

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES	
				1 18	
2. AMENDMENT/MODIFICATION NO. M0003		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. ZEROREQ-OCHCO-16-0040	
6. ISSUED BY US NRC - HQ ACQUISITION MANAGEMENT DIVISION MAIL STOP 3WFN-05-C64MP ATTN FATIMA SHULER 301-415-7044 WASHINGTON DC 20555-0001		CODE NRCHQ		5. PROJECT NO. (If applicable)	
		7. ADMINISTERED BY (If other than Item 6) US NRC - HQ ACQUISITION MANAGEMENT DIVISION MAIL STOP 3WFN-05-C64MP WASHINGTON DC 20555-0001		CODE NRCHQ	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) INNOFACE SYSTEMS INC 1654 CROFTON BLVD STE 17 CROFTON MD 211141304		(X)		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
		X		10A. MODIFICATION OF CONTRACT/ORDER NO. NRC-HQ-13-C-38-0065	
				10B. DATED (SEE ITEM 13) 09/27/2013	
CODE 189418721		FACILITY CODE			

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.  
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)  
2013-X0200-FEEBASED-84-84D003-51-N-192-T8466-252A Net Decrease: -\$14,690.94

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) 52.243-1 Changes-Fixed-Price

E. IMPORTANT: Contractor ☐ is not. ☒ is required to sign this document and return 1 copies to the issuing office.

**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

NRC-HQ-13-C-38-0065

The purpose of this modification is to: 1.) Revise Section B.1 Price/Cost Schedule; 2.) Reduce the total contract obligated and ceiling amounts from \$121,800.78 to \$107,109.84; and 3.) Change the COR from Leslie Donaldson to Danielle Hernandez.

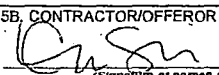
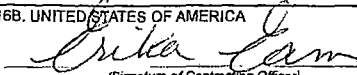
Please see continuation pages for detailed changes.

Total Obligated Amount: \$107,109.84 (changed)

Total Contract Ceiling: \$107,109.84 (changed)

Period of Performance: 09/30/2013 through 09/29/2018 (unchanged)

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		ERIKA EAM	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED 3/17/16	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED 3/18/2016

NSN 7540-01-152-8070  
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)  
Prescribed by GSA  
FAR (48 CFR) 53.243

TEMPLATE - ADMIN

SUNSI REVIEW COMPLETE

APR - 7 2016

ADMIN02

Accordingly, the following specific changes are to be made to the contract:

- 1.) Standard Form (SF) 1449, Block 26, TOTAL AWARD AMOUNT, delete in its entirety and replace with the following:

"\$107,109.84"

- 2.) Section B.1 Price/Cost, shall be deleted in its entirety and replaced with the following:

Item No.	Description	Quantity	Unit	Unit Price	Amount
CLIN 0001	Crestron TMPC-8X-GA 8.4 Wifi Touch Panel		Each		
CLIN 0002	Crestron TMPC-8X-DS Docking Station		Each		
CLIN 0003	Linksys WRTG Wireless Router		Each		
CLIN 0004	Crestron DMPS-100-C Switchers		Each		
CLIN 0005	Sewell HMDI/ HMDI Extenders		Each		
CLIN 0006	Misc. Cables and Wires		Each		
CLIN 0007	Shure SLX14/85 Wireless Microphone System		Each		
CLIN 0008	Crown 280A External Amplifier for Speakers		Each		
CLIN 0009	Video Furniture PB 6 outlet power bar		Each		
CLIN 0010	Da-Lite 76421C Lectern LEX ADJ 42"		Each		
CLIN 0011	Da-Lite 98287 Plate Connector 6 Plug-in		Each		
CLIN 0012	Da-Lite 98274 Connector Snap-In RJ45 CAT5		Each		
CLIN 0013	Da-Lite 98291 Cable HD-15 (VGA) Male/Female		Each		
CLIN0014	Da-Lite 40952 HDMI and USB Cables with 10" Cables		Each		
CLIN 0015	Da-Lite 5405 6Outlet Electrical w/Surge		Each		
CLIN 0016	Middle Atlantic STSR-2-15 Rack Mount Frames for Mounting Gear in		Each		
CLIN 0017	Labor and on-site training		Each		
CLIN 0018	G&A/Freight		Lot		
CLIN 0019	Preventative maintenance /service agreement/ Base Year Period of Performance 09/30/2013 to 09/29/2014		Year		

CLIN 0020	Preventative maintenance /service agreement/ Option Year 1 Period of Performance 09/30/2014 to 09/29/2015		Year	
CLIN 0021	Preventative maintenance /service agreement/ Option Year 2 Period of Performance 09/30/2015 to 09/29/2016		Year	
CLIN 0022	Preventative maintenance /service agreement/ Option Year 3 Period of Performance 09/30/2016 to 09/29/2017		Year	
CLIN 0023	Preventative maintenance /service agreement/ Option Year 4 Period of Performance 09/30/2017 to 09/29/2018		Year	
CLIN 0024	Purchase of additional equipment of as of Mod 2; Casters for PC units; wireless keyboard/mouse combost		Lot	
CLIN 0025	Lexington 32' Lecterns		each	
CLIN 0026	Credenza style racks		each	
CLIN 0027	LCD Mounts		each	
GRAND TOTAL:				\$107,109.84"

3.) Section C.7, 2052.215-71 Project Officer Authority (NOV 2006), paragraph (a), shall be deleted in its entirety and replaced with the following:

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

Name: Danielle Hernandez

Email: [Danielle.Hernandez@nrc.gov](mailto:Danielle.Hernandez@nrc.gov)

Telephone number : 301-287-0586"

- 4.) Section D, Attachment 1 of the award shall be deleted in its entirety and replaced with the following:

**"ATTACHMENT I**

**STATEMENT OF WORK  
FOR  
CLASSROOM MULTIMEDIA LECTERNS FOR  
Professional Development Center (PDC) Classrooms**

**1.0 PURPOSE**

The Office of the Chief Human Capital Officer (OCHCO) for Human Resources Training and Development (HRTD), requires that classroom multimedia lecterns be designed and installed at the US Nuclear Regulatory Commission's (NRC's) Professional Development Center (PDC) in Rockville, Maryland.

**2.0 BACKGROUND**

The NRC provides training to its staff members at its Professional Development Center located in Rockville, MD. This training consists of classroom and computer courses. To support this training, the PDC has five (5) classrooms, two (2) multimedia rooms and two (2) computer labs. The multimedia rooms are primarily used to hold meetings.

Of the PDC classrooms and computer labs, all of them are currently equipped with multimedia equipment, including multimedia lecterns, for use in classroom presentations. Only one multimedia classroom (of the two existing ones) has a multimedia lectern.

**3.0 OBJECTIVE**

The objective of this procurement is to provide: 1.) Replacement multimedia lecterns for five (5) existing classrooms at the PDC to improve the classroom presentation capabilities for use in PDC courses. All of them are requested to be identical; 2.) Preventative maintenance; and 3.) On-site training.

**4.0 STATEMENT OF WORK**

**4.1 GENERAL APPROACH AND REQUIREMENTS**

The following are summary statements of the tasks and requirements of this project. Detailed requirements for the classroom multimedia lecterns to be provided are delineated in section 4.2, Classroom Multimedia Lectern Requirements.

1. The Contractor shall provide and install the classroom multimedia lecterns at the following NRC location:

US NRC Professional Development Center  
Three White Flint North  
11601 Landsdown Street, Suite 200  
North Bethesda, MD 20852

2. The NRC will supply the Presentation PC to be installed in the multimedia lectern in each of the five classrooms.

3. The NRC will supply the five (5) projectors needed to meet the requirements specified in section 4.2. These projectors are EIKI, Model LC-XL100.

#### 4.2 Classroom Multimedia Lectern Requirements

1. Each of the five (5) classrooms shall be equipped with a lectern capable of holding the following equipment:
  - a. DVD Player
  - b. Wireless Microphone System
  - c. External Speaker Amplifier
  - d. One 15 - 19-inch (range) (diagonal) color LCD panel
2. Each lectern shall be equipped with laptop/computer connections capable of supporting, at minimum, a Super VGA connection; DVI and USB connections; an audio connection; and an electrical connection.
3. Each lectern shall be equipped with a surface-mounted microphone, the audio signal from which shall be routed to the classroom's external speaker system. The audio signal volume shall be controlled from the government-provided LCD panel.
4. The lecterns shall have a retractable keyboard platform (or drawer) wide enough to hold both the Presentation PC keyboard and mouse, plus additional storage space for files, etc. Lectern shall also have one (1) each pull-out or flip-up shelf on either side.
5. The LCD panels and the LCD touch panel shall be physically configured in and/or on the lectern so a flat surface is available for placement of papers and references and so that the user's view of the classroom will not be impeded.
6. The lecterns shall be designed to allow easy access for equipment maintenance.

7. Each lectern shall be configured with the following minimum equipment:
  - a. DVD Player (NRC will provide)
  - b. Wireless microphone and amplifier
  - c. Amplifier for external speakers
  - d. Laptop port capable of supporting Super VGA, DVI and USB connections
  - e. Color, active matrix LCD touch panel monitor (NRC will provide)
8. The lectern width should be no more than 32" wide (excluding any provided fold-down side shelves). The lectern height at the front (where the user stands) should be between 38-48" – adjustable; the back of the lectern height should be between 35-42" – adjustable. It is important that the lecterns height be adjustable so as to accommodate Section 508 requirements. The top may slant upwards from front to back, but should be no higher than 48" at the back.
9. The NRC will supply the Presentation PC for use with each lectern. This PC will use Windows 7 Enterprise as its operating system.

The lectern shall be equipped as necessary with a controlled system to allow remote operation of the following equipment:

  - a. Motorized screen
  - b. Up to six (6) banks of lights, up to four (4) of which will be dimmable
10. Installation and integration of the lecterns with the classroom projectors, the external speaker system, and the auxiliary displays shall be included, as well as training in the operation of the lectern and its components.
11. The multimedia lectern color choice available to the NRC should coordinate with student desks in each classroom – light maple. Therefore, the required color of the lectern(s) needs to be light maple.

#### Task 4.3 – CUSTOMER SUPPORT

The Contractor shall provide customer support for a period of six months following installation to ensure the equipment functions as required. This support shall include routine preventative maintenance recommended by equipment manufacturers, such as projector filter cleaning; response to questions regarding component operation; installation of any applicable software updates; and problem troubleshooting and repairs.

#### Task 4.4 – TRAINING

The Contractor shall provide training for, at a minimum, three to five NRC personnel at the PDC on how to energize, connect, and operate all equipment; how to perform maintenance and troubleshoot

equipment malfunctions; and how to use the operations support documentation provided with the equipment. The Contractor shall provide 16 hours of training to NRC personnel.

#### Task 4.5 – CUSTOMER SUPPORT/MAINTENANCE

The Contractor shall provide an option for supplying customer support for each of four option years to the contract.

The Contractor shall provide maintenance for, four (4) years at the rate provided in the maintenance agreement of \$6,820.00 per year, which includes customer support and service and repair of the equipment provided at the time of installation.

This support shall include any routine preventative maintenance recommended by equipment manufacturers, such as projector filter cleaning; response to questions regarding component operation; installation of any applicable software updates; and problem troubleshooting and repairs.

### 5.0 CONTRACTOR RESPONSIBILITIES

1. The Contractor shall identify a COR to serve as the point of contact with the NRC Contracting Officer Representative (COR).
2. The Contractor shall approach this project, to the maximum extent possible, as a turn-key project, meaning that NRC staff will provide minimum assistance.
3. The Contractor shall provide all necessary materials, equipment, and supplies for this work including all miscellaneous equipment as necessary to support the requirements stated in this statement of work, such as cables, connectors, microphones, control equipment, switches, etc.
4. The NRC will supply the necessary power outlets in the walls, ceiling, and/or floor of each classroom to meet the requirements specified by the vendor. The NRC will arrange for the installation of any additional electrical outlets and/or circuits needed to meet those requirements.
5. The Contractor shall install all equipment and associated cables purchased under this procurement and any equipment identified as being provided by the NRC in the PDC classrooms.
6. The Contractor shall conduct testing of the installed equipment to ensure its operability. The testing shall be documented. The results of the testing shall be approved by the NRC COR and final system acceptance by the NRC COR shall be contingent upon demonstration of full compliance with the requirements of this SOW.

7. The Contractor shall provide the manufacturer's warranty and documentation for all equipment provided under this procurement.
8. The NRC reserves the right to upgrade the technical standards for the equipment in light of any new breakthroughs in equipment designs that are deemed as technological updates or advances and that represent benefit to the NRC. At the option of the NRC, the Contractor can propose upgraded equipment if so identified.
9. In the event that Contractor is not able to provide the products proposed, the Contractor shall make available to the NRC, at the prices and in the quantities specified in their proposal, substitute products which shall have the functional capabilities of the products originally provided and which shall meet or exceed the original products' stated performance characteristics.
10. The Contractor shall be responsible for disposing of any empty equipment boxes and/or debris resulting from the installation of the multimedia lecterns.
11. The Contractor shall ensure that all its employees, including any subcontractor employees, who are assigned to perform the work described herein are approved by the NRC for building access.
12. The NRC shall have and exercise full and complete control over granting, denying, withholding, or terminating building access approvals for individuals performing work under this proposal. In the event that the NRC is unable to grant temporary building access approval to any individual performing work under this proposal, the Contractor is responsible for assigning another individual to perform the necessary function without any delay in the schedule, or without adverse impact to any other terms or conditions of the proposal.
13. Any new technology that will upgrade the minimum equipment shall be considered if the Contractor submits a proposal outlining the upgrades to be made. Included in this proposal shall be pricing data (i.e., current published commercial price list) and any other technical information. The NRC shall have the unilateral right to modify the proposal to provide for ordering of new technology. The criterion for acceptance of the new technology proposal is as follows:
  - a. It must satisfy all original mandatory requirements in the technical specifications of this proposal;
  - b. It must satisfy all of the same test requirements as the original product; and
  - c. The price for the advanced technology must be reasonable, i.e., it must reflect the replacement of current technology with new technology and be in compliance with the pricing discounts.



**DELIVERABLES**Required Equipment/Services

1. Five (5) multimedia lecterns, each equipped with the following: a DVD player (space for DVD player – NRC to provide DVD player); a wireless microphone system; an external speaker amplifier; and one 15 -19-inch color LCD panel (space for the LCD panel; NRC to provide LCD panel).
2. All cables; power supplies, connectors and other items necessary for the installation of all of the above equipment.
3. Installation and integration of all of the above equipment in each classroom.
4. Training on the function, operation and usage of all equipment (section 4.3).
5. Customer support for a period of 6-months after installation (section 4.2).
6. Preventative Maintenance.

Installation Schedule

- The first room will take approximately 3-4 days to complete, each room done thereafter will take 2-3 days to complete.
- This work can be done in the evenings or during normal business hours at no additional cost to the NRC.
- NRC is to provide all working room PC's, preferably with HDMI or DVI Digital video outputs to maximize the video quality of each system.
- NRC is to provide Innoface with the desired NRC logo to be used on the newly installed Crestron touch panels.
- Innoface will include password protection of the touch panel so the systems cannot be operated unless the password is entered.

- 5.) In addition, the following Attachment 3, Billing Instructions for Cost Reimbursement Type Contracts, shall be incorporated into the contract for CLIN 0024, as follows:



## INVOICE FORMAT FOR COST-REIMBURSEMENT CONTRACTS

Version Control Date: July 6, 2015

### ATTACHMENT 3

#### BILLING INSTRUCTIONS FOR COST-REIMBURSEMENT TYPE CONTRACTS (JUL 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 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](mailto: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 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 (MAY 2013).

**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 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. Final invoices must include the name of the NRC Contracting Officer's Representative (COR) and Contracting Officer.
- p. 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.

q. **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.

r. **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).

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

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

u. **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)	<b><u>Direct Costs</u></b>	<b><u>Amount Billed</u></b>	
		<b><u>Current Period</u></b>	<b><u>Cumulative</u></b>
(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)	<b>Total Amount Billed</b>	<b>\$ _____</b>	<b>\$ _____</b>

(e)	<b>Adjustments (+/-)</b>	\$ _____	\$ _____
(f)	<b>Grand Total</b>	\$ _____	\$ _____

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

### **SAMPLE SUPPORTING INFORMATION**

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

#### **Cost Elements:**

1) Direct 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	= <u>\$20,000</u>
	\$30,000

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

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	\$166,802

**All other terms and conditions remain the same.**