

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 26

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

| | | | | | | | |
|--|--|---|----------------------------|--|----------------------|---------------------------|-----------------------------|
| 1. DATE OF ORDER 03/24/2016 | | 2. CONTRACT NO. (If any) NRC-HQ-20-15-E-0004/ SBA No.: 0353/15/500538 | | 6. SHIP TO: a. NAME OF CONSIGNEE JEFFREY MITCHELL | | | |
| 3. ORDER NO. NRC-HQ-20-16-T-0003 | | 4. REQUISITION/REFERENCE NO. NRR-16-0104 | | | | | |
| 5. ISSUING OFFICE (Address correspondence to) US NRC - HQ ACQUISITION MANAGEMENT DIVISION MAIL STOP TWFN-5E03 WASHINGTON DC 20555-0001 | | | | b. STREET ADDRESS US NUCLEAR REGULATORY COMMISSION MAIL STOP OWFN 11 F1 | | | |
| | | | | c. CITY WASHINGTON | d. STATE DC | | |
| | | | | e. ZIP CODE 20555-0001 | | | |
| 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: | | | |
| c. STREET ADDRESS 129 FARMGATE LANE SUITE 100 | | | | <input checked="" type="checkbox"/> b. DELIVERY 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)) | | | | | | | |
| <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 | | | | | | | |
| 12. F.O.B. POINT | | | | | | | |
| 13. PLACE OF | | 14. GOVERNMENT B/L NO. | | 15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) | | | |
| a. INSPECTION Destination | b. ACCEPTANCE Destination | | | 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) |
| | The U.S. Nuclear Regulatory Commission (NRC) hereby awards a Hybrid (Firm Fixed Price and Labor-Hour) Task Order entitled: "Technical Editing Assistance for the Diablo Canyon License Renewal Application Review Documents." Continued ... | | | | | | |
| 18. SHIPPING POINT | | 19. GROSS SHIPPING WEIGHT | | 20. INVOICE NO. | | 17(h) TOTAL (Cont. pages) | |
| 21. MAIL INVOICE TO: | | | | | | | |
| a. NAME US NUCLEAR REGULATORY COMMISSION | | | | | | \$0.00 | |
| b. STREET ADDRESS (or P.O. Box) ONE WHITE FLINT NORTH 11555 ROCKVILLE PIKE MAILSTOP 03-E17A | | | | | | | |
| c. CITY ROCKVILLE | | d. STATE MD | e. ZIP CODE 20852-2738 | | | | 17(i) GRAND TOTAL |
| | | | | | | \$65,392.19 | |
| 22. UNITED STATES OF AMERICA BY (Signature) | | | | 23. NAME (Typed) ARACELIS PEREZ-ORTIZ TITLE: CONTRACTING/ORDERING OFFICER | | | |

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 347 (Rev. 2/2012)
Prescribed by GSA/FAR 48 CFR 53.213(f)

TEMPLATE - ADM001

SUNSI REVIEW COMPLETE

APR -7 2016

ADM002

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 03/24/2016 CONTRACT NO. NRC-HQ-20-15-E-0004/SBA No.: 0353/15/500538

ORDER NO. NRC-HQ-20-16-T-0003

| ITEM NO. (a) | SUPPLIES/SERVICES (b) | QUANTITY ORDERED (c) | UNIT (d) | UNIT PRICE (e) | AMOUNT (f) | QUANTITY ACCEPTED (g) |
|-----------------|--|----------------------------|-------------|----------------------|---------------|-----------------------------|
| | <p>The contractor shall perform the work specified in the Statement of Work (SOW) in accordance with the terms and conditions of contract no. NRC-HQ-20-15-E-0004.</p> <p>NRC COR: Jeffrey Mitchell; Jeffrey.Mitchell12@nrc.gov ; 301-415-3019</p> <p>NRC Alternate COR: Daneira Melendez-Colon; 301-415-3301; Daneira.Melendez-Colon@nrc.gov</p> <p>NRC Alternate COR: Phyllis Clark; 301-415-6447; Phyllis.Clark@nrc.gov</p> <p>Total Ceiling Amount: \$65,392.19 Total Obligated Amount: \$60,954.25</p> <p>IDONEOUS Authorized Official Date Accounting Info: 2016-X0200-FEEBASED-20-20D004-11-4-148-1061-252A Period of Performance: 03/24/2016 to 09/30/2019</p> | | | | | |

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

\$0.00

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 348 (Rev. 4/2008)

Prescribed by GSA FAR (48 CFR) 53.213(f)

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 26

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

| | | | | | |
|---|------------------------------|---|--------------------------|---|----------------|
| 1. DATE OF ORDER | | 2. CONTRACT NO. (If any) NRC-HQ-20-15-E-0004/ SBA No.: 0353/15/500538 | | 6. SHIP TO: | |
| 3. ORDER NO. NRC-HQ-20-16-T-0003 | | 4. REQUISITION/REFERENCE NO. NRR-16-0104 | | a. NAME OF CONSIGNEE JEFFREY MITCHELL | |
| 5. ISSUING OFFICE (Address correspondence to) US NRC - HQ ACQUISITION MANAGEMENT DIVISION MAIL STOP TWFN-5E03 WASHINGTON DC 20555-0001 | | | | b. STREET ADDRESS US NUCLEAR REGULATORY COMMISSION MAIL STOP OWFN 11 F1 | |
| | | | | c. CITY WASHINGTON | d. STATE DC |
| | | | | e. ZIP CODE 20555-0001 | |
| 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 | |
| c. STREET ADDRESS 129 FARMGATE LANE SUITE 100 | | | | REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated. | |
| d. CITY SILVER SPRING | | e. STATE MD | f. ZIP CODE 209055735 | <input checked="" type="checkbox"/> b. DELIVERY | |
| 9. ACCOUNTING AND APPROPRIATION DATA See Schedule | | | | 10. REQUISITIONING OFFICE OFF OF NUCLEAR REACTOR REGULATION | |
| 11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <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 | | | | 12. F.O.B. POINT | |
| 13. PLACE OF | | 14. GOVERNMENT B/L NO. | | 15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) | |
| a. INSPECTION Destination | b. ACCEPTANCE Destination | | | 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) |
|---|--|----------------------------|-------------------------------|---|---------------|------------------------------------|
| | The U.S. Nuclear Regulatory Commission (NRC) hereby awards a Hybrid (Firm Fixed Price and Labor-Hour) Task Order entitled: "Technical Editing Assistance for the Diablo Canyon License Renewal Application Review Documents." Continued ... | | | | | |
| 18. SHIPPING POINT | | 19. GROSS SHIPPING WEIGHT | | 20. INVOICE NO. | | 17(h) TOTAL (Cont. pages) |
| 21. MAIL INVOICE TO: | | | | | | |
| SEE BILLING INSTRUCTIONS ON REVERSE | a. NAME US NUCLEAR REGULATORY COMMISSION | | | \$0.00 | | 17(i) GRAND TOTAL |
| | b. STREET ADDRESS (or P.O. Box) ONE WHITE FLINT NORTH 11555 ROCKVILLE PIKE MAILSTOP 03-E17A | | | | | |
| | c. CITY ROCKVILLE | d. STATE MD | e. ZIP CODE 20852-2738 | \$65,392.19 | | |
| 22. UNITED STATES OF AMERICA BY (Signature) | | | | 23. NAME (Typed) ARACELIS PEREZ-ORTIZ TITLE: CONTRACTING/ORDERING OFFICER | | |

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 347 (Rev. 2/2012)
Prescribed by GSA/FAR 48 CFR 53.213(f)

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

PAGE NO

2

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

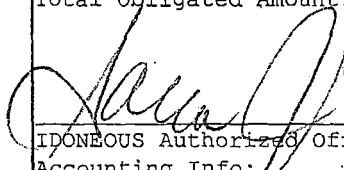
DATE OF ORDER

CONTRACT NO.

NRC-HQ-20-15-E-0004/SBA No.: 0353/15/500538

ORDER NO.

NRC-HQ-20-16-T-0003

| ITEM NO. (a) | SUPPLIES/SERVICES (b) | QUANTITY ORDERED (c) | UNIT (d) | UNIT PRICE (e) | AMOUNT (f) | QUANTITY ACCEPTED (g) |
|-----------------|--|----------------------------|-------------|----------------------|---------------|-----------------------------|
| | <p>The contractor shall perform the work specified in the Statement of Work (SOW) 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>NRC Alternate COR: Phyllis Clark; 301-415-6447; Phyllis.Clark@nrc.gov</p> <p>Total Ceiling Amount: \$65,392.19 Total Obligated Amount: \$60,954.25</p> <p> 3/23/16</p> <p>IDONEOUS Authorized Official Date</p> <p>Accounting Info: 2016-X0200-FEEBASED-20-20D004-11-4-148-1061-252A</p> <p>Period of Performance: 03/24/2016 to 09/30/2019</p> | | | | | |

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

\$0.00

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 348 (Rev. 4/2006)

Prescribed by GSA FAR (48 CFR) 53.213(f)

| | |
|--|-----------|
| SECTION B - Supplies or Services/Prices | 4 |
| NRCB010 BRIEF PROJECT TITLE AND WORK DESCRIPTION..... | 4 |
| PRICE SCHEDULE..... | 4 |
| NRCB084 CONSIDERATION AND OBLIGATION- LABOR-HOUR CONTRACT | 5 |
| NRCB080 CONSIDERATION AND OBLIGATION-FIRM-FIXED-PRICE..... | 5 |
| SECTION D - Packaging and Marking | 15 |
| SECTION E - Inspection and Acceptance | 15 |
| SECTION F - Deliveries or Performance | 15 |
| NRCF032 TASK/DELIVERY ORDER PERIOD OF PERFORMANCE (SEP 2013)..... | 15 |
| SECTION G - Contract Administration Data..... | 15 |
| SECTION H - Special Contract Requirements | 15 |
| SECTION I - Contract Clauses | 15 |
| SECTION J - List of Documents, Exhibits and Other Attachments | 15 |

SECTION B - Supplies or Services/Prices**NRCB010 BRIEF PROJECT TITLE AND WORK DESCRIPTION**

- (a) The title of this project is: *Technical Editing Assistance for the Diablo Canyon License Renewal Application Review Documents*
- (b) Summary work description: 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 DSEIS, FSEIS, Environmental Scoping Summary Report, and Supplemental SER for Diablo Canyon Nuclear Power Plant, Units 1 and 2, LRA.

PRICE SCHEDULE**FIRM-FIXED PRICE**

| CLIN | DESCRIPTION | EST. QTY | UNIT PRICE | UNIT | EST. TOTAL |
|----------------------------------|--|----------|------------|------|--------------------|
| 002 | TASK 2: DRAFT SUPPLEMENTAL ENVIRONMENTAL IMPACT STATEMENT | | | EACH | |
| | Task 2.a: Draft SEIS – 1st Round Edits (through PM Review) | | | | |
| | Task 2.b: Draft SEIS – 2nd Round Edits (through Branch Chief Review) | | | | |
| | Task 2.c: Draft SEIS – 3rd Round Edits (through Division Director Review) | | | | |
| | Task 2.d: Draft SEIS – Final Edits (Final Deliverable for NUREG publication) | | | | |
| 003 | TASK 3: FINAL SUPPLEMENTAL ENVIRONMENTAL IMPACT STATEMENT | | | EACH | |
| | Task 3.a: Final SEIS – 1st Round Edits (through PM Review) | | | | |
| | Task 3.b: Final SEIS – 2nd Round Edits (through Branch Chief/OGC Review) | | | | |
| | Task 3.c: Final SEIS – 3rd Round Edits (through Division Director Review) | | | | |
| | Task 3.d: Final SEIS – Final Edits (Final Deliverable for NUREG publication) | | | | |
| 006 | Task 6: ENVIRONMENTAL SCOPING SUMMARY REPORT | | | EACH | |
| | Task 6.a: Environmental Scoping Summary Report – 1st round edits | | | | |
| | Task 6.b: Environmental Scoping Summary Report – Final deliverables | | | | |
| FIRM FIXED-PRICE SUBTOTAL | | | | | \$48,410.47 |

Payments for CLINs 002, 003, and 006 will be made according to the Deliverables and Delivery Schedule in the Statement of Work (SOW), based on completion of tasks 2, 3, and 6, respectively. (The price per subtask is equivalent to [REDACTED] of the total price of tasks 2 and 3, and [REDACTED] of task 6).

LABOR-HOUR

These labor categories require prior approval from the Contracting Officer's Representative (COR) prior to commence work.

| CLIN | DESCRIPTION | EST. QTY | UNIT PRICE | UNIT | EST. TOTAL |
|----------------------|--|------------|------------|------|-------------|
| 0010 | TASK 10: RELATED SUPPORT: SER SUPPLEMENT | | | | |
| 0010A | PROJECT MANAGER | [REDACTED] | [REDACTED] | HOUR | [REDACTED] |
| 0010B | TECHNICAL EDITOR | [REDACTED] | [REDACTED] | HOUR | [REDACTED] |
| 0010C | DOCUMENT SPECIALIST | [REDACTED] | [REDACTED] | HOUR | [REDACTED] |
| LABOR HOURS SUBTOTAL | | | | | [REDACTED] |
| TOTAL | | | | | \$65,392.19 |

NRCB050 CONSIDERATION AND OBLIGATION-TASK ORDERS

(a) The ceiling price to the Government for full performance under the labor hour portion of this task order is [REDACTED].

(b) This order is subject to the minimum and maximum ordering requirements set forth in the contract.

(c) The amount obligated for Labor Hour CLIN 0010 is [REDACTED] 3. The obligated amount shall, at no time, exceed the order ceiling as specified in paragraph (a) above. When and if the amount(s) paid and payable to the Contractor hereunder shall equal the obligated amount, the Contractor shall not be obligated to continue performance of the work unless and until the Contracting Officer shall increase the amount obligated with respect to this order, in accordance with FAR Part 43 - Modifications. Any work undertaken by the Contractor in excess of the obligated amount specified above is done so at the Contractor's sole risk and may not be reimbursed by the Government.

(d) The Contractor shall comply with the provisions of FAR 52.232-22 - Limitation of Funds, for incrementally-funded delivery orders or task orders.

NRCB080 CONSIDERATION AND OBLIGATION-FIRM-FIXED-PRICE

The total amount of the Firm-Fixed-Price portion of this contract (CLINs 002, 003, and 006) is [REDACTED] and this amount is fully-funded.

SECTION C - Description/Specifications STATEMENT OF WORK

1. PROJECT TITLE

Technical Editing Assistance for the Diablo Canyon 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 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. For this nuclear power plant LRA, the staff will publish one draft SEIS (DSEIS), one final SEIS (FSEIS), one Scoping Summary Report and one Supplemental SER.

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 SER for Diablo Canyon was completed and issued in June 2011. All changes to the SER since its issuance will be captured in a Supplemental SER (SSER), which will be a standalone document, but will be published simultaneously with the SER at the end of the process. This effort will be similar to that required for the Davis-Besse SSER, as outlined in the initial SOW for that task order.

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 Environmental Scoping Summary Report for Diablo Canyon is expected to be approximately 380 pages, 300 of which are full page images and will require minimal editing.

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 DSEIS, FSEIS, Environmental Scoping Summary Report, and Supplemental SER for Diablo Canyon Nuclear Power Plant, Units 1 and 2, 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.
- **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 use the following standards when reviewing the EIS Style Guide for updates:

- 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
- M.D 3.7, "NUREG-Series Publications"
- www.plainlanguage.gov
- Section 508 of the Rehabilitation Act

5. SPECIFIC TASKS / MILESTONES

The contractor shall be responsible for services to improve the quality, clarity, and consistency of the DSEIS, FSEIS, Environmental Scoping Summary Report, and Supplemental SER. 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 SSER preparation is described in the following tasks. Tasks 2 and 3 are related and focus on the successful completion of the SEIS. Task 6 is related to the completion of the Environmental Scoping Summary Report. The final task describes the labor hour portion of the task order, under which the Supplemental SER will be completed.

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 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 10: Related Support - Safety Evaluation Report Supplement

The contractor shall revise the SER Supplement based on additional information as provided by the COR. The contractor shall provide the necessary technical editor review of the SER Supplement 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 SER Supplement. 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 Supplement 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 Supplement based on comments and revisions provided by the COR and submit a final SER Supplement that is camera-ready for NUREG publications.

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

6. DELIVERABLES AND MILESTONE SCHEDULE

The contractor shall provide the deliverables listed below in two electronic formats (Microsoft® Office Word 2013 or NRC designated word processing software, and PDF file using Adobe Acrobat Professional X or NRC designated PDF). The final deliverables 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.

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

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

| Task No. | Deliverable Description | Due Date | Task Completion Rate |
|----------|---|--|----------------------|
| 10.d | SER Supplement – Final Edits (Final Deliverable for issuance as public document) | NLT 5 working days after receipt of final input from COR | 100% complete |

7. LABOR CATEGORIES AND LEVEL OF EFFORT

1. The contractor shall provide a project manager to oversee the efforts and ensure the timely submission of quality deliverables that meet the requirements of the statement of work (SOW).
2. The contractor shall provide a document specialist who will be responsible for administrative support, document layout, assembly, formatting, and production services that shall follow NRC's style guidance and the SOW.
3. The contractor shall provide a technical editor who shall verify the document is in accordance with the NRC's style guidance and SOW, and is grammatically correct according to NRC guidance.
4. The contractor personnel shall have expertise in the use of Microsoft ® Office Word 2010 or current NRC designated word processing software, as directed by the Contracting Officer's Representative (COR).
5. It is the responsibility of the contractor to assign appropriate staff, subcontractors, and/or specialists who have the required educational background, experience, or combination thereof to meet both the technical and regulatory objectives of the work specified in SOW. The NRC will rely on representations made by the contractor concerning the qualifications of the personnel assigned to this contract including assurance that all information contained in the technical and cost proposal, including résumés, is accurate and truthful.
6. If any work will be subcontracted or performed by consultants, the contractor shall obtain the NRC CO's or COR's written approval of the subcontractor or consultant prior to initiation of the subcontract effort. Conflict of interest considerations shall apply to any subcontracted effort.

8. GOVERNMENT FURNISHED PROPERTY

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.

9. PLACE OF PERFORMANCE

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

10. PERIOD OF PERFORMANCE

Refer to Section F Deliveries or Performance.

11. SECURITY

All work performed will be Unclassified.

SECTION D - Packaging and Marking

Refer to base award NRC-HQ-20-15-E-0004.

SECTION E - Inspection and Acceptance

Refer to base award NRC-HQ-20-15-E-0004.

SECTION F - Deliveries or Performance

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

This task order shall commence on day of award and will expire on September 30, 2019.

SECTION G - Contract Administration Data

Refer to base award NRC-HQ-20-15-E-0004.

SECTION H - Special Contract Requirements

Refer to base award NRC-HQ-20-15-E-0004.

SECTION I - Contract Clauses

Refer to base award NRC-HQ-20-15-E-0004.

SECTION J - List of Documents, Exhibits and Other Attachments

| ATTACHMENT | NO. PAGES |
|---|----------------------|
| Attachment 1: Billing Instructions for Fixed-Price Type Contracts | 4 |
| Attachment 2: Billing Instructions for Time and Material Contracts (MAY 2013) | 8 |

ATTACHMENT 1

**BILLING INSTRUCTIONS FOR
FIXED-PRICE TYPE CONTRACTS (JAN 2015)**

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 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).

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.

**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/Individuals/International-Taxpayers/Taxpayer-Identification-Numbers-\(TIN\)\)](http://www.irs.gov/Individuals/International-Taxpayers/Taxpayer-Identification-Numbers-(TIN)))).
- 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 Federal Acquisition Regulation (FAR) 52.232-23 Assignment of Claims, 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 FAR 52.232-33 Payment by Electronic Funds Transfer-System for Award Management.
- 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.

ATTACHMENT 2

**BILLING INSTRUCTIONS FOR
TIME-AND-MATERIALS/LABOR-HOUR TYPE CONTRACTS (JAN 2015)**

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 WILL RESULT IN REJECTION OF THE INVOICE/VOUCHER AS IMPROPER.

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

Electronic Invoice/Voucher Submissions: The preferred method of submitting vouchers/invoices is electronically to the U.S. 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).

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

Frequency: The contractor shall submit claims for reimbursement once each month, unless otherwise authorized by the Contracting Officer.

Format: Invoices/Vouchers shall be submitted in the format depicted on the attached sample form entitled "Invoice/Voucher for Purchases and Services Other Than Personal". Alternate

formats are permissible only if they address all requirements of the Billing Instructions. The instructions for preparation and itemization of the invoice/voucher are included with the sample form.

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

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

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

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

Supersession: These instructions supersede previous Billing Instructions for Time-and-Materials/Labor-Hour Type Contracts.

**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. 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 Federal Acquisition Regulation (FAR) 52.232-23 Assignment of Claims, 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 FAR 52.232-33 Payment by Electronic Funds Transfer-System for Award Management.
- c. 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/Individuals/International-Taxpayers/Taxpayer-Identification-Numbers-\(TIN\)](http://www.irs.gov/Individuals/International-Taxpayers/Taxpayer-Identification-Numbers-(TIN))).
- 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. Labor Hours Expended. Provide a general summary description of the services performed and associated labor hours utilized during the invoice period. Specify the Contract Line Item Number (CLIN) or SubCLIN, as applicable, and information pertaining to the contract's labor categories/positions, and corresponding authorized hours.
- j. Property. For contractor acquired property, list each item with an initial acquisition cost of \$50,000 or more and provide: (1) an item description, (2) manufacturer, (3) model number, (4) serial number, (5) acquisition cost, (6) date of purchase, and (7) a copy of the purchasing document.
- 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 (Burdened) Labor. This consists of salaries and wages paid (or accrued) for direct performance of the contract itemized, including a burden (or load) for indirect costs (i.e., fringe, overhead, General and Administrative, as applicable), and profit component, as follows:

| <u>Labor Category</u> | <u>Hours Billed</u> | <u>Burdened Hourly Rate</u> | <u>Total</u> | <u>Cumulative Hours Billed</u> |
|-----------------------|---------------------|-----------------------------|--------------|--------------------------------|
|-----------------------|---------------------|-----------------------------|--------------|--------------------------------|

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

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

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

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

in the original contract).

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

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

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

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

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

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

r. Grand Totals.

3. Sample Invoice/Voucher Information

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

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

| | | <u>Amount Billed</u> | |
|------------|---|-----------------------|-------------------|
| | | <u>Current Period</u> | <u>Cumulative</u> |
| (a) | <u>Direct Costs</u> | | |
| (1) | Direct burdened labor | \$ _____ | \$ _____ |
| (2) | Government property (\$50,000 or more) | \$ _____ | \$ _____ |
| (3) | Government property, Materials, and Supplies (under \$50,000 per item) | \$ _____ | \$ _____ |
| (4) | Materials Handling Fee | \$ _____ | \$ _____ |
| (5) | Consultants Fee | \$ _____ | \$ _____ |
| (6) | Travel | \$ _____ | \$ _____ |
| (7) | Subcontracts | \$ _____ | \$ _____ |
| | Total Direct Costs: | \$ _____ | \$ _____ |
| (b) | Total Amount Billed | \$ _____ | \$ _____ |
| (c) | Adjustments (+/-) | \$ _____ | \$ _____ |
| (d) | 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 Burdened Labor - \$4,800

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

Burdened labor rates must come directly from the contract.

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

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

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

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

4) Materials Handling Fee - \$40

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

5) Consultants' Fee - \$100

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

6) Travel - \$2,640

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

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

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

7) Subcontracting - \$30,000

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

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

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

4. Definitions

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