

<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, &amp; 30</b>				1. REQUISITION NO. RFPA: CFO-13-038 FAIMIS: RQ 131741		PAGE 1 OF 12	
2. CONTRACT NO. NRC-38-10-723A		3. AWARD/EFFECTIVE DATE See Block 16c		4. ORDER NO. NRC-HQ-13-T-09-0022		5. SOLICITATION NUMBER	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME		b. TELEPHONE NO. (No Collect Calls)		8. OFFER DUE DATE/LOCAL TIME	
9. ISSUED BY U.S. Nuclear Regulatory Commission Div. of Contracts Attn: La'toya Cooper, (301) 492-3692 Mail Stop: TWB-01-B10M Washington, DC 20555				10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED OR <input checked="" type="checkbox"/> SET ASIDE: 100 % FOR: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM NAICS: 611430 <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> EDWOSB <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input checked="" type="checkbox"/> 8(A) SIZE STANDARD: \$10 Million			
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input checked="" type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>		13b. RATING N/A	
15. DELIVER TO U.S. Nuclear Regulatory Commission  Washington DC 20555				16. ADMINISTERED BY U.S. Nuclear Regulatory Commission Div. of Contracts Mail Stop: TWB-01-B10M  Washington, DC 20555			
17a. CONTRACTOR/OFFEROR CODE		FACILITY CODE		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			
SUNTIVA, LLC SUNTIVA EXECUTIVE CONSULTING  7600 LEESEBURG PIKE STE 440E FALLS CHURCH VA 220432004 TELEPHONE NO. DUNS: 167032239				PHONE: FAX:			
<input type="checkbox"/> 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 <input type="checkbox"/> SEE ADDENDUM			
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	<p>This Task Order is issued under the Basic Contract NRC-38-10-723A, "Organization Development Intervention." The purpose of this Task Order is to provide Safety Culture Survey assistance to the Office of the Chief Financial Officer (OCFO)</p> <p>Task Order Period of Performance: Date of Award - 8/30/2013 Total Task Order Ceiling Amount: \$37,787.95 Total Amount Obligated (with this action): \$37,787.95</p> <p>Task Order COR: Nichole Glenn, (301) 287-0569 Task Order Technical Monitor: Edward New, (301) 415-5646 SBA#: 0353/10/007890</p> <p>See attached pages for additional terms and conditions and detailed statement of work.</p> <p style="text-align: center;">(Use Reverse and/or Attach Additional Sheets as Necessary)</p>						
25. ACCOUNTING AND APPROPRIATION DATA B&R#: 2013-7N-51-G-105; Job Code: N7493; BOC: 252A Appro.#: 31X0200; Amount Obligated: \$37,787.95; DUNS#: 167032239; NAICS Code: 611430; APP#: 13-12208						26. TOTAL AWARD AMOUNT (For Govt. Use Only) NTE \$37,787.95	
27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.							
27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input checked="" type="checkbox"/> 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 <i>Kim Waldman</i>				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) <i>Erika Eam</i>			
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT) Kim Waldman VP		30c. DATE SIGNED 4/17/13		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) Erika Eam Contracting Officer		31c. DATE SIGNED 4/18/2013	

AUTHORIZED FOR LOCAL REPRODUCTION  
PREVIOUS EDITION IS NOT USABLE

STANDARD FORM 1449 (REV. 2/2012)  
Prescribed by GSA - FAR (48 CFR) 53.212

**SUNSI REVIEW COMPLETE**

APR 23 2013

**ADM002**

**TEMPLATE - ADM001**

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**A.1 PRICE/COST SCHEDULE**

ITEM NO.	DESCRIPTION OF SUPPLIES/SVCS	QTY	UNIT	UNIT PRICE	AMOUNT
0001	Senior OD Consultant		HOURS		
0002	Program Manager		HOURS		
0003	Jr OD Consultant		HOURS		

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GRAND TOTAL - \$37,787.95

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**TASK ORDER TERMS AND CONDITIONS**

NOT SPECIFIED IN THE CONTRACT

**A.2 TASK/DELIVERY ORDER PERIOD OF PERFORMANCE (AUG 2011)**

This order shall commence on the Date of Award and will expire on August 30, 2013.

**A.3 TASK ORDER STATEMENT OF WORK****Background**

The Office of the Chief Financial Officer (OCFO) is responsible for the NRC's Planning and Budgeting, and Performance Management process and for all of the NRC's Financial Management activities. The OCFO establishes planning, budgeting, and financial management policies for the agency and provides advice to the Chairman and the Commission on these matters. The OCFO develops and maintains an integrated agency accounting and financial management system; establishes policy and directs oversight of agency financial management personnel, activities, and operations; prepares and transmits an annual report which includes the agency's audited financial statement to the Chairman and the Director, Office of Management and Budget; monitors the financial execution of the NRC's budget in relation to actual expenditures, controls the use of agency funds to ensure that they are expended in accordance with applicable laws and standards, and prepares and submits to the Chairman timely cost and performance reports; and reviews, on a periodic basis, fees and other charges imposed by NRC for services provided and makes recommendations for revising these charges as appropriate. The OCFO provides an agencywide management control program for financial and program managers to comply with the Federal

Managers' Financial Integrity Act, and is responsible for implementing the Chief Financial Officers Act and the Government Performance and Results Act at the NRC.

The OCFO's recent results from the FY 2012 Federal Viewpoint Survey (FEVS) and the Safety and Culture Climate Survey (SCCS) have provided the following results: OCFO declined when compared to its results from the FY 2009 SCCS and also decreased, in some areas, below Federal Government averages from results in the FY 2011 FEVS. While the NRC as a whole decreased, the decrease for OCFO is considered significant to deem further analysis from an outside group to properly focus on areas to improve.

The overall objective of this task is to recommend improvements in the OCFO work environment with an emphasis on improving trust, working relationships, leadership/management/supervision engagement with staff, and behavior.

### **Deliverables**

Specifically, OCFO requires that Suntiva, under Contract No.: NRC-38-10-723A, provide the following services and deliverables to its leadership and management team: Schedule is based on an estimated award date of April 2013 and a completion date of August 30, 2013.

- a. Prepare an overall project schedule to be delivered 7 business days after task award and present to OCFO management for approval [total project timeframe approximately 4 months – April 2013 to August 2013]. Project approval by OCFO will be 2 business days. (Estimated 8 hours – Senior OD Consultant, 2 hours – Program Manager)
- b. Provide an overview summary from their perspective of the OCFO 2012 FEVS and SCCS data as compared to the results of the previous OCFO 2011 FEVS and 2009 SCCS results. The overview summary will be presented to OCFO management and does not need OCFO management approval of the project schedule for this overview to be conducted and presented. The contractor will require training on the Towers Watson tool for survey analysis. (Estimated 9 hours – Senior OD Consultant, 5 hours Jnr OD Cons, 2 hours – Program Manager)
- c. Meet with OCFO Senior Management to gain their perspective on OCFO issues related to FEVS and SCCS. These meetings should be conducted with the Chief Financial Officer and Deputy Chief Financial Officer, Director of Controller and his deputy, and the Director of Planning and Budget and her deputy (Estimated 7 hours – Senior OD Consultant, 5 hours – Jnr OD Consultant)
- d. Present a plan and methodology to OCFO management along with the overview summary in Deliverable( b), on how the contractor will conduct interviews with OCFO staff of focus selected areas. The plan should be completed and presented to OCFO for approval. (Estimated 8 hours – Senior OD Consultant, 2 hours – Program Manager)

- e. Schedule and conduct interviews with specific staff groups/individuals to gain awareness of current environment and validate 2012 SCCS and FEVS results [interview at least 50 percent of OCFO staff members (approximately 60 people). This would include up to 20 one-on-one interviews of one hour each and five focus groups of no more than 8 people for 1.5 to 2 hours each. The focus groups will require a facilitator and a note taker/co-facilitator. The contractor will include interviews with willing OCFO staff that have left the OCFO origination within the last eight months but are still employed with the NRC as part of the 20 interviews listed above. The OCFO task manager will identify OCFO staff who are willing to participate in focus groups for the contractor. Interviews should be completed 65 business days after task award. **This is a Key Deliverable** (Estimated 37.5 hours – Senior OD Consultant, 12.5 hrs – Jnr OD Cons, 4 hours – Program Manager)
- f. Analyze the interview and focus group data as it relates to the FEVS and SCCS data and input from OCFO management in order to identify recommended areas of focus for OCFO to pursue for improvements. The rationale why these focus areas were selected should be included. (Estimated 16 hours – Senior OD Consultant, 4 hrs - Jnr OD, 1 hour – Program Manager)
- g. Report out the results of interviews to include similarities and differences found as reported in the FEVS and SCCS to OCFO management. Results should be presented in such a way as to maintain participants' anonymity. This initial report should be presented to OCFO with briefing of OCFO management. (Estimated 8 hours – Senior OD Consultant, 1 hour – Program Manager)
- h. Present a summary report to include findings and recommendations on focus areas of improvement for OCFO. (Estimated 8 hours – Senior OD Consultant, 2 hours – Jnr OD Consultant, 1 hour Program Manager)
- i. Assist OCFO management in development of an action plan for targeted areas for improvement. The plan will be completed and provided to senior management within 90 business days of task award. (Estimated 7 hours – Senior OD Consultant, 1 hour Program Manager)
- j. The Suntiva Consultant/Coach will liaise with the Suntiva Program Manager and NRC Contracting Officer's Representative (COR) to ensure the work is delivered on time, on budget and is of high quality. The effectiveness of the work will be evaluated per the NRC's OD contractual requirements. (Estimated 8 hours – Senior OD Consultant, 3 hours Junior OD Consultant, 3 hours – Program Manager)

### **Expected Overall Outcomes**

- Clearly defined client/consultant objectives regarding scope and expectations to include strategies for implementing for improvement.

### **Projected Level of Effort**

Contract Labor Category	Labor Rate	Estimated Level of Effort	Total*
Senior OD Consultant			
Program Manager			
Jnr OD Consultant			
Total			

\* Contractor shall not exceed the Total without prior authority from the Contracting Officer by way of written modification to the Task Order.

### **Period of Performance:**

All services shall begin no earlier than the date of award and must be completed by August 30, 2013. If services cannot be completed by the period of performance end date, then written justification must be provided to the COR. The period of performance can only be extended by the Contracting Officer, by way of written modification to the Task Order.

## **A.4 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.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 BILLING INSTRUCTIONS FOR LABOR HOUR/TIME AND MATERIALS 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 reimbursement of costs in the manner and format described herein. FAILURE TO SUBMIT INVOICES/VOUCHERS IN ACCORDANCE WITH THESE INSTRUCTIONS WILL RESULT IN REJECTION OF THE INVOICE/VOUCHER AS IMPROPER.

**Standard Forms:** Claims 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 vouchers/invoices 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 claims 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.

**Task Order Contracts:** The contractor must submit a separate invoice/voucher for each individual task order with detailed cost information. This includes all applicable cost elements and other items discussed in paragraphs (a) through (q) of the attached instructions. In addition, the invoice/voucher must specify the contract number, and the NRC-assigned task/delivery order number.

**Billing of Costs after Expiration of Contract:** If costs are incurred during the contract period and claimed after the contract has expired, you must cite the period during which these costs were incurred. To be considered a proper expiration invoice/voucher, the contractor shall clearly mark it "EXPIRATION INVOICE" or "EXPIRATION VOUCHER".

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

**Currency:** Invoices/Vouchers must be expressed in U.S. Dollars.

**Supersession:** These instructions supersede previous Billing Instructions for Labor Hour/Time and Materials Type Contracts (June 2008).

**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. 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).
- 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 costs were incurred and for which reimbursement is requested.
- h. Labor Hours Expended. Provide a general summary description of the services performed and associated labor hours utilized during the invoice period. Specify the Contract Line Item Number (CLIN) or SubCLIN, as applicable, and information pertaining to the contract's labor categories/positions, and corresponding authorized hours.
- i. Property. For contractor acquired property, list each item with an initial acquisition cost of \$50,000 or more 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.
- 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. Direct Costs. Insert the amount billed for the following cost elements, adjustments, suspensions, and total amounts, for both the current billing period and for the cumulative period (from contract inception to end date of this billing period).

(1) Direct (Burdened) Labor. This consists of salaries and wages paid (or accrued) for direct performance of the contract itemized, including a burden (or load) for indirect costs (i.e., fringe, overhead, General and Administrative, as applicable), and profit component, as follows:

<u>Labor Category</u>	<u>Hours Billed</u>	<u>Burdened Hourly Rate</u>	<u>Total</u>	<u>Cumulative Hours Billed</u>
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(2) Contractor-acquired property (\$50,000 or more). List each item costing \$50,000 or more and having a life expectancy of more than one year. List only those items of equipment for which reimbursement is requested. For each such item, list the following (as applicable): (a) an item description, (b) manufacturer, (c) model number, (d) serial number, (e) acquisition cost, (f) date of purchase, and (g) a copy of the purchasing document.

(3) Contractor-acquired property (under \$50,000), Materials, and Supplies. These are equipment other than that described in (2) above, plus consumable materials and supplies. List by category. List items valued at \$1,000 or more separately. Provide the item number for each piece of equipment valued at \$1,000 or more.

(4) Materials Handling Fee. Indirect costs allocated to direct materials in accordance the contractor's usual accounting procedures.

(5) Consultant Fee. The supporting information must include the name, hourly or daily rate of the consultant, and reference the NRC approval (if not specifically approved in the original contract).

(6) Travel. Total costs associated with each trip must be shown in the following format:

<u>Start Date</u>		<u>Destination</u>		<u>Costs</u>
From	To	From	To	\$

(Must include separate detailed costs for airfare, per diem, and other transportation expenses. All costs must be adequately supported by copies of receipts or other documentation.)

(7) Subcontracts. Include separate detailed breakdown of all costs paid to approved subcontractors during the billing period.

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

p. Adjustments. Insert columns for any adjustments, including outstanding suspensions for unsupported or unauthorized hours or costs, for the current and cumulative periods.

q. Grand Totals.

**3. Sample Invoice/Voucher Information****Sample Invoice/Voucher Information (Supporting Documentation must be attached)**

This invoice/voucher represents reimbursable costs for the billing period from \_\_\_\_\_ through \_\_\_\_\_.

		<u>Amount Billed</u>	
		<u>Current Period</u>	<u>Cumulative</u>
<b>(a)</b>	<b><u>Direct Costs</u></b>		
(1)	Direct burdened labor	\$ _____	\$ _____
(2)	Government property (\$50,000 or more)	\$ _____	\$ _____
(3)	Government property, Materials, and Supplies (under \$50,000 per item)	\$ _____	\$ _____
(4)	Materials Handling Fee	\$ _____	\$ _____
(5)	Consultants Fee	\$ _____	\$ _____
(6)	Travel	\$ _____	\$ _____
(7)	Subcontracts	\$ _____	\$ _____
	Total Direct Costs:	\$ _____	\$ _____
<b>(b)</b>	<b>Total Amount Billed</b>	\$ _____	\$ _____
<b>(c)</b>	<b>Adjustments (+/-)</b>	\$ _____	\$ _____
<b>(d)</b>	<b>Grand Total</b>	\$ _____	\$ _____

(The invoice/voucher format provided above must include information similar to that included below in the following to ensure accuracy and completeness.)

**SAMPLE SUPPORTING INFORMATION**

The budget information provided below is for format purposes only and is illustrative.

**Cost Elements:****1) Direct Burdened Labor - \$4,800**

<u>Labor Category</u>	<u>Hours Billed</u>	<u>Burdened Rate</u>	<u>Total</u>	<u>Cumulative Hours Billed</u>
Senior Engineer I	100	\$28.00	\$2,800	975
Engineer	50	\$20.00	\$1,000	465
Computer Analyst	100	\$10.00	\$1,000	320
			\$4,800	1,760 hrs.

*Burdened labor rates must come directly from the contract.*

**2) Government-furnished and contractor-acquired property (\$50,000 or more) - \$60,000**

Prototype Spectrometer - item number 1000-01 = \$60,000.

3) Government-furnished and contractor-acquired property (under \$50,000), Materials, and Supplies - \$2,000

10 Radon tubes @ \$110.00	=	\$1,100
6 Pairs Electrostatic gloves @ \$150.00	=	\$ 900
		<u>\$2,000</u>

4) Materials Handling Fee - \$40

(2% of \$2,000 in item #3)

5) Consultants' Fee - \$100

Dr. Carney - 1 hour fully-burdened @ \$100 = \$100

6) Travel - \$2,640

(i) Airfare: (2 Roundtrip trips for 1 person @ \$300 per r/t ticket)

<u>Start Date</u>	<u>End Date</u>	<u>Days</u>	<u>From</u>	<u>To</u>	<u>Cost</u>
4/1/2011	4/7/2011	7	Philadelphia, PA	Wash, D.C.	\$300
7/1/2011	7/8/2011	8	Philadelphia, PA	Wash, D.C.	\$300

(ii) Per Diem: \$136/day x 15 days = \$2,040

7) Subcontracting - \$30,000

Company A	=	\$10,000
Company B	=	<u>\$20,000</u>
		\$30,000

(EX: Subcontracts for Companies A & B were consented to by the Contracting Officer by letter dated 6/15/2011.)

Total Amount Billed	\$99,580
Adjustments (+/-)	<u>0</u>
Grand Total	\$99,580

#### 4. Definitions

Material handling costs. When included as part of material costs, material handling costs shall include only costs clearly excluded from the labor-hour rate. Material handling costs may include all appropriate indirect costs allocated to direct materials in accordance with the contractor's usual accounting procedures.