped by freight or express.
10. Instructions to consignee to notify the Contracting Officer of receipt of shipment.
11. For Indefinite Delivery contracts or contracts under which progress payments are authorized, the final voucher/invoice shall be marked "FINAL VOUCHER" OR "FINAL INVOICE."

Currency: Billings may be expressed in the currency normally used by the contractor in maintaining his accounting records and payments will be made in that currency. However, the U.S. dollar equivalent for all vouchers/invoices paid under the contract may not exceed the total U.S. dollars authorized in the contract.