

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1



27

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

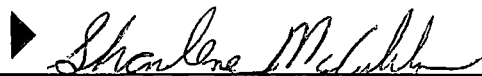
1. DATE OF ORDER 06/22/2015		2. CONTRACT NO. (If any) NRC-HQ-50-14-E-0001		6. SHIP TO: a. NAME OF CONSIGNEE KATIE WAGNER	
3. ORDER NO. NRC-HQ-50-15-T-0002		4. REQUISITION/REFERENCE NO. NMSS-15-0144		b. STREET ADDRESS 11555 ROCKVILLE PIKE	
5. ISSUING OFFICE (Address correspondence to) US NRC - HQ ACQUISITION MANAGEMENT DIVISION MAIL STOP TWFN-5E03 WASHINGTON DC 20555-0001		c. CITY ROCKVILLE		d. STATE MD	e. ZIP CODE 20852
7. TO: a. NAME OF CONTRACTOR S W R I		f. SHIP VIA		8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
b. COMPANY NAME		REFERENCE YOUR:		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.	
c. STREET ADDRESS 6220 CULEBRA RD		Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.			
d. CITY SAN ANTONIO	e. STATE TX	f. ZIP CODE 782385166			
9. ACCOUNTING AND APPROPRIATION DATA See Schedule		10. REQUISITIONING OFFICE OFFICE OF NUCLEAR MATERIAL			
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input 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					12. F.O.B. POINT
13. PLACE OF a. INSPECTION Destination		14. GOVERNMENT B/L NO. b. ACCEPTANCE Destination		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 1 Days After Award	
				16. DISCOUNT TERMS 30	

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)
	NRC-HQ-50-15-T-0002, Task Order 39 The Contractor shall provide services in accordance with the Statement of Work entitled Technical Support for Revision to NUREG-1556, Consolidated Guidance About Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.	\$168,957.00	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 ROCKVILLE	d. STATE MD	e. ZIP CODE 20852-2738	\$177,805.00	

22. UNITED STATES OF AMERICA BY (Signature)



23. NAME (Typed)
SHARLENE M. MCCUBBIN
TITLE: CONTRACTING/ORDERING OFFICER

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OPTIONAL FORM 347 (Rev. 2/2012)
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JUL 14 2015

SUNSI REVIEW COMPLETE

TEMPLATE - ADM0001

ADM0002

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.

06/22/2015

NRC-HQ-50-14-E-0001

ORDER NO.

NRC-HQ-50-15-T-0002

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Materials Licensing. NRC Contracting Officers Representative: Katie Wagner, Katie.Wagner@nrc.gov, 301-415-6202. Accounting Info: 2015-X0200-FEEBASED-50-50D006-34-4-149-1061- 252A Period of Performance: 06/22/2015 to 07/31/2017					
00001	Labor/Fee Line Item Ceiling\$168,957.00 Incrementally Funded Amount: \$115,645.00				168,957.00	
00002	Optional Task 4 (Option Line Item) Anticipated Exercise Date09/30/2015 The obligated amount of award: \$115,645.00. The total for this award is shown in box 17(i).				0.00	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$168,957.00	


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OPTIONAL FORM 348 (Rev. 4/2006)
Prescribed by GSA FAR (48 CFR) 53.213(f)

CONTRACTOR ACCEPTANCE OF TASK ORDER NRC-HQ-50-15-T-0002 (TO 39)

Acceptance of Task Order No: NRC-HQ-50-15-T-0002 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-50-15-T-0002 (TO 39):


Name R. B. Kaimbach

Executive Director, Contracts
Title

June 19, 2015
Date

SECTION B - Supplies or Services/Prices

NRCB010 BRIEF PROJECT TITLE AND WORK DESCRIPTION

- (a) Title: Technical Support for Revision to NUREG-1556 "Consolidated Guidance About Materials Licensing"
- (b) Summary work description: Support to facilitate the timely and efficient completion of the revision to volumes of the NUREG-1556 Series.

PRICE/COST SCHEDULE

PERIOD OF PERFORMANCE – 06/22/2015 through 07/31/2017				
CLIN NO.	DESCRIPTION OF SUPPLIES/SERVICES	ESTIMATED COST	FIXED FEE	TOTAL CPFF
00001	Facilitate the timely and efficient completion of the revision to volumes of the NUREG-1556 Series.			
00002	Optional Task 4, "Optional Support"			
Total				\$177,805.00

NRCB040A CONSIDERATION AND OBLIGATION—COST-PLUS-FIXED-FEE ALTERNATE I

(a) The total estimated cost to the Government for full performance of this contract is **\$168,975.00** of which the sum of [REDACTED] represents the estimated reimbursable costs, and of which \$ [REDACTED] represents the fixed-fee. In the event that the Government exercises its option, the total estimated cost to the Government will be increased as follows:

Optional Task 4: The estimated cost of Optional Task 4 is **\$8,848.00**, of which the sum of [REDACTED] represents the estimated reimbursable costs, and of which [REDACTED] represents the fixed-fee. The option will be exercised at the discretion and approval of the NRC Contracting Officer (CO) and the NRC COR.

Total Task Order Ceiling inclusive of Optional Task 4: **\$177,805.00**

(b) There shall be no adjustment in the amount of the Contractor's fixed fee.

(c) The amount currently obligated by the Government with respect to this contract is [REDACTED], of which the sum of [REDACTED] represents the estimated reimbursable costs,

and of which [REDACTED] represents the fixed-fee.

(d) This is an incrementally-funded contract and FAR 52.232-22 - "Limitation of Funds" applies.

(e) In accordance with FAR 52.216-8 - Fixed Fee, it is the policy of the NRC to withhold payment of fee after payment of [REDACTED] percent of the fee has been paid in order to protect the Government's interest. The amount of fixed-fee withheld from the contractor will not exceed [REDACTED] percent of the total fee or [REDACTED] whichever is less. Accordingly, the maximum amount of fixed-fee that may be held in reserve is [REDACTED]

SECTION C - Description/Specifications

Statement of Work

1. PROJECT TITLE

Technical Support for Revision to NUREG-1556 "Consolidated Guidance About Materials Licensing"

2. BACKGROUND

The NUREG-1556 "Consolidated Guidance About Materials Licensing" series of documents is composed of 21 individual volumes that are currently in different phases of revision and approval by 21 different working groups composed of U. S. Nuclear Regulatory Commission (NRC) and Agreement State staff. The NRC has already successfully published "Draft for Comment" versions of the following volumes: 1, 2, 3, 4, 6, 7, 10, 11, 14, 15, 18, and 19 (publicly available at <http://www.nrc.gov/reading-rm/doc-collections/nuregs/staff/sr1556/>). Under this effort, it is projected that 9 volumes would still need to be published as drafts for public comment and 17 volumes would need to be prepared for final publication. The NRC is seeking support services for preparing "camera-ready" copies of volumes being published as "Draft for Comment" and as "Final" versions.

3. SCOPE OF WORK

This effort will provide the U.S. Nuclear Regulatory Commission with support to facilitate the timely and efficient completion of the revision to volumes of the NUREG-1556 Series.

4. SPECIFIC TASKS

The contractor shall provide support to the NRC staff for the publication of the next generation of NUREG-1556 series documents. This support is planned to include analytical support for technical review, technical editing, and formatting services.

4.1 Preparing NUREG-1556 Volumes for Draft Publication:

The contractor shall provide support to the NRC staff in editing and finalizing the next generation of NUREG-1556 series, including preparing specific volumes as "Draft for Comment" prior to final publication. It is estimated that approximately nine Volumes (i.e., Volumes 5, 8, 9, 12, 13, 16, 17, 20, and 21) will require this type of support as detailed in Subtasks 4.1.1 and 4.1.2. Activities in support of this task may include, but are not limited to:

4.1.1 Formatting and preparation of a "camera-ready" copy of each draft volume manuscript in MS Word provided to the contractor, in accordance with current NRC NUREG-style guidelines, as specified under Section 5 "Applicable Documents and Standards." At a minimum, the contractor shall be required to format page numbers and fonts, verify that all photos in the manuscript have proper attributions, and format and otherwise ensure the Table of Contents is correct. Upon notification by the NRC Contracting Officer's Representative (COR), the contractor may be required to ensure all cited references in the volumes are publicly available (this is a requirement for NUREG publication). The expected typical turn-around time for this task is three business days or less from the time the contractor receives the request for assistance by email and

draft document, with a maximum expected turn-around time of five business days. At times when the contractor is processing more than three volumes, this expected turn-around time may be extended in coordination with the NRC COR or designated NRC staff representative.

4.1.2 Conducting technical editing of volumes:

It is anticipated that only the complete draft revision of Volume 20 will require extensive technical editing, however this is subject to change. Technical editing shall at a minimum include correcting the following items: misspelled words, subject/verb disagreement, incorrect capitalization, incomplete sentences, typographical errors and, if specified, technical editing may be specially tailored as a quick pre-publication review (e.g., addressing items like correct formatting of references, phrases like "The NRC Staff" are consistent between volumes, and units of measurement are formatted per NRC guidelines). The expected typical turn-around time for technical editing is three business days or less from the time the contractor receives the request for assistance by email and draft document, with a maximum expected turn-around time of five business days. At times when the contractor is processing more than three volumes, this expected turn-around time may be extended in consultation with the NRC COR or designated NRC staff.

4.2 Preparing NUREG-1556 Volumes for Final Publication:

The contractor shall support the NRC staff in editing and finalizing the next generation of NUREG-1556 series documents as final volumes prior to publication. It is estimated that approximately 17 volumes will require this type of support (candidates include revisions of Volumes 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, and 21). Task 2 activities, in support of designated NRC staff, are likely to include (but are not limited to):

4.2.1 Formatting and preparation of a "camera-ready" copy of each draft volume manuscript in MS Word provided to the contractor, in accordance with current NRC NUREG-style guidelines, as specified in the section of this Statement of Work entitled "Applicable Documents and Standards." At a minimum, the contractor shall be required to format page numbers and fonts, verify that all photos in the manuscript have proper attributions, format and otherwise ensure the Table of Contents is correct. As directed by the NRC COR, the contractor may be required to ensure all cited references in the volumes are publicly available (this is a requirement for NUREG publication). Due to the nature of the NRC's review process during preparation for final publication, the contractor shall expect that most volumes processed under this task will require one "major" round of formatting and preparation, followed by one or more minor rounds of formatting and preparation by the contractor. The expected typical turn-around time for this task is three business days or less from the time the contractor receives the request for assistance by email and draft document, with a maximum expected turn-around time of five business days. At times when the contractor is processing more than three volumes, this expected turn-around time may be extended in consultation with the NRC COR or designated NRC staff. It is anticipated that volumes that have already been processed under Subtask 1.1 will require a lower level of effort to process under Subtask 2.1.

4.2.2 Conducting technical editing of volumes:

Technical editing shall at a minimum include correcting the following items: misspelled words, subject/verb disagreement, incorrect capitalization, incomplete sentences, and

typographical errors and, if specified, technical editing may be specially tailored as a quick pre-publication review (e.g., addressing items like correct formatting of references, phrases like "The NRC Staff" are consistent between volumes, and units of measurement are formatted per NRC guidelines). The expected typical turn-around time for technical editing is three business days or less from the time the contractor receives the request for assistance and draft document, with a maximum expected turn-around time of five business days. At times when the contractor is processing more than three volumes, this expected turn-around time may be extended in consultation with the NRC COR or designated NRC staff. It is anticipated that volumes that have already been processed under Subtask 1.2 will require a lower level of effort to process under Subtask 2.2.

4.3 General Support for NUREG-1556 Volumes for Draft or Final Publication:

The contractor shall provide general support. This may include tasks such as reviewing health physics calculations in a volume or reviewing and editing an Appendix to ensure it reflects current Department of Transportation regulations, or providing technical opinions, depending on the specific request from designated NRC staff. The turn-around time for this task will be mutually agreed upon by the NRC COR (or designated NRC staff) and the contractor. The contractor shall provide documents or write-ups of a technical or analytical nature produced under task 4.3 via electronic mail or hardcopy to the NRC COR.

5. APPLICABLE DOCUMENTS AND STANDARDS

The contractor shall perform work in accordance with the most recent guidelines for NUREG-formatting, where applicable for tasks 4.1 and 4.2. As these guidelines are subject to change, the NRC may provide updated information and/or guidance to the contractor from time-to-time.

The following documents are suggested as informational references:

(a) NUREG-1379, "NRC Editorial Style Guide"

<http://www.nrc.gov/reading-rm/doc-collections/nuregs/staff/sr1379/r2/>

(b) NUREG-0650, "Preparing NUREG-Series Publications"

<http://pbadupws.nrc.gov/docs/ML0410/ML041050294.pdf>

(c) NUREG-0544, "NRC Collection of Abbreviations"

<http://www.nrc.gov/reading-rm/doc-collections/nuregs/staff/sr0544/r4/>

(d) Management Directive 3.7, "NUREG-Series Publications"

<http://www.nrc.gov/reading-rm/doc-collections/management-directives/volumes/vol-3.html>

(e) The latest edition of the U.S. Government Printing Office Style Manual: An official guide to the form and style of Federal Government printing (available to purchase from the U.S. Government Printing Office online bookstore at <http://bookstore.gpo.gov> or to view online at <http://www.gpoaccess.gov/stylemanual/index.html>)

(f) Nuclear standards such as ANSI Z39.18-1987, "American National Standard, Scientific and Technical Reports," and the "Glossary of Terms in Nuclear Science and Technology,"

by the American Nuclear Society (available from the standards organizations or public libraries)

(g) The latest edition of The Chicago Manual of Style: The Essential Guide for Writers, Editors, and Publishers published by the University of Chicago Press (available online or from book stores or public libraries)

(h) The NRC's plain language guidelines

<http://www.nrc.gov/public-involve/open/plain-writing/nrc-philosophy.html>

6. DELIVERABLES AND DELIVERY SCHEDULE

The bimonthly status reports are deliverables for Tasks 1, 2, and 3 will cover work performed on Days 1-15 and Days 16-31 of each calendar month, with the NRC COR receiving each report within five business days of the end the last work period (for example, if a status report was covering work performed on July 16, 2015 through July 31, 2015 the status report would be received by the NRC COR no later than August 7, 2015). The status reports shall include the type of work performed, specifically:

- under which Task or Subtask(s) the work was done,
- a short description of work performed under each Task or Subtask,
- which NUREG-1556 volume the work related to, and
- the NRC staff person who requested the work to be performed.

Deliverable Schedule

Task(s)	Deliverable Description	Schedule (business days)
	Periodic Monthly Period Reports	Within 15 days of close of CNWRA's scheduled reporting period
4.1, 4.2, & 4.3	Bimonthly Status Reports	Within 5 days of close of period specified
4.3	Final Draft or Final Copy of Documents or Write-ups of a Technical or Analytical Nature	Within 15 days of completion by contractor

Individual documents processed under 4.1.1, 4.1.2, 4.2.1, 4.2.2, and 4.3 will be considered work products, but not formal deliverables.

** Note: CNWRA considers a milestone to be complete after all NRC comments on it have been satisfactorily dispositioned. In order to minimize paperwork, CNWRA will assume*

completion, if no comments are received within 30 days of CNWRA submission of a milestone.

7. PERSONNEL QUALIFICATIONS

Subtasks 4.1.1, 4.1.2, 4.2.1, and 4.2.2:

Specifically for Subtasks 4.1.1 and 4.2.1, it is required that the staff working on these tasks have at least the equivalent of one month of recent experience formatting NRC NUREG documents for publication.

Specifically for Subtasks 4.1.2 and 4.2.2 (specifically in regard to non-specialized technical editing), the staff working on these tasks are required to have at least the equivalent of six months of experience performing technical editing services.

Task 4.3:

All personnel performing work under this effort (including principal investigators and team members) shall have pertinent experience by discipline and technical area. Specialized experience is anticipated to include expertise in health physics.

8. GOVERNMENT-FURNISHED PROPERTY

No Government-furnished property will be required by or provided to the contractor.

9. PLACE OF PERFORMANCE

The primary place of performance will be at the contractor's site.

10. SPECIAL CONSIDERATIONS

10.1 POST-AWARD KICK-OFF MEETING

The Post-Award Kick-Off Meeting will either be: 1) by teleconference with a subsequent meeting in Rockville, Maryland, or 2) in person in Rockville, Maryland.

10.2 TRAVEL

The contractor may also be required to travel to NRC Headquarters in Rockville, Maryland for a subsequent meeting after the meeting described in the section immediately above ("POST-AWARD KICK-OFF MEETING"), as specified by the NRC COR. Domestic travel, related to this effort shall require the prior approval by the NRC COR (two days per trip including travel time, for up to two people, if approved by the COR).

10.3 PROJECT MANAGEMENT

The contractor shall maintain effective communication with the NRC staff. As specified by the NRC COR or NRC Alternate COR, work may be requested to be performed under this contract by NRC Staff designated by the NRC COR or NRC Alternate COR. The intent is to facilitate timely completion of work when the NRC COR or NRC Alternate COR are not available (e.g., on extended leave).

10.4 SECURITY

Work performed under this task order will be UNCLASSIFIED.

SECTION D - Packaging and Marking

NRCD020 BRANDING

The Contractor is required to use the statement below in any publications, presentations, articles, products, or materials funded under this contract/order, to the extent practical, in order to provide NRC with 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.

Work Supported by the U.S. Nuclear Regulatory Commission (NRC), Office of Nuclear Reactor Regulation, under Contract/order number NRC-HQ-50-14-E-0001/ NRC-HQ-50-15-T-0002.

(End of Clause)

NRCD010 PACKAGING AND MARKING

(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: None.

(End of Clause)

SECTION E - Inspection and Acceptance

2052.215-71 PROJECT OFFICER AUTHORITY (OCT 1999)

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

Name: Katie Wagner
Mail Stop: TWFN 8 E18
Washington, DC 20555
(301)-415-6202
Katie.Wagner@nrc.gov

Alternate COR:

Name: Hector Rodriguez-Luccioni
Address: Mail Stop: TWFN 8 E18
Washington, DC 20555
301-415-6004
Hector.Rodriguez-Luccioni@nrc.gov

(b) Performance of the work under this contract is subject to the technical direction of the NRC project officer. The term technical direction is defined to include the following:

(1) Technical direction to the contractor which shifts work emphasis between areas of work or tasks, authorizes travel which was unanticipated in the Schedule (i.e., travel not contemplated in the Statement of Work or changes to specific travel identified in the Statement of Work), fills in details, or otherwise serves to accomplish the contractual statement of work.

(2) Provide advice and guidance to the contractor in the preparation of drawings, specifications, or technical portions of the work description.

(3) Review and, where required by the contract, approve technical reports, drawings, specifications, and technical information to be delivered by the contractor to the Government under the contract.

(c) Technical direction must be within the general statement of work stated in the contract. The project officer does not have the authority to and may not issue any technical direction which:

(1) Constitutes an assignment of work outside the general scope of the contract.

(2) Constitutes a change as defined in the "Changes" clause of this contract.

(3) In any way causes an increase or decrease in the total estimated contract cost, the fixed fee, if any, or the time required for contract performance.

(4) Changes any of the expressed terms, conditions, or specifications of the contract.

(5) Terminates the contract, settles any claim or dispute arising under the contract, or issues any unilateral directive whatever.

(d) All technical directions must be issued in writing by the project officer or must be confirmed

by the project officer in writing within ten (10) working days after verbal issuance. A copy of the written direction must be furnished to the contracting officer. A copy of NRC Form 445, Request for Approval of Official Foreign Travel, which has received final approval from the NRC must be furnished to the contracting officer.

(e) The contractor shall proceed promptly with the performance of technical directions duly issued by the project officer in the manner prescribed by this clause and within the project officer's authority under the provisions of this clause.

(f) If, in the opinion of the contractor, any instruction or direction issued by the project officer is within one of the categories defined in paragraph (c) of this section, the contractor may not proceed but shall notify the contracting officer in writing within five (5) working days after the receipt of any instruction or direction and shall request that contracting officer to modify the contract accordingly. Upon receiving the notification from the contractor, the contracting officer shall issue an appropriate contract modification or advise the contractor in writing that, in the contracting officer's opinion, the technical direction is within the scope of this article and does not constitute a change under the "Changes" clause.

(g) Any unauthorized commitment or direction issued by the project officer may result in an unnecessary delay in the contractor's performance and may even result in the contractor expending funds for unallowable costs under the contract.

(h) A failure of the parties to agree upon the nature of the instruction or direction or upon the contract action to be taken with respect to the instruction or direction is subject to 52.233-1 - Disputes.

(i) In addition to providing technical direction as defined in paragraph (b) of the section, the project officer shall:

(1) Monitor the contractor's technical progress, including surveillance and assessment of performance, and recommend to the contracting officer changes in requirements.

(2) Assist the contractor in the resolution of technical problems encountered during performance.

(3) Review all costs requested for reimbursement by the contractor and submit to the contracting officer recommendations for approval, disapproval, or suspension of payment for supplies and services required under this contract.

(End of Clause)

SECTION F - Deliveries or Performance

NRCF032 TASK/DELIVERY ORDER PERIOD OF PERFORMANCE (SEP 2013)

This order shall commence on June 22, 2015 and will expire on July 31, 2017.

(End of Clause)

NRCF010 PLACE OF DELIVERY-REPORTS

The items to be furnished hereunder shall be delivered, with all charges paid by the Contractor, to:

- a. Name: Katie Wagner (1 Electronic Copy)
Contracting Officer's Representative (COR)
Address: Katie.Wagner@nrc.gov
- b. Name: Lisa Kauffman (1 Electronic Copy)
Contract Specialist (CS)
Address: Lisa.Kauffman@nrc.gov

(End of Clause)

SECTION G - Contract Administration Data

NRCG030 ELECTRONIC PAYMENT (SEP 2014)

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: NRCPayments@nrc.gov.

(End of Clause)

SECTION H - Special Contract Requirements

2052.215-70 KEY PERSONNEL (JAN 1993)

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

<u>Name</u>	<u>Title</u>
M. Juckett	Program Manager
E. Percy	Principal Investigator
R. Benke	Subject Matter Expert
P. LaPlante	Subject Matter Expert

The contractor agrees that personnel may not be removed from the contract work or replaced without compliance with paragraphs (b) and (c) of this section.

(b) If one or more of the key personnel, for whatever reason, becomes, or is expected to become, unavailable for work under this contract for a continuous period exceeding 30 work days, or is expected to devote substantially less effort to the work than indicated in the proposal or initially anticipated, the contractor shall immediately notify the contracting officer and shall, subject to the concurrence of the contracting officer, promptly replace the personnel with personnel of at least substantially equal ability and qualifications.

(c) Each request for approval of substitutions must be in writing and contain a detailed explanation of the circumstances necessitating the proposed substitutions. The request must also contain a complete resume for the proposed substitute and other information requested or needed by the contracting officer to evaluate the proposed substitution. The contracting officer and the project officer shall evaluate the contractor's request and the contracting officer shall promptly notify the contractor of his or her decision in writing.

(d) If the contracting officer determines that suitable and timely replacement of key personnel who have been reassigned, terminated, or have otherwise become unavailable for the contract work is not reasonably forthcoming, or that the resultant reduction of productive effort would be so substantial as to impair the successful completion of the contract or the service order, the contract may be terminated by the contracting officer for default or for the convenience of the Government, as appropriate. If the contracting officer finds the contractor at fault for the condition, the contract price or fixed fee may be equitably adjusted downward to compensate the Government for any resultant delay, loss, or damage.

(End of Clause)

NRCH480 USE OF AUTOMATED CLEARING HOUSE (ACH) ELECTRONIC PAYMENT/REMITTANCE ADDRESS

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.

(End of Clause)

NRCH470 GREEN PURCHASING (SEP 2013)

(a) In furtherance of the sustainable acquisition goals included in Executive Order 13514, "Federal Leadership in Environmental, Energy, and Economic Performance," products and services acquired under this contract/order shall be energy-efficient (Energy Star or Federal Energy Management Program (FEMP) designated), water-efficient, biobased, environmentally preferable (e.g., Electronic Product Environmental Assessment Tool (EPEAT) certified), non-ozone depleting, recycled content, and non-toxic or less toxic alternatives, to the maximum extent practicable in meeting NRC contractual requirements.

(b) See NRC's Green Purchasing Plan (GPP) at:
<http://pbadupws.nrc.gov/docs/ML1219/ML12191A130.pdf> and the General Service

Administration's (GSA) Green Procurement Compilation at:
<http://www.gsa.gov/portal/content/198257>.

(c) The contractor shall flow down this clause into all subcontracts and other agreements that relate to performance of this contract/order.

(End of Clause)

NRCH410 WHISTLEBLOWER PROTECTION FOR NRC CONTRACTOR AND SUBCONTRACTOR EMPLOYEES

(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.

(End of Clause)

NRCH400 SECURITY REQUIREMENTS RELATING TO THE PRODUCTION OF REPORT(S) OR THE PUBLICATION OF RESULTS UNDER CONTRACTS, AGREEMENTS, AND GRANTS

Review and Approval of Reports

(a) Reporting Requirements. The contractor/grantee shall comply with the terms and conditions of the contract/grant regarding the contents of the draft and final report, summaries, data, and related documents, to include correcting, deleting, editing, revising, modifying, formatting, and supplementing any of the information contained therein, at no additional cost to the NRC. Performance under the contract/grant will not be deemed accepted or completed until it complies with the NRC's directions. The reports, summaries, data, and related documents will be considered draft until approved by the NRC. The contractor/grantee agrees that the direction, determinations, and decisions on approval or disapproval of reports, summaries, data, and related documents created under this contract/grant remain solely within the discretion of the NRC.

(b) Publication of Results. Prior to any dissemination, display, publication, or release of articles, reports, summaries, data, or related documents developed under the contract/grant, the contractor/grantee shall submit them to the NRC for review and approval. The contractor/grantee shall not release, disseminate, display or publish articles, reports, summaries, data, and related documents, or the contents therein, that have not been reviewed and approved by the NRC for release, display, dissemination or publication. The contractor/grantee agrees to conspicuously place any disclaimers, markings or notices, directed by the NRC, on any articles, reports, summaries, data, and related documents that the contractor/grantee intends to release, display, disseminate or publish to other persons, the public, or any other entities. The contractor/grantee agrees, and grants, a royalty-free, nonexclusive, irrevocable worldwide license to the government, to use, reproduce, modify, distribute, prepare derivative works, release, display or disclose the articles, reports, summaries, data, and related documents developed under the contract/grant, for any governmental purpose and to have or authorize others to do so.

(c) Identification/Marking of Sensitive Unclassified Non-Safeguards Information (SUNSI) and Safeguards Information (SGI). The decision, determination, or direction by the NRC that information possessed, formulated or produced by the contractor/grantee constitutes SUNSI or SGI is solely within the authority and discretion of the NRC. In performing the contract/grant, the contractor/grantee shall clearly mark SUNSI and SGI, to include for example, OUO-Allegation Information or OUO-Security Related Information on any reports, documents, designs, data, materials, and written information, as directed by the NRC. In addition to marking the information as directed by the NRC, the contractor shall use the applicable NRC cover sheet (e.g., NRC Form 461 Safeguards Information) in maintaining these records and documents. The contractor/grantee shall ensure that SUNSI and SGI is handled, maintained and protected from unauthorized disclosure, consistent with NRC policies and directions. The contractor/grantee shall comply with the requirements to mark, maintain, and protect all information, including documents, summaries, reports, data, designs, and materials in accordance with the provisions of Section 147 of the Atomic Energy Act of 1954 as amended, its implementing regulations (10 CFR 73.21), Sensitive Unclassified Non-Safeguards and Safeguards Information policies, and NRC Management Directives and Handbooks 12.5, 12.6 and 12.7.

(d) Remedies. In addition to any civil, criminal, and contractual remedies available under the applicable laws and regulations, failure to comply with the above provisions, and/or NRC directions, may result in suspension, withholding, or offsetting of any payments invoiced or

claimed by the contractor/grantee.

(e) Flowdown. If the contractor/grantee intends to enter into any subcontracts or other agreements to perform this contract/grant, the contractor/grantee shall include all of the above provisions in any subcontracts or agreements.

(End of Clause)

SECTION J - List of Documents, Exhibits and Other Attachments

BILLING INSTRUCTIONS FOR COST-REIMBURSEMENT 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 System for Award Management (SAM) database and for any liability resulting from the Government's reliance on inaccurate or incomplete SAM 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. 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 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.

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 (s) 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 invoiced 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 Cost-Reimbursement 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. 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 System for Award Management (SAM) database at <http://sam.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 costs were incurred and for which reimbursement is requested.

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

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 required 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. 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 Labor. This consists of salaries and wages paid (or accrued) for direct performance of the contract itemized as follows:

<u>Labor</u> <u>Category</u>	<u>Hours</u> <u>Billed</u>	<u>Rate</u>	<u>Total</u>	<u>Cumulative</u> <u>Hours Billed</u>
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(2) Fringe Benefits. This represents fringe benefits applicable to direct labor and billed as a direct cost. Where a rate is used indicate the rate. Fringe benefits included in direct labor or in other indirect cost pools should not be identified here.

(3) 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.

(4) Contractor-acquired property (under \$50,000), Materials, and Supplies. These are equipment other than that described in (3) 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.

(5) Premium Pay. This enumeration in excess of the basic hourly rate. (Requires written approval of the Contracting Officer.)

(6) 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).

(7) 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.)

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

(9) Other Costs. List all other direct costs by cost element and dollar amount separately.

p. Indirect Costs (Overhead and General and Administrative Expense). Cite the formula (rate and base) in effect in accordance with the terms of the contract, during the time the costs were incurred and for which reimbursement is requested.

q. Fixed-Fee. If the contract provides for a fixed-fee, it must be reimbursed as indicated in the contract. Cite the formula or method of computation. Include this information as it applies to individual task orders as well.

(1) The NRC will withhold payment of 15% of the negotiated contract fixed-fee amount, not to exceed \$100,000.

(2) If the fee withholding amount has reached \$100,000, the contractor may resume billing the NRC for the balance of its fee under subsequent invoices for work completed.

(3) Any fee amounts withheld by the NRC will be paid to the contractor during contract closeout in increments, following the submission/settlement of indirect rate proposals in accordance with FAR 52.216-8, "Fixed Fee" (JUN 2011).

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

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

t. 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 ___.

(a)	<u>Direct Costs</u>	<u>Amount Billed</u>	
		<u>Current Period</u>	<u>Cumulative</u>
(1)	Direct labor	\$ _____	\$ _____
(2)	Fringe benefits (% of direct labor)	\$ _____	\$ _____
(3)	Government property (\$50,000 or more)	\$ _____	\$ _____
(4)	Government property, Materials, and Supplies (under \$50,000 per item)	\$ _____	\$ _____
(5)	Premium pay (NRC approved overtime)	\$ _____	\$ _____
(6)	Consultants Fee	\$ _____	\$ _____
(7)	Travel	\$ _____	\$ _____
(8)	Subcontracts	\$ _____	\$ _____
(9)	Other costs	\$ _____	\$ _____
	Total Direct Costs:	\$ _____	\$ _____

(b) Indirect Costs (provide the rate information applicable to your firm)

(10)	Overhead ___ % of _____ (Indicate Base)	\$ _____	\$ _____
(11)	General and Administrative (G&A) ___ % of _____ (Indicate Base)	\$ _____	\$ _____
	Total Indirect Costs:	\$ _____	\$ _____

(c) Fixed-Fee:

- (12) Fixed-Fee Calculations:
- Total negotiated contract fixed-fee percent ___ and amount \$ _____
 - 85% allowable fee amount \$ _____
 - Cumulative fee billed on prior invoices \$ _____
 - Fee due this invoice (not to exceed 85% of fee earned based upon negotiated contract fee percentage) \$ _____

Note: The fee balance withheld by NRC may not exceed \$100,000.

	Total Fixed-Fee:	\$ _____	\$ _____
(d)	Total Amount Billed	\$ _____	\$ _____
(e)	Adjustments (+/-)	\$ _____	\$ _____

(f) **Grand Total** \$_____ \$_____

(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 Labor - \$2,400

<u>Labor Category</u>	<u>Hours Billed</u>	<u>Rate</u>	<u>Total</u>	<u>Cumulative Hours Billed</u>
Senior Engineer I	100	\$14.00	\$1,400	975
Engineer	50	\$10.00	\$ 500	465
Computer Analyst	100	\$ 5.00	<u>\$ 500</u>	<u>320</u>
			<u>\$2,400</u>	1,760 hrs.

2) Fringe Benefits - \$480

Fringe @ 20% of Direct Salaries

<u>Labor Category</u>	<u>Salaries</u>	<u>Fringe Amount</u>
Senior Engineer I	\$1,400	\$280
Engineer	\$ 500	\$100
Computer Analyst	<u>\$ 500</u>	<u>\$100</u>
	<u>\$2,400</u>	<u>\$480</u>

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

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

4) 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	= <u>\$ 900</u>
	<u>\$2,000</u>

5) Premium Pay - \$150

Walter Murphy - 10 hours @ \$10.00 Per Hour (Reg. Pay) = \$100 x 1.5 OT rate = \$150
(EX: Premium pay for this individual was approved and authorized under this contract by the NRC Contracting Officer by letter dated 6/1/2011.)

6) Consultants' Fee - \$100

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

7) 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

8) Subcontracting - \$30,000

Company A = \$10,000
 Company B = \$20,000
\$30,000

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

9) Other Costs - \$5,100

Honorarium for speaker at American Nuclear Society conference = \$5,000
Nuclear Planet Journal subscription fee = \$100

10) Overhead Expense - \$41,148

Overhead @ 40% of Total Direct Costs

11) General and Administrative (G&A) Expense - \$22,784

G&A @ 20% of Total Costs, excluding subcontracts and consultants

12) Fixed-Fee - \$8,218

Fixed-Fee applied to Total Costs @ 5%

Fixed-Fee Calculations:

- i. Total contract fixed-fee \$100,000
- ii. 85% allowable fee \$85,000
- iii. Cumulative fee billed on prior invoices \$85,000
- iv. Fee due this invoice (*not to exceed 85% of fee earned based upon negotiated contract fee percentage*) \$8,218

Total Amount Billed	\$175,020
Adjustments (+/-)	- <u>\$8,218</u>
Grand Total	<u>\$166,802</u>