SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30

1. REQUISITION NO. CFO-12-050 dated: 4/11/12

2. CONTRACT NO.	3. AWARD/EFFECTIVE DATE	4. ORDER NO.	5. SOLICITATION NUMBER	6. SOLICITATION ISSUE DATE
GS35F4797H	8/1/12	NRC-HQ-12-F-09-0001		

7. FOR SOLICITATION INFORMATION CALL: a. NAME Steve Winters — b. TELEPHONE NO. (No Collect Calls) 703-227-4326 — 8. OFFER DUE DATE/LOCAL TIME

9. ISSUED BY CODE 3100

U.S. Nuclear Regulatory Commission
Div. of Contracts
Attn: Karla Garcia, 301-492-3603
Mail Stop: TWB-01-B10M
Washington, DC 20555

10. THIS ACQUISITION IS [X] UNRESTRICTED OR [ ] SET ASIDE: ____ % FOR:
[ ] SMALL BUSINESS
[ ] HUBZONE SMALL BUSINESS
[ ] SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS
[ ] WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM
[ ] EDWOSB
[ ] 8(A)
NAICS:
SIZE STANDARD:

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED [X] SEE SCHEDULE

12. DISCOUNT TERMS

[ ] 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)

13b. RATING N/A

14. METHOD OF SOLICITATION [ ] RFQ [ ] IFB [ ] RFP

15. DELIVER TO CODE

U.S. Nuclear Regulatory Commission
Washington DC 20555

16. ADMINISTERED BY CODE 3100

U.S. Nuclear Regulatory Commission
Div. of Contracts
Mail Stop: TWB-01-B10M
Washington, DC 20555

17a. CONTRACTOR/OFFEROR CODE 145969783 FACILITY CODE

CGI FEDERAL INC.
12601 FAIR LAKES CIR
FAIRFAX VA 220334902
TELEPHONE NO.

18a. PAYMENT WILL BE MADE BY CODE 3100

Department of Interior / NBC
NRCPayments_NBCDenver@NBC.gov
Attn: Fiscal Services Branch - D2770
7301 W. Mansfield Avenue
Denver CO 80235-2230

PHONE: FAX:

[ ] 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER

18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED [ ] SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	See CONTINUATION Page				
	The contractor shall provide the NRC with maintenance for the Momentum licenses for FAIMIS listed on the attached price schedule.				
	Period of Performance: August 1, 2012 - January 31, 2013 Total Obligated Amount: $283,152.00				
	(Use Reverse and/or Attach Additional Sheets as Necessary)			SUBTOTAL	

25. ACCOUNTING AND APPROPRIATION DATA
B&R: 2012-7N-51-G-156 JC: N7365 BOC: 252A APPN: 31X0200
FFS: RQ122000 Obligates: $283,152.00
DUNS: 145969783

26. TOTAL AWARD AMOUNT (For Govt. Use Only) $283,152.00

[ ] 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA [ ] ARE [ ] ARE NOT ATTACHED.

[ ] 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA [ ] ARE [ ] ARE NOT ATTACHED

[ ] 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN ________ COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED

[ ] 29. AWARD OF CONTRACT: REF. ________ OFFER DATED ________. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR Anish Joseph

31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) Joseph L. Widdup

30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)	30c. DATE SIGNED	31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT)	31c. DATE SIGNED
Anish Joseph, VP	7/24/12	JOSEPH L. WIDDUP Contracting Officer	7/31/12

TEMPLATE - ADM001 SUNSI REVIEW COMPLETE JUL 31 2012 ADM002

A.1 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within the period of performance; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not extend past January 31, 2018.

TASK ORDER TERMS AND CONDITIONS

NOT SPECIFIED IN THE CONTRACT

A.2 PACKAGING AND MARKING (AUG 2011)

(a) The Contractor shall package material for shipment to the NRC in such a manner that will ensure acceptance by common carrier and safe delivery at destination. Containers and closures shall comply with the Surface Transportation Board, Uniform Freight Classification Rules, or regulations of other carriers as applicable to the mode of transportation.

(b) On the front of the package, the Contractor shall clearly identify the contract number under which the product is being provided.

(c) Additional packaging and/or marking requirements are as follows:

A.3 BRANDING (AUG 2011)

The Contractor is required to use the official NRC branding logo or seal on any publications, presentations, products, or materials funded under this contract, to the extent practical, in order to provide NRC recognition for its involvement in and contribution to the project. If the work performed is funded entirely with NRC funds, then the contractor must acknowledge that information in its documentation/presentation.

Access the following websites for branding information and specifications: http://www.internal.nrc.gov/ADM/branding/ and Management Directive and Handbook 3.13 -

(internal NRC website): http://www.internal.nrc.gov/policy/directives/toc/md3.13.htm

(external public website): http://pbadupws.nrc.gov/docs/ML1122/ML112280190.pdf

A.4 PERIOD OF PERFORMANCE (AUG 2011)

This contract shall commence on August 1, 2012 and will expire on January 31, 2013.

A.5 ELECTRONIC PAYMENT (AUG 2011)

The Debt Collection Improvement Act of 1996 requires that all payments except IRS tax refunds be made by Electronic Funds Transfer. Payment shall be made in accordance with FAR 52.232-33, entitled "Payment by Electronic Funds- Central Contractor Registration".

To receive payment, the contractor shall prepare invoices in accordance with NRC's Billing Instructions. Claims shall be submitted on the payee's letterhead, invoice, 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." The preferred method of submitting invoices is electronically to the Department of the Interior at NRCPayments_NBCDenver@nbc.gov. If the contractor submits a hard copy of the invoice, it shall be submitted to the following address:

Department of the Interior
National Business Center
Attn: Fiscal Services Branch - D2770
7301 West Mansfield Avenue
Denver, CO 80235-2230

A.6 WHISTLEBLOWER PROTECTION FOR NRC CONTRACTOR AND SUBCONTRACTOR EMPLOYEES (AUG 2011)

(a) The U.S. Nuclear Regulatory Commission (NRC) contractor and its subcontractor are subject to the Whistleblower Employee Protection public law provisions as codified at 42 U.S.C. 5851. NRC contractor(s) and subcontractor(s) shall comply with the requirements of this Whistleblower Employee Protection law, and the implementing regulations of the NRC and the Department of Labor (DOL). See, for example, DOL Procedures on Handling Complaints at 29 C.F.R. Part 24 concerning the employer obligations, prohibited acts, DOL procedures and the requirement for prominent posting of notice of Employee Rights at Appendix A to Part 24 entitled: "Your Rights Under the Energy Reorganization Act".

(b) Under this Whistleblower Employee Protection law, as implemented by regulations, NRC contractor and subcontractor employees are protected from discharge, reprisal, threats, intimidation, coercion, blacklisting or other employment discrimination practices with respect to compensation, terms, conditions or privileges of their employment because the contractor or subcontractor employee(s) has provided notice to the employer, refused to engage in unlawful practices, assisted in proceedings or testified on activities concerning alleged violations of the Atomic Energy Act of 1954 (as amended) and the Energy Reorganization Act of 1974 (as amended).

(c) The contractor shall insert this or the substance of this clause in any subcontracts involving work performed under this contract.

A.7 USE OF AUTOMATED CLEARING HOUSE (ACH) ELECTRONIC PAYMENT/REMITTANCE ADDRESS (AUG 2011)

The Debt Collection Improvement Act of 1996 requires that all Federal payments except IRS tax refunds be made by Electronic Funds Transfer. It is the policy of the Nuclear Regulatory Commission to pay government vendors by the Automated Clearing House (ACH) electronic funds transfer payment system. Item 15C of the Standard Form 33 may be disregarded.

A.8 COMPLIANCE WITH SECTION 508 OF THE REHABILITATION ACT OF 1973, AS AMENDED (AUG 2011)

In 1998, Congress amended the Rehabilitation Act of 1973 (29 U.S.C. 794d) as amended by the Workforce Investment Act of 1998 (P.L. 105 - 220), August 7, 1998 to require Federal agencies to make their electronic and information technology (EIT) accessible to people with disabilities. Inaccessible technology interferes with an ability to obtain and use information quickly and easily. Section 508 was enacted to eliminate barriers in information technology, open new opportunities for people with disabilities, and encourage development of technologies that will help achieve these goals. The law applies to all Federal agencies when they develop, procure, maintain, or use electronic and information technology. Under Section 508 (29 U.S.C. 794d), agencies must give disabled employees and members of the public access to information that is comparable to access available to others.

Specifically, Section 508 of that Act requires that when Federal agencies develop, procure, maintain, or use EIT, Federal employees with disabilities have access to and use of information and data that is comparable to the access and use by Federal employees who are not individuals with disabilities, unless an undue burden would be imposed on the agency. (36 C.F.R. 1194 implements Section 508 of the Rehabilitation Act of 1973, as amended, and is viewable at: http://www.access-board.gov/sec508/standards.htm)

Exceptions.

All EIT that the government acquires by purchase or by lease/rental under this contract must meet the applicable accessibility standards at 36 C.F.R. Part 1194, unless one or more of the following exceptions at FAR 39.204 applies to this acquisition (applicable if checked):

[] The EIT is for a national security system.

[] The EIT is acquired by a contractor incidental to a contract.

[] The EIT is located in spaces frequented only by service personnel for maintenance, repair or occasional monitoring of equipment.

[] Compliance with the applicable 36 C.F.R. Part 1194 provisions would impose an undue burden on the agency.

Applicable Standards.

The following accessibility standards from 36 C.F.R. Part 1194 have been determined to be applicable to this contract/order. See www.section508.gov for more information:

[X] 1194.21 Software applications and operating systems.

[X] 1194.22 Web-based intranet and internet information and applications. 16 rules.

[] 1194.23 Telecommunications products.

[] 1194.24 Video and multimedia products.

[] 1194.25 Self contained, closed products.

[] 1194.26 Desktop and portable computers.

[X] 1194.31 Functional performance criteria.

[X] 1194.41 Information, documentation, and support.

Base
August 1, 2012 – January 31, 2013

0001	Momentum Financial Plus: 600 Users	Monthly: $31,950.91 Overall: $191,705.45
0002	Momentum Fixed Assets: 1-25 Users	Monthly: $1,695.01 Overall: $10,170.05
0003	Momentum Project Cost Acct. System (PCAS): 26-50 Users	Monthly: $1,906.88 Overall: $11,441.31
0004	Momentum Travel Accounting: 1-25 Users	Monthly: $1,701.36 Overall: $10,208.19
0005	Business Data Warehouse: 4 CPUs	Monthly: $2,530.65 Overall: $15,183.89
0006	Business Analytics: 101-200 Users	Monthly: $2,228.94 Overall: $13,373.62
0007	Business Analytics Lite: 301-400 Users	Monthly: $2,572.18 Overall: $15,433.05
0008	Business Dashboard: 51-100 Users	Monthly: $1,161.08 Overall: $6,966.48
0009	Business Monitor (Scorecard): 101-150 Users	Monthly: $915.30 Overall: $5,491.83
0010	CRC Connector (CCRC): 2 CPUs	Monthly: $529.69 Overall: $3,178.14

Option Year One (1)
February 1, 2013 – January 31, 2014

1001	Momentum Financial Plus: 600 Users	Monthly: $32,749.68 Overall: $392,996.17
1002	Momentum Fixed Assets: 1-25 Users	Monthly: $1,737.38 Overall: $20,848.60
1003	Momentum Project Cost Acct. System (PCAS): 26-50 Users	Monthly: $1,954.56 Overall: $23,454.68
1004	Momentum Travel Accounting: 1-25 Users	Monthly: $1,743.90 Overall: $20,926.79
1005	Business Data Warehouse: 4 CPUs	Monthly: $2,593.91 Overall: $31,126.96
1006	Business Analytics: 101-200 Users	Monthly: $2,284.66 Overall: $27,415.91
1007	Business Analytics Lite: 301-400 Users	Monthly: $2,636.48 Overall: $31,637.76
1008	Business Dashboard: 51-100 Users	Monthly: $1,190.11 Overall: $14,281.29
1009	Business Monitor (Scorecard): 101-150 Users	Monthly: $938.19 Overall: $11,258.25
1010	CRC Connector (CCRC): 2 CPUs	Monthly: $542.93 Overall: $6,515.19

Option Year Two (2)
February 1, 2014 – January 31, 2015

2001	Momentum Financial Plus: 600 Users	Monthly: $33,568.42 Overall: $402,821.60
2002	Momentum Fixed Assets: 1-25 Users	Monthly: $1,780.82 Overall: $21,369.82
2003	Momentum Project Cost Acct. System (PCAS): 26-50 Users	Monthly: $2,003.42 Overall: $24,041.05
2004	Momentum Travel Accounting: 1-25 Users	Monthly: $1,787.50 Overall: $21,449.96
2005	Business Data Warehouse: 4 CPUs	Monthly: $2,658.76 Overall: $31,905.14
2006	Business Analytics: 101-200 Users	Monthly: $2,341.78 Overall: $28,101.31
2007	Business Analytics Lite: 301-400 Users	Monthly: $2,702.39 Overall: $32,428.70
2008	Business Dashboard: 51-100 Users	Monthly: $1,219.86 Overall: $14,638.33
2009	Business Monitor (Scorecard): 101-150 Users	Monthly: $961.64 Overall: $11,539.70
2010	CRC Connector (CCRC): 2 CPUs	Monthly: $556.51 Overall: $6,678.07

Option Year Three (3)
February 1, 2015 – January 31, 2016

3001	Momentum Financial Plus: 600 Users	Monthly: $34,407.63 Overall: $412,891.60
3002	Momentum Fixed Assets: 1-25 Users	Monthly: $1,825.34 Overall: $21,904.06
3003	Momentum Project Cost Acct. System (PCAS): 26-50 Users	Monthly: $2,053.51 Overall: $24,642.07
3004	Momentum Travel Accounting: 1-25 Users	Monthly: $1,832.18 Overall: $21,986.20
3005	Business Data Warehouse: 4 CPUs	Monthly: $2,725.23 Overall: $32,702.77
3006	Business Analytics: 101-200 Users	Monthly: $2,400.32 Overall: $28,803.84
3007	Business Analytics Lite: 301-400 Users	Monthly: $2,769.95 Overall: $33,239.42
3008	Business Dashboard: 51-100 Users	Monthly: $1,250.36 Overall: $15,004.28
3009	Business Monitor (Scorecard): 101-150 Users	Monthly: $985.68 Overall: $11,828.19
3010	CRC Connector (CCRC): 2 CPUs	Monthly: $570.42 Overall: $6,845.02

Option Year Four (4)
February 1, 2016 – January 31, 2017

4001	Momentum Financial Plus: 600 Users	Monthly: $35,267.82 Overall: $423,213.89
4002	Momentum Fixed Assets: 1-25 Users	Monthly: $1,870.97 Overall: $22,451.67
4003	Momentum Project Cost Acct. System (PCAS): 26-50 Users	Monthly: $2,104.84 Overall: $25,528.12
4004	Momentum Travel Accounting: 1-25 Users	Monthly: $1,877.99 Overall: $22,535.86
4005	Business Data Warehouse: 4 CPUs	Monthly: $2,793.36 Overall: $33,520.34
4006	Business Analytics: 101-200 Users	Monthly: $2,460.33 Overall: $29,523.94
4007	Business Analytics Lite: 301-400 Users	Monthly: $2,839.20 Overall: $34,070.40
4008	Business Dashboard: 51-100 Users	Monthly: $1,281.62 Overall: $15,379.39
4009	Business Monitor (Scorecard): 101-150 Users	Monthly: $1,010.33 Overall: $12,123.90
4010	CRC Connector (CCRC): 2 CPUs	Monthly: $584.68 Overall: $7,016.15

Option Year Five (5)
February 1, 2017 – January 31, 2018

4001	Momentum Financial Plus: 600 Users	Monthly: $36,149.52 Overall: $43,3794.24
4002	Momentum Fixed Assets: 1-25 Users	Monthly: $1,917.75 Overall: $23,012.96
4003	Momentum Project Cost Acct. System (PCAS): 26-50 Users	Monthly: $2,157.47 Overall: $25,889.58
4004	Momentum Travel Accounting: 1-25 Users	Monthly: $1,924.94 Overall: $23,099.26
4005	Business Data Warehouse: 4 CPUs	Monthly: $2,863.32 Overall: $34,358.34
4006	Business Analytics: 101-200 Users	Monthly: $2,521.84 Overall: $30,262.04
4007	Business Analytics Lite: 301-400 Users	Monthly: $2,910.18 Overall: $34,922.16
4008	Business Dashboard: 51-100 Users	Monthly: $1,313.66 Overall: $15,763.88
4009	Business Monitor (Scorecard): 101-150 Users	Monthly: $1,035.58 Overall: $12,427.00
4010	CRC Connector (CCRC): 2 CPUs	Monthly: $599.30 Overall: $7,191.55

General: During performance and through final payment of this contract, the contractor is responsible for the accuracy and completeness of 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 invoices/vouchers for reimbursement of costs in the manner and format described herein. FAILURE TO SUBMIT INVOICES/VOUCHERS IN ACCORDANCE WITH THESE INSTRUCTIONS MAY RESULT IN REJECTION OF THE INVOICE/VOUCHER AS IMPROPER.

Standard Forms: Reimbursement requests shall be submitted on the payee's letterhead, invoice/voucher, 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."

Electronic Invoice/Voucher Submissions: The preferred method of submitting invoices/vouchers is electronically to the U.S. Department of the Interior's National Business Center, via email to: NRCPayments_NBCDenver@NBC.gov.

Hard-Copy Invoice/Voucher Submissions: If you submit a hard-copy of the invoice/voucher, a signed original and supporting documentation shall be submitted to the following address:

Department of the Interior
National Business Center
Attn: Fiscal Services Branch - D2770
7301 West Mansfield Avenue
Denver, CO 80235-2230

Purchase of Capital Property: *($50,000 or more with life of one year or longer)*

Contractors must report to the Contracting Officer, electronically, any capital property acquired with contract funds having an initial cost of $50,000 or more, in accordance with procedures set forth in NRC Management Directive (MD) 13.1, IV, C – "Reporting Requirements" (revised 2/16/2011).

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 requests for reimbursement once each month, unless otherwise authorized by the Contracting Officer.

Format: Invoices/Vouchers shall be submitted in the format depicted on the attached sample form entitled "Invoice/Voucher for Purchases and Services Other Than Personal". Alternate formats are permissible only if they address all requirements of the Billing Instructions. The instructions for preparation and itemization of the invoice/voucher are included with the sample form.

BILLING INSTRUCTIONS FOR FIXED-PRICE TYPE CONTRACTS (JULY 2011)

General: During performance and through final payment of this contract, the contractor is responsible for the accuracy and completeness of 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 invoices/vouchers for payment of deliverables identified in the contract, in the manner described herein. FAILURE TO SUBMIT INVOICES/VOUCHERS IN ACCORDANCE WITH THESE INSTRUCTIONS MAY RESULT IN REJECTION OF THE INVOICE/VOUCHER AS IMPROPER.

Standard Forms: Payment requests for completed work, in accordance with the contract, shall be submitted on the payee's letterhead, invoice/voucher, 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."

Electronic Invoice/Voucher Submissions: The preferred method of submitting invoices/vouchers is electronically to the U.S. Department of the Interior's National Business Center, via email to: NRCPayments_NBCDenver@NBC.gov.

Hard-Copy Invoice/Voucher Submissions: If you submit a hard-copy of the invoice/voucher, a signed original and supporting documentation shall be submitted to the following address:

Department of the Interior
National Business Center
Attn: Fiscal Services Branch - D2770
7301 West Mansfield Avenue
Denver, CO 80235-2230

Purchase of Capital Property: *($50,000 or more with life of one year or longer)*

Contractors must report to the Contracting Officer, electronically, any capital property acquired with contract funds having an initial cost of $50,000 or more, in accordance with procedures set forth in NRC Management Directive (MD) 13.1, IV, C – "Reporting Requirements" (revised 2/16/2011).

Agency Payment Office: Payment will continue to be made by the office designated in the contract in Block 12 of Standard Form 26, Block 25 of Standard Form 33, or Block 18a of Standard Form 1449, whichever is applicable.

Frequency: The contractor shall submit invoices/vouchers for payment once each month, unless otherwise authorized by the Contracting Officer.

Format: Invoices/Vouchers shall be submitted in the format depicted on the attached sample form entitled "Invoice/Voucher for Purchases and Services Other Than Personal". Alternate formats are permissible only if they address all requirements of the Billing Instructions. The

**BILLING INSTRUCTIONS FOR
FIXED-PRICE TYPE CONTRACTS (JULY 2011)**

instructions for preparation and itemization of the invoice/voucher are included with the sample form.

<u>Task Order Contracts</u>: The contractor must submit a separate invoice/voucher for each individual task order with pricing information. This includes items discussed in paragraphs (a) through (p) of the attached instructions. In addition, the invoice/voucher must specify the contract number, and the NRC-assigned task/delivery order number.

Final vouchers/invoices shall be marked "FINAL INVOICE" or "FINAL VOUCHER".

<u>Currency</u>: Invoices/Vouchers must be expressed in U.S. Dollars.

<u>Supersession</u>: These instructions supersede previous Billing Instructions for Fixed-Price Type Contracts (June 2008).

ATTACHMENT 3

BILLING INSTRUCTIONS FOR FIXED-PRICE TYPE CONTRACTS (JULY 2011)

INVOICE/VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL

(SAMPLE FORMAT - COVER SHEET)

1. Official Agency Billing Office

Department of the Interior
National Business Center
Attn: Fiscal Services Branch - D2770
7301 West Mansfield Avenue
Denver, CO 80235-2230

2. Invoice/Voucher Information

a. Payee's DUNS Number or DUNS+4. The Payee shall include the Payee's Data Universal Number (DUNS) or DUNS+4 number that identifies the Payee'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 Payee to identify alternative Electronic Funds Transfer (EFT) accounts for the same parent concern.

b. Payee's Name and Address. Show the name of the Payee as it appears in the contract and its correct address. Where the Payee is authorized to assign the proceeds of this contract in accordance with the clause at FAR 52.232-23, 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).

c. Contract Number. Insert the NRC contract number (including Enterprise-wide Contract (EWC)), GSA Federal Supply Schedule (FSS), Governmentwide Agency Contract (GWAC) number, or Multiple Agency Contract (MAC) number, as applicable.

d. Task Order Number. Insert the task/delivery order number (If Applicable). **Do not include more than one task order per invoice or the invoice may be rejected as improper.**

e. Invoice/Voucher. The appropriate sequential number of the invoice/voucher, beginning with 001 should be designated. Contractors may also include an individual internal accounting number, if desired, in addition to the 3-digit sequential number.

f. Date of Invoice/Voucher. Insert the date the invoice/voucher is prepared.

g. Billing Period. Insert the beginning and ending dates (day, month, year) of the period during which deliverables were completed and for which payment is requested.

h. Description of Deliverables. Provide a brief description of supplies or services, quantity, unit price, and total price.

BILLING INSTRUCTIONS FOR FIXED-PRICE TYPE CONTRACTS (JULY 2011)

i. Work Completed. Provide a general summary description of the services performed or products submitted for the invoice period and specify the section or Contract Line Item Number (CLIN) or SubCLIN in the contract pertaining to the specified contract deliverable(s).

j. Shipping. Insert weight and zone of shipment, if shipped by parcel post.

k. Charges for freight or express shipments. Attach prepaid bill if shipped by freight or express.

l. Instructions. Include instructions to consignee to notify the Contracting Officer of receipt of shipment.

m. For Indefinite Delivery contracts, the final invoice/voucher shall be marked FINAL INVOICE" or "FINAL VOUCHER".

n. Total Amount Billed. Insert columns for total amounts for the current and cumulative periods.

o. Adjustments. Insert columns for any adjustments, including outstanding suspensions for deficient or defective products or nonconforming services, for the current and cumulative periods.

p. Grand Totals.

Momentum® Voluntary Product Accessibility Template

CGI Federal Inc.

Momentum Financials/Acquisitions
Release 6.4

September 2009