

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

18

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

1. DATE OF ORDER 06/09/2015		2. CONTRACT NO. (If any) NRC-HQ-20-15-E-0004/ 0353/15/500538		6. SHIP TO: a. NAME OF CONSIGNEE JEFFREY S MITCHELL				
3. ORDER NO. NRC-HQ-20-15-T-0005		4. REQUISITION/REFERENCE NO. NRR-15-0182		b. STREET ADDRESS 11555 ROCKVILLE PIKE MAILSTOP OWEN 11 F1				
5. ISSUING OFFICE (Address correspondence to) US NRC - HQ ACQUISITION MANAGEMENT DIVISION MAIL STOP TWFN-5E03 WASHINGTON DC 20555-0001				c. CITY ROCKVILLE		d. STATE MD	e. ZIP CODE 20852	
7. TO: SAVENA ALLEN				f. SHIP VIA				
a. NAME OF CONTRACTOR IDONEOUS EDUCATIONAL SERVICES INC				8. TYPE OF ORDER				
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE REFERENCE YOUR:		<input checked="" type="checkbox"/> b. DELIVERY		
c. STREET ADDRESS 129 FARMGATE LANE SUITE 100				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.		Except for billing instructions on the reverse, this delivery 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.		
d. CITY SILVER SPRING								
e. STATE MD				f. ZIP CODE 209055735				
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OFF OF NUCLEAR REACTOR REGULATION				
11. BUSINESS CLASSIFICATION (Check appropriate box(es))							12. F.O.B. POINT	
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone								
<input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB								
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS		
a. INSPECTION Destination		b. ACCEPTANCE Destination				5% 10		
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)
	SBA: 0353/15/500538 The U.S. Nuclear Regulatory Commission (NRC) hereby awards Firm Fixed Price Task Order entitled: Technical Editing Assistance for LaSalle License Renewal Continued ...							
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		\$0.00		17(h) TOTAL (Cont pages)
21. MAIL INVOICE TO:								
a. NAME		US NUCLEAR REGULATORY COMMISSION						
b. STREET ADDRESS (or P.O. Box)		ONE WHITE FLINT NORTH 11555 ROCKVILLE PIKE MAILSTOP 03-E17A						17(i) GRAND TOTAL
c. CITY		d. STATE		e. ZIP CODE				
ROCKVILLE		MD		20852-2738		\$83,645.54		
22. UNITED STATES OF AMERICA BY (Signature)				06/09/2015		23. NAME (Typed) LISA A. KAUFFMAN TITLE: CONTRACTING/ORDERING OFFICER		

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Prescribed by GSA/FAR 48 CFR 53.213(f)

TEMPLATE - ADMIN

SUNSI REVIEW COMPLETE

JUN - 9 2015

ADMIN

**ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION**

PAGE NO

2

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

DATE OF ORDER

CONTRACT NO.

06/09/2015

NRC-HQ-20-15-E-0004/0353/15/500538

ORDER NO.

NRC-HQ-20-15-T-0005

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>Application Review Documents. The contractor shall perform the work specified in the Statement of Work in accordance with the terms and conditions of contract no. NRC-HQ-20-15-E-0004.</p> <p>NRC COR: Jeffrey Mitchell; Jeffrey.Mitchell2@nrc.gov ; 301-415-3019</p> <p>NRC Alternate COR: Daneira Melendez-Colon; 301-415-3301; Daneira.Melendez-Colon@nrc.gov</p> <p>Total Ceiling Amount: \$83,645.54 Total Obligated Amount: \$83,645.54</p> <p>Accounting Info: 2015-X0200-FEEBASED-20-20D004-11-4-148-1061-252A Period of Performance: 06/09/2015 to 12/31/2019</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

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A.1 BRIEF WORK DESCRIPTION (AUG 2011)

This task order is intended to provide expert document layout, assembly, formatting, and technical editing services to assist the NRC's Office of Nuclear Reactor Regulation, Division of License Renewal to prepare the SEIS, SER, Scoping Summary Report, and AMP Audit Report for the LaSalle License Renewal Application Review Documents.

A.2 PRICE SCHEDULE

FIRM FIXED PRICE

CLIN	DESCRIPTION	EST. QUANTITY	UNIT PRICE	UNIT	EST. TOTAL
002	TASK 2: DRAFT SUPPLEMENTAL ENVIRONMENTAL IMPACT STATEMENT			EACH	
003	TASK 3: FINAL SUPPLEMENTAL ENVIRONMENTAL IMPACT STATEMENT			EACH	
004	TASK 4: SAFETY EVALUATION REPORT WITH OPEN ITEMS			EACH	
005	TASK 5: FINAL SAFETY EVALUATION REPORT			EACH	
006	TASK 6: SCOPING SUMMARY REPORT			EACH	
007	TASK 7: AMP AUDIT REPORT			EACH	
TOTAL					\$83,645.54

A.3 CONSIDERATION AND OBLIGATION—TASK ORDERS (AUG 2011) ALTERNATE I (AUG 2011)

- (a) The ceiling of this order for services is **\$83,645.54**.
- (b) This order is subject to the minimum and maximum ordering requirements set forth in the contract.
- (c) The amount obligated for this order is **\$83,645.54**.
- (d) The Contractor shall comply with the provisions of FAR 52.232-20 - Limitation of Cost, for fully-funded delivery orders or task orders.


A.4 TASK/DELIVERY ORDER PERIOD OF PERFORMANCE (AUG 2011)

This task order shall commence on date of award and will expire on December 31, 2019.

A.5 CONTRACTOR ACCEPTANCE OF TASK ORDER NRC-HQ-20-15-T-0005

Acceptance of Task Order No. NRC-HQ-20-15-T-0005 should be made by having an official, authorized to bind your organization, execute two copies of this document in the space provided and return one copy to the Contracting Officer. You should retain the other copy for your records.

Accepted Task Order No. NRC-HQ-20-15-T-0005



Name

President & CEO

Title

6/9/15

Date

A.6 STATEMENT OF WORK

1. PROJECT TITLE

Technical Editing Assistance for LaSalle License Renewal Application Review Documents.

2. BACKGROUND

Based on the Atomic Energy Act, the U.S. Nuclear Regulatory Commission (NRC) issues licenses for commercial nuclear power reactors to operate for up to 40 years and allows these licenses to be renewed for another 20 years. The license renewal environmental and safety requirements are published as Title 10 of the *Federal Code of Regulations* Part 51

(10 CFR Part 51) and 10 CFR Part 54, respectively. The NRC has published regulatory guidance for the NRC staff (the staff) to follow when reviewing license renewal applications to address radiological and non-radiological environmental issues titled the "Standard Review Plans for Environmental Reviews for Nuclear Power Plants, Supplement 1: Operating License Renewal," NUREG-1555, Supplement 1, Rev. 1 issued June 2013 to ensure conformance with its review process and to share the process with stakeholders. The NRC has also published regulatory guidance for the staff to follow when reviewing applications to address safety issues titled NUREG-1800, "Standard Review Plan for Review of License Renewal Applications for Nuclear Power Plants," Revision 2 issued December 2010 (SRP-LR) to ensure the quality and uniformity of staff reviews and to share the process with stakeholders.

The staff has accepted a License Renewal Application (LRA) from the LaSalle nuclear power plant. The NRC has established a challenging review schedule for this LRA. The staff documents its support for the final related regulatory decisions in two NUREG-series publications: Supplemental Environmental Impact Statements (SEISs) and Safety Evaluation Reports (SERs). The staff also issues a Scoping Summary Report which supports the SEIS and an Aging Management Program (AMP) Audit Report which supports the SER. For this nuclear power plant LRA, the staff will publish one draft SEIS (DSEIS), one final SEIS (FSEIS), one SER with open items, one final SER, one Scoping Summary Report and one Aging Management Program (AMP) Audit Report.

The SEIS documents the staff's review of the ER and plant-specific environmental analysis, which considers and weighs the environmental impacts of the proposed action, the environmental impacts of alternatives to the proposed action, and mitigation measures available for reducing or avoiding adverse impacts. NRC publishes the SEIS as a supplement to NUREG-1437, "Generic Environmental Impact Statement for License Renewal of Nuclear Plants," Volumes 1 and 2, which, for certain environmental impacts, establishes findings applicable to all nuclear power plants. The SEISs can range from 400–1,000 pages and are typically about 500 pages in length.

The SER documents the results of the staff's safety review of the LRA and describes the technical details considered in evaluating the safety aspects of the proposed extended operation. The SERs can range from 600–950 pages and are typically about 800 pages in length.

The Scoping Summary Report documents responses to comments that were determined to be outside the scope of the environmental review. For in-scope comments, the staff will consider the comments in the development of the SEIS. The Scoping Summary Reports can range from 50-70 pages and are typically about 60 pages in length.

The Aging Management Program (AMP) Audit Report documents the audit of the applicant's AMPs and related documentation to verify the applicant's claim of consistency with the Generic Aging Lessons Learned (GALL) Report. The AMP Audit Reports can range from 100-140 pages and are typically about 120 pages in length.

The NRC has completed its review of, and has issued the above documents for 42 LRAs to date. The staff estimates that it will require editing of the above documents for seven new LRAs within the next five years, as well as up to three EISs and three Supplemental SERs.

3. SCOPE

The objective of this contract is to obtain expert document layout, assembly, formatting, and technical editing services to assist the NRC's Office of Nuclear Reactor Regulation, Division of License Renewal to prepare the SEIS, SER, Scoping Summary Reports and AMP Audit Report for the LaSalle LRA.

4. APPLICABLE DOCUMENTS AND STANDARDS

The contractor shall provide accessible, archival-quality, print-ready, Web-enabled PDF and DOC source files that meet Federal and agency requirements for publications. The print and electronic copies shall match (i.e., print the paper copy from the PDF, which is generated from the Microsoft ® Office Word 2010 file).

Electronic files (final deliverables) shall be:

- **Accessible:** comply with Section 508 of the Rehabilitation Act; accessible to screen readers; high contrast in black and white if any color is used; any information conveyed with color is conveyed equally well when color is not available.
- **Archival:** generate PDF using Adobe Acrobat Professional X with NRC downloaded NRC distiller and preflight profiles or NRC designated PDF generator and PDF/A format, an international standard for archival PDFs; embed fonts; update/delete metadata (<http://www.nrc.gov/site-help/electronic-sub-ref-mat.html>).
- **Print-ready:** minimum 600 dpi (1,200 dpi recommended) for high-quality, professional printing; include print disclaimers for any scanned or pixelated images; the PDF shall be an entire document, including cover, inside cover, title page, NRC Form 335, etc. (see NUREG-1757).
- **Web-enabled (electronic):** bookmarks for navigation (generated by Microsoft ® Office Word 2010, or current NRC designated word processing software, as directed by the COR, with the heading styles applied); live links to Web sites (entire URL shall be active); meet NRC Web publication standards; enabled for Fast Web view; match agency-wide electronic standards (<http://www.nrc.gov/site-help/e-submittals.html>).
- Free of any restrictions in their use, to include password protections on the document or style sheet.

Specifically, the Microsoft ® Office Word 2010 file shall use the following:

- Styles
- Automated formatting (no manually tabbed columns)
- Linked bookmarks or anchors for the table of contents or other document guides that jump to specific sections of the text
- Headers and other structural markup
- Abbreviation list
- Listed and linked figures, equations, tables, etc.
- Formatted tables with simple columns (do not nest tables, mark column headers if possible)
- Embedded fonts and objects

The contractor shall use the following guidelines for file names:

- Use ASCII letters (a-z, A-Z), digits (0-9), underscores and hyphens ("_" and "-")
- Do not use spaces, quotation marks, diacritic marks or other special/non-printing characters
- Reserve the period (".", full stop) for the file extension at the end of the filename

In addition to general document quality standards, the contractor shall meet the following standards in:

- U.S. Government Printing Office (GPO) Style Manual
- NUREG-0650, "Preparing NUREG-series Publications," Revision 2

- NUREG-1379, "NRC Editorial Style Guide," Revision 2
- NUREG-0544, "NRC Collection of Abbreviations," Revision 4
- License Renewal Project Manager Handbook, Attachment 9, "Safety Evaluation Report (SER) Style Guide"
- License Renewal Project Manager Handbook, Attachment 29, "Safety Evaluation Report Writing Guide Lines and Samples"
- EIS Style Guide
- M.D 3.7, "NUREG-Series Publications"
- www.plainlanguage.gov
- Section 508 of the Rehabilitation Act

In cases where the EIS and SER style guides conflict with the *NRC Editorial Style Guide*, the contractor shall follow the SER and EIS style guides. The COR may require the contractor to deviate from the guidance documents listed above, if the guidance documents are being revised or new guidance is being developed.

5. SPECIFIC TASKS

The contractor shall be responsible for the following document properties:

- Layout
- Assembly
- Formatting
- Version control
- Producing a production-ready document

The contractor shall be responsible for services to improve the quality, clarity, and consistency of the SEIS, SER, Scoping Summary and AMP Audit Report. Specifically, the contractor shall be responsible for recommending corrections and incorporating changes approved by the staff to include:

- Verifying the message is a coherent and logical flow of ideas
- Correcting syntax, grammar, spelling, and punctuation in accordance with NRC guidance
- Ensuring consistent use of terms, acronyms, abbreviations, and symbols
- Correcting disagreement of the subject and verb and faulty parallelisms
- Eliminating ambiguities, redundancy (wordiness), and overuse of the passive voice
- Ensuring consistency and accuracy of heading styles, headers, and footers
- Consistency of equations
- Verifying consistency and clarity of tables and figures; and redesigning them (as required) to improve their visual effectiveness
- Verifying the accuracy of references and cross-references
- Verifying references are available to the public
- Developing a table of contents in accordance with applicable style guides
- Developing an index in accordance with applicable style guides
- Ensuring consistency of text, figures, table headings, and section headings with the table of contents
- Verifying pagination (page numbers are consistent with the table of contents and index)

The standard scope of work for each SEIS and SER preparation is described in the following tasks. Tasks 2 and 3 are related and focus on the successful completion of the SEIS. Tasks 4 and 5 are related and focus on the successful completion of the SER.

Task 2. Draft Supplemental Environmental Impact Statement

For the first deliverable, the COR will provide an electronic version of the plant-specific DSEIS template in a word processing source file for contractor modification and use. The contractor shall become familiar with the SEIS framework. For each application as identified by task order, the contractor shall incorporate specific technical

environmental evaluation input and additional information as provided by the COR into the plant-specific DSEIS template. The contractor shall, as necessary, insert placeholders for certain future technical evaluation input and additional information not yet available, as identified by the COR. The contractor shall also update the appendices in the DSEIS with plant-specific information. The contractor shall provide the necessary technical editor review of the DSEIS to ensure the document is complete and meets the NRC publication requirements. The technical editor review shall focus on changes to the DSEIS compared with the DSEIS template provided by the COR. Recommended technical editorial changes to the specific technical environmental evaluation input and additional information shall be provided to the COR in a track changes format for review before incorporation into the DSEIS. Because of the strict project schedule and multiple NRC stakeholders involved in the review, it is expected the COR will provide content, comments and revisions to the DSEIS to the contractor in numerous batches, requiring turnaround within one work day in certain cases, as directed by the COR. The contractor shall revise the DSEIS based on comments and revisions provided by the COR and submit a final DSEIS.

The deliverable is a cover-to-cover plant-specific DSEIS based on technical and administrative information in the LRA and supplemental information in accordance with the provided SEIS template. The contractor shall also provide the necessary review of the DSEIS to ensure that it meets the NRC publication requirements for a NUREG-series report. If necessary, the DSEIS will contain place holders for certain future technical evaluation input and additional information as identified by the COR. The staff will review the DSEIS and provide comments to the contractor. The contractor shall revise and provide the final DSEIS based on comments from the COR in accordance with the delivery schedule in section 6, "Deliverables and Delivery Schedule."

Task 3. Final Supplemental Environmental Impact Statement (FSEIS)

For each task as identified by task order, the contractor shall incorporate specific technical evaluation input as provided by the COR to fill any placeholders in the DSEIS that was provided by the COR. The contractor shall also revise the FSEIS based on additional information as provided by the COR. The contractor shall also revise and update the appendices in the FSEIS, as needed. The contractor shall provide the necessary technical editor review of the FSEIS to ensure the document is complete and meets the NRC publication requirements. The technical editor review shall focus on changes to the FSEIS compared with the DSEIS provided by the COR. Recommended technical editorial changes to the specific technical evaluation input and additional information shall be provided to the COR in a track changes format for review before incorporation into the FSEIS. Then, the contractor shall provide a track changes version, comparing the differences between the FSEIS and the DSEIS to the COR for the staff's review. Because of the strict project schedule and multiple NRC stakeholders involved in the review, it is expected the COR will provide comments and revisions to this FSEIS to the contractor in numerous batches, requiring turnaround within one work day in certain cases as directed by the COR. The contractor shall revise the FSEIS based on comments and revisions provided by the COR and submit a final FSEIS that is camera ready for NUREG publications.

The deliverable is a cover-to-cover plant-specific FSEIS based on technical and administrative information in the ER of the LRA and supplemental information, as provided by the COR. The final deliverable of the FSEIS shall also include change bars for technical changes made between the DSEIS and FSEIS version. The contractor shall also provide the necessary review of the FSEIS to ensure that it meets the NRC publication requirements for a NUREG-series report. The staff will review the FSEIS and provide comments to the contractor. The contractor shall revise and provide the FSEIS based on comments from the COR in accordance with the delivery schedule in section 6, "Deliverables and Delivery Schedule."

Task 4. Safety Evaluation Report with Open Items

For the first deliverable, the COR will provide an electronic version of the plant-specific SER template in a word processing source file for contractor modification and use. The contractor shall become familiar with the SER framework. For each application as identified by task order, the contractor shall incorporate specific technical safety evaluation input and additional information as provided by the COR into the SER framework. The contractor shall also organize and document the Open and Confirmatory items of the SER based on the technical evaluation input provided by the COR. The Open and Confirmatory items are typically in Section 1.5 and 1.6,

respectively, of the SER. The contractor shall also update the appendices in the SER with open items. The contractor shall provide the necessary technical editor review of the SER with open items to ensure the document is complete and meets the NRC publication requirements. The technical editor review shall focus on changes to the SER with open items compared with the SER framework provided by the COR. Recommended technical editorial changes to the specific technical evaluation input and additional information shall be provided to the COR in a track changes format for review before incorporation into the SER with open items. Because of the strict project schedule and multiple NRC stakeholders involved in the review, it is expected the COR will provide comments and revisions to the SER with open items to the contractor in numerous batches, requiring turnaround within one work day in certain cases, as directed by the COR. The contractor shall revise the SER with open items based on comments and revisions provided by the COR and submit a final SER with open items. The deliverable is a cover-to-cover plant-specific SER with open items based on technical and administrative information in the LRA and supplemental information in accordance with the provided SER framework. The contractor shall also provide the necessary review of the SER to ensure that it meets the NRC publication requirements for a NUREG-series report. The staff will review the SER with open items and provide comments to the contractor. The contractor shall revise and provide the SER with place holders, as needed, based on comments from the COR in accordance with the delivery schedule in section 6, "Deliverables and Delivery Schedule."

Task 5. Final Safety Evaluation Report

For each task as identified by task order, the contractor shall revise the SER with open items based on additional information as provided by the COR. The contractor shall also incorporate specific technical evaluation input as provided by the COR to close the Open and Confirmatory items in the SER with open items that was provided by the COR. This task also includes, but is not limited to revising Section 1 of the SER regarding the Open and Confirmatory items (typically Section 1.5 and 1.6, respectively) and updating the appendices in the SER. The contractor shall provide the necessary technical editor review of the SER to ensure the document is complete and meets the NRC publication requirements. The technical editor review shall focus on changes to the SER compared with the SER with open items provided by the COR. Recommended technical editorial changes to the specific technical evaluation input and additional information shall be provided to the COR in a track changes format for review before incorporation into the SER. Then, the contractor shall provide a track changes version, comparing the differences between the final SER and the SER with open items, to the COR for NRC review. Because of the strict project schedule and multiple NRC stakeholders involved in the review, it is expected the COR will provide comments and revisions to this SER to the contractor in numerous batches, requiring turnaround within one work day in certain cases as directed by the COR. The contractor shall revise the SER based on comments and revisions provided by the COR and submit a final SER that is camera-ready for NUREG publications.

The deliverable is a cover-to-cover plant-specific SER based on technical and administrative information in the LRA and supplemental information, as provided by the COR. The contractor shall also provide the necessary review of the SER to ensure that it meets the NRC publication requirements for a NUREG-series report. The staff will review the SER and provide comments to the contractor. The contractor shall revise and provide the SER based on comments from the COR in accordance with the delivery schedule in section 6, "Deliverables and Delivery Schedule."

Task 6. Environmental Scoping Summary Report

For each task as identified by task order, the contractor shall provide the necessary technical editor review of the Scoping Summary Report to ensure the document is complete and meets the NRC publication requirements. Recommended technical editorial changes to the staff's responses to comments and additional information shall be provided to the COR in a track changes format for review before incorporation into the Scoping Summary Report. Because of the strict project schedule and multiple NRC stakeholders involved in the review, it is expected the COR will provide comments and revisions to the contractor in numerous batches, requiring turnaround within one work day in certain cases as directed by the COR. The contractor shall revise the

Scoping Summary Report based on comments and revisions provided by the COR and submit a final Scoping Summary Report.

The deliverable is a cover-to-cover plant-specific Environmental Scoping Summary Report based on technical and administrative information in the LRA or the medical isotope production facility environmental report (ER), and supplemental information as provided by the COR. The COR will provide a draft version of the document for initial editing and formatting by the contractor. The contractor shall provide the necessary review of the report to ensure it conforms to the requirements set forth in section 4 of this SOW, and provide suggested edits, corrections and comments. The staff will review the draft document with corrections and either accept the changes or provide comments to the contractor. The contractor shall incorporate the final revisions and provide the final deliverable document based on comments from the COR in accordance with the delivery schedule in section 6, "Deliverables and Delivery Schedule."

Task 7. Aging Management Program (AMP) Audit Report

For each task as identified by task order, the contractor shall provide the necessary technical editor review of the AMP Audit Report to ensure the document is complete and meets the NRC publication requirements. Recommended technical editorial changes to the specific technical evaluation input and additional information shall be provided to the COR in a track changes format for review before incorporation into the AMP Audit Report. Because of the strict project schedule and multiple NRC stakeholders involved in the review, it is expected the COR will provide comments and revisions to the contractor in numerous batches, requiring turnaround within one work day in certain cases as directed by the COR. The contractor shall revise the AMP Audit Report based on comments and revisions provided by the COR and submit a final AMP Audit Report.

The deliverable is a cover-to-cover plant-specific Aging Management Program Audit Report based on technical and administrative information in the LRA and supplemental information, as provided by the COR. The COR will provide a draft version of the document for initial editing and formatting by the contractor. The contractor shall provide the necessary review of the report to ensure it conforms to the requirements set forth in section 4 of this SOW, and provide suggested edits, corrections and comments. The staff will review the draft document with corrections and either accept the changes or provide comments to the contractor. The contractor shall incorporate the final revisions and provide the final deliverable document based on comments from the COR in accordance with the delivery schedule in section 6, "Deliverables and Delivery Schedule."

6. DELIVERABLES AND DELIVERY SCHEDULE

The contractor shall provide the deliverables listed below in two electronic formats (Microsoft® Office Word 2010 or NRC designated word processing software and PDF file using Adobe Acrobat Professional X or NRC designated PDF) and a hard copy printed from the PDF file to the COR. The final deliverables for each task shall not have any restrictions in their use by the government. If document protections are employed during the editing process as part of a version control methodology, an additional unprotected version of the final deliverable for government records and future use must be provided.

A "Final Draft", as required in Task 2 and Task 4 below, refers to the final camera-ready draft to be sent for public review (SEIS) or for concurrence (SER). A "Draft Final", as required in Task 3 and Task 5 below, refers to the draft of the final document incorporating comments and mark-ups as directed by the COR. The "Draft Final" is the final camera-ready document to be published in accordance with NUREG publishing requirements.

The NRC has an expectation that the contractor will be able to perform technical editing of a minimum of 70 pages per day as well as format a minimum of 70 pages per day. If, due to multiple tasks under this contract being performed simultaneously, the below delivery schedules are unachievable, the contractor shall coordinate with the COR to prioritize work and agree on an acceptable delivery schedule.

Because of the strict project schedule and multiple NRC contributors to the documents, it is expected the COR

will provide comments and revisions to the contractor in numerous batches, requiring turnaround within one work day in certain cases as directed by the COR.

The following are standard deliverable due dates for each of the tasks:

Task No.	Deliverable Description	Due Date	Task Completion Rate
2.a	Draft EIS – 1 st Round Edits (through PM Review)	NLT 10 working days after receipt of final input from COR	25% complete
2.b	Draft EIS – 2 nd Round Edits (through Branch Chief Review)	NLT 5 working days after receipt of final input from COR	50% complete
2.c	Draft EIS – 3 rd Round Edits (through Division Director Review)	NLT 5 working days after receipt of final input from COR	75% complete
2.d	Draft EIS – Final Edits (Final Deliverable for NUREG publication)	NLT 5 working days after receipt of final input from COR	100% complete
3.a	Final EIS – 1 st Round Edits (through PM Review)	NLT 10 working days after receipt of final input from COR	25% complete
3.b	Final EIS – 2 nd Round Edits (through Branch Chief/OGC Review)	NLT 5 working days after receipt of final input from COR	50% complete
3.c	Final EIS – 3 rd Round Edits (through Division Director Review)	NLT 5 working days after receipt of final input from COR	75% complete
3.d	Final EIS – Final Edits (Final Deliverable for NUREG publication)	NLT 5 working days after receipt of final input from COR	100% complete
4.a	SER with Open Items – 1 st Round Edits (through PM Review)	NLT 10 working days after receipt of final input from COR	25% complete
4.b	SER with Open Items – 2 nd Round Edits (through Branch Chief/OGC Review)	NLT 5 working days after receipt of final input from COR	50% complete
4.c	SER with Open Items – 3 rd Round Edits (through Division Director Review)	NLT 5 working days after receipt of final input from COR	75% complete
4.d	SER with Open Items – Final Edits (Final Deliverable for issuance as public document)	NLT 5 working days after receipt of final input from COR	100% complete
5.a	Final SER – 1 st Round Edits (through PM Review)	NLT 10 working days after receipt of final input from COR	25% complete
5.b	Final SER – 2 nd Round Edits (through Branch Chief/OGC Review)	NLT 5 working days after receipt of final input from COR	50% complete
5.c	Final SER – 3 rd Round Edits (through Division Director Review)	NLT 5 working days after receipt of final input from COR	75% complete

5.d	Final SER – Final Edits (Final Deliverable for issuance as public document)	NLT 5 working days after receipt of final input from COR	100% complete
6.a	Environmental Scoping Summary Report -- 1 st round edits	NLT 10 working days after receipt of final input from COR	50% complete
6.b	Environmental Scoping Summary Report – Final deliverables	NLT 5 working days after receipt of final input from COR	100% complete
7.a	AMP Audit Report – 1 st round edits	NLT 10 working days after receipt of final input from COR	50% complete
7.b	AMP Audit Report – 2 nd round edits	NLT 5 working days after receipt of final input from COR	100% complete

The deliverable will include at minimum a word processing source file, an electronic "print" file in Portable Document Format (PDF), and a printed camera-ready document from the PDF file unless otherwise directed by the COR or CO. The contractor shall be responsible for structuring the deliverable to follow Federal and agency standards for publications. The current agency word processing standard is Microsoft® Office Word 2010. The contractor shall use the latest agency-designated version of this agency standard. The source and PDF files shall be automated structured, and reusable (i.e., applies templates, contain automatic bookmarks, have "live" Web links). The contractor shall consider long-term use and revision when establishing styles. This will be evidenced by styles that are constructed for ease of use and that apply automated functions. The contractor shall provide a style sheet itemizing the specifications for each style or tag applied in the word processing program. For example, the style sheet will note the name of the style, formatting details, and the specific functions of and use for each style. The contractor shall include corrections to meet quality standards as a part of this deliverable.

The final deliverable document for Tasks 2, 3, 4, 5, 6 and 7 shall:

- Be provided in the NRC-approved version of Microsoft® Office Word 2010 or NRC designated word processing software, as directed by the COR
- Be provided in a PDF format generated by Adobe Acrobat Professional X or NRC designated PDF generator
- Be delivered "camera ready" on CD-ROM
- Meet the requirements above of "Electronic files shall be--"
- Meet the requirements above of "Specifically, the Microsoft® Office Word 2010 file shall use--"
- Meet the requirements above of "The contractor is responsible for services to improve the quality, clarity, and consistency of the SEIS and SER--"

7. GOVERNMENT FURNISHED PROPERTY

The COR will provide the contractor with the LRA, SEIS template, SER framework, and technical input required to prepare the documents at issuance of the task order.

The COR will provide the contractor with a printed and/or electronic representation of how the deliverables should appear, typically a published example of a completed document. Additionally, the COR will provide the initial draft documents in their general format during the execution of each Task Order.

The COR can also provide other applicable background information and reference documentation. For the purpose of providing a proposal, the NRC Web site below, contains past and current LRAs and staff SEISs and SERs.

<http://www.nrc.gov/reactors/operating/licensing/renewal/applications.html#plant>

The following NUREG reports related to this effort are available through the NRC Agencywide Document Access and Management System (ADAMS).

NUREG-1379, "NRC Editorial Style Guide," Revision 2, is available through ADAMS at:
<http://www.nrc.gov/reading-rm/adams.html#web-based-adams> (Accession No. ML093280744)

NUREG-0544, "NRC Collection of Abbreviations," Revision 4, is available through ADAMS at:
<http://www.nrc.gov/reading-rm/adams.html#web-based-adams> (Accession No. ML041050544)

An electronic copy of MD 3.7, "NUREG-Series Publications" will be provided if requested by the contractor.

8. PLACE OF PERFORMANCE

Meetings for Task Order kick-offs may be held at NRC Headquarters, if requested by the COR. All other work will be performed at the contractor's site.

9. SECURITY

All work performed will be Unclassified.

A.7 LIST OF ATTACHMENTS

1. Billing Instructions for Fixed-Price Type Contracts

ATTACHMENT NO. 1: BILLING INSTRUCTIONS FOR FIXED-PRICE TYPE CONTRACTS (MAY 2013)

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. Nuclear Regulatory Commission, via email to: NRCPayments@nrc.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:

NRC Payments
U.S. Nuclear Regulatory Commission
One White Flint North
11555 Rockville Pike
Mailstop O3-E17A
Rockville, MD 20852-2738

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 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 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".

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

Supersession: These instructions supersede previous 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

NRC Payments
U.S. Nuclear Regulatory Commission
One White Flint North
11555 Rockville Pike
Mailstop O3-E17A
Rockville, MD 20852-2738

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. Taxpayer Identification Number. The Payee shall include the Payee's taxpayer identification number (TIN) used by the Internal Revenue Service (IRS) in the administration of tax laws. (See IRS Web site: [http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Employer-ID-Numbers-\(EINs\)](http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Employer-ID-Numbers-(EINs))).
- c. 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 (FAR) 52.232-33(g) Payment by Electronic Funds Transfer - Central Contractor Registration (October 2003).
- d. 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.
- e. 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.**
- f. 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.
- g. Date of Invoice/Voucher. Insert the date the invoice/voucher is prepared.
- h. 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.
- i. Description of Deliverables. Provide a brief description of supplies or services, quantity, unit price, and total price.
- j. 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).

- k. Shipping. Insert weight and zone of shipment, if shipped by parcel post.
- l. Charges for freight or express shipments. Attach prepaid bill if shipped by freight or express.
- m. Instructions. Include instructions to consignee to notify the Contracting Officer of receipt of shipment.
- n. For Indefinite Delivery contracts, the final invoice/voucher shall be marked "FINAL INVOICE" or "FINAL VOUCHER".
- 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 deficient or defective products or nonconforming services, for the current and cumulative periods.
- q. Grand Totals.