

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

33

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

1. DATE OF ORDER 05/09/2016		2. CONTRACT NO. (If any) NRC-HQ-50-14-E-0001		6. SHIP TO:	
3. ORDER NO. NRC-HQ-20-16-T-0003		4. REQUISITION/REFERENCE NO. NRR-16-0128		a. NAME OF CONSIGNEE US NUCLEAR REGULATORY COMMISSION-	
5. ISSUING OFFICE (Address correspondence to) US NRC - HQ ACQUISITION MANAGEMENT DIVISION MAIL STOP TWFN-5E03 WASHINGTON DC 20555-0001				b. STREET ADDRESS MAIL PROCESSING CENTER 4930 BOILING BROOK PARKWAY	
				c. CITY ROCKVILLE	d. STATE MD
				e. ZIP CODE 20852	
7. TO:				f. SHIP VIA	
a. NAME OF CONTRACTOR S W R I				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE	
c. STREET ADDRESS 6220 CULEBRA RD				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 SAN ANTONIO				e. STATE TX	f. ZIP CODE 782385166
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OFFICE OF NUCLEAR MATERIAL	
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					12. F.O.B. POINT
13. PLACE OF		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	

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 Contractor shall provide services in accordance with the Statement of Work entitled "Technical Assistance with the Production of the Final Guidance Documents for Subsequent License Renewal." Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	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						
	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		\$581,801.00		17(i) GRAND TOTAL

22. UNITED STATES OF

AMERICA BY (Signature)

05/09/2016

Monique B. Williams

23. NAME (Typed)

MONIQUE B. WILLIAMS

TITLE: CONTRACTING/ORDERING OFFICER

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

TEMPLATE - ADM001

SUNSI REVIEW COMPLETE

MAY 19 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

CONTRACT NO.

05/09/2016

NRC-HQ-50-14-E-0001

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>NRC Contracting Officer's Representative (COR): Bennett Brady 301-415-2981 Bennett.brady@nrc.gov</p> <p>Total Obligated Amount: \$100,000.00 Base and Exercised Options: \$581,801.00 Base and All Options: \$581,801.00 Period of Performance: May 11, 2016 - September 30, 2017 Accounting Info: 2016-X0200-FEEBASED-20-20D004-11-4-148-1060- 252A</p>					

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

\$0.00

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OPTIONAL FORM 348 (Rev. 4/2006)

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

SECTION B - Supplies or Services/Prices

NRCB010 BRIEF PROJECT TITLE AND WORK DESCRIPTION

(a) The title of this project is: "Technical Assistance with the Production of the Final Guidance Documents for Subsequent License Renewal."

(b) Summary work description: *The objective of this task order is to obtain expert technical assistance with the production of the final GALL-SLR Report and the SRP-SLR, and to develop and produce another report entitled, "Disposition of Public Comments and Technical Bases for the Subsequent License Renewal Guidance Documents," referred to here as the "Technical Bases NUREG." The contractor is to develop the documents to be consistent with the license renewal review processes and with the license renewal rule (10 CFR Part 54).*

(End of Clause)

PRICE/COST SCHEDULE

BASE PERIOD – April 25, 2016 through September 30, 2017				
CLIN NO.	DESCRIPTION OF SUPPLIES/SERVICES	ESTIMATED COST	FIXED FEE	TOTAL CPFF
00001	Technical Assistance with the Production of the Final Guidance Documents for Subsequent License Renewal			
Total				\$581,801.00

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

(a) The total estimated cost to the Government for full performance of this contract is **\$581,801.00** of which the sum of [REDACTED] 00 represents the estimated reimbursable costs, and of which [REDACTED] represents the fixed-fee.

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

(c) The amount currently obligated by the Government with respect to this contract is [REDACTED] of which the sum of [REDACTED] represents the estimated reimbursable costs, and of which \$ [REDACTED] represents the fixed-fee.

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

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

(End of Clause)

CONTRACTOR ACCEPTANCE OF TASK ORDER NRC-HQ-20-14-T-0003

Acceptance of Task Order No: NRC-HQ-20-16-T-0003 should be made by having an official, authorized to bind your organization, execute two copies of this document in the space provided and return one copy to the Contracting Officer. You should retain the other copy for your records.

Accepted Task Order No. NRC-HQ-20-16-T-0003:



Name R. B. Kalmbach

Executive Director, Contracts
Title

May 5, 2016
Date

SECTION C - Description/Specifications

Statement of Work

Title: Technical Assistance with the Production of the Final Guidance Documents for Subsequent License Renewal

Docket No.: NRC-2015-0251

TAC Numbers: TM3021, Non-Fee Billable

Contracting Officer's Representative (COR): Bennett Brady, (301) 415-2981;
Bennett.Brady@nrc.gov

Alternate COR: Albert Wong, (301) 415-3081; Albert.Wong@nrc.gov

1. BACKGROUND

The Atomic Energy Action of 1954 and U.S. Nuclear Regulatory Commission (NRC) regulations limit commercial power reactor licenses to an initial 40 years but also permit such licenses to be renewed. This original 40-year term for reactor licenses was based on economic and antitrust considerations—not on technical limitations. Due to this selected period, however, some structures and components may have been engineered on the basis of an expected 40-year service life.

The Office of Nuclear Reactor Regulation (NRR), Division of License Renewal (DLR), has established a timely reactor license renewal process and clear requirements, codified in Title 10 of the *Code of Federal Regulations* (10 CFR) Part 54, "Requirements for Renewal of Operating Licenses for Nuclear Power Plants," that are needed to assure safe plant operation for extended plant life of an additional 20 years. As of March 1, 2016, the DLR staff has renewed licenses for 83 nuclear power reactors.

The provisions of 10 CFR Part 54 do not preclude subsequent license renewal beyond the initial renewal. The earliest that a reactor licensee can submit a license renewal application is 20 years prior to the expiration of its current license; therefore, a licensee is eligible to apply for subsequent license renewal once it enters the period of extended operation (i.e., exceeds 40 years of operation). Based on public meetings with the Nuclear Energy Institute (NEI), licensees are considering submitting applications for a subsequent license renewal period (i.e., 60 to 80 years of operation), possibly in 2018 or 2019. To provide a timely review process for subsequent license renewal applications, the NRC is seeking technical assistance in developing and producing technical guidance on acceptable aging management programs and activities and the review of applications for subsequent license renewal (i.e., operation beyond 60 years). The Center for Nuclear Waste Regulatory Analyses (CNWRA) has assisted the NRC in meetings of Subsequent License Renewal (SLR) Expert Panels reviewing the first license renewal guidance documents, Generic Aging Lessons Learned (GALL) Report, Rev. 2 and Standard Review Plan for Review of License Renewal Applications for Nuclear Power Plants (SRP-LR), Rev 2, in capturing and cataloguing issues and comments that need to be considered for subsequent license renewal; in producing tools to track issues, their resolution, and the technical basis for changes; and in producing the draft guidance documents for subsequent license renewal: draft NUREG-2191, "Generic Aging Lessons Learned for Subsequent License Renewal (GALL-SLR) Report," Volumes 1 and 2, dated December 2015,

and draft NUREG-2192, "Standard Review Plan for Review of Subsequent License Renewal Applications for Nuclear Power Plants," (SRP-SLR) dated December 2015. The GALL-SLR Report identifies aging management programs (AMPs), which were determined by the NRC staff to be acceptable programs to manage the aging effects of structures, and components (SCs) in the scope of license renewal, as required by 10 CFR Part 54, during the subsequent license renewal period.

Under a previous contract, CNWRA developed a database, referred to as the Technical Issues Database, for capturing all the issues, recommendations, and concerns for the safe operation of nuclear power plants, in particular, for recommendations for managing aging of equipment in the scope of license renewal. These recommendations came from many sources including operating experience, AMP Effectiveness Audits, review of foreign periodic safety reviews, and recommendations from the nuclear power industry. The database was also capable of relating proposed changes to the sections of the NRC license renewal guidance documents (GALL Report, Rev 2, and SRP-LR, Rev 2) that would be modified and to the technical basis for the proposed change or modification. The database tracked the actions on these recommendations and was used to produce the text in the draft GALL-SLR Report and SRP-SLR. CNWRA also produced a Microsoft Excel spreadsheet that contains all the proposed changes to the tables in the GALL Report, Rev 2, and SRP, Rev 2 known as the Production Tool. This spreadsheet was used for the production of the tables in the draft GALL-SLR Report and SRP-SLR.

The draft GALL-SLR Report and SRP-SLR were published for public comment on December 15 and 16, 2015, respectively. The public comment period will end on February 29, 2016. The final versions of these documents are to be published by mid-2017. Under this new task order, the contractor will also assist the NRC staff in developing a third document providing the technical bases for all changes to the documents and the response to public comments on the draft documents. This document will be published with the final guidance documents.

2. OBJECTIVE

The objective of this task order is to obtain expert technical assistance with the production of the final GALL-SLR Report and the SRP-SLR, and to develop and produce another report entitled, "Disposition of Public Comments and Technical Bases for the Subsequent License Renewal Guidance Documents," referred to here as the "Technical Bases NUREG." The contractor is to develop the documents to be consistent with the license renewal review processes and with the license renewal rule (10 CFR Part 54).

3. SPECIFIC TASKS

Task 1 Create Technical Comments Database

The contractor shall develop a new database, or modify the existing Technical Issues Database, to capture all of the comments received during the public comment period for the draft GALL-SLR Report and SRP-SLR. The new or modified database shall be known as the Technical Comments Database. Specifically, the database shall be capable of:

1. Relating each issue or comment to the applicable section or chapter of the draft GALL-SLR Report or SRP-SLR, the disposition of the NRC staff on the issue, and the technical basis for their resolution.

2. Containing the information on the source of the comment, the ADAMS ML number, date, name, organization of the commenter, the issue number used in the source document (if available), and the section or table of the Technical Bases NUREG where the final disposition and technical basis would be inserted.
3. Tracking the status of the comment as to whether it was accepted, rejected, or still under review.
4. Generating Microsoft Word reports that will be used by the NRC staff in the expert panel meetings for reviewing and dispositioning the comments and for adding the technical basis for the staff's disposition.

Task 2 Maintain Technical Comments Database and the Production Tool

A large number of comments were provided by NEI on proposed changes to NRC license renewal guidance documents (GALL Report, Rev 2) and SRP-LR, Rev 2) early in this project. These comments were reviewed and dispositioned by NRC SLR Expert Panels. The contractor shall ensure that these comments previously provided by the NRC COR are captured in the Technical Comments Database along with the status of the disposition and the technical basis for the acceptance or rejection that will be provided by the NRC SLR Expert Panel Leads. The contractor shall also continue to capture all public comments on the draft GALL-SLR Report or SRP-SLR forwarded by the COR during the public comment period in the Technical Comments Database and the Production Tool.

Task 3 Assistance for NRC Expert Panel Meetings

The contractor shall provide reports from the Technical Comments Database for use by SLR Expert Panel Leads in their respective Expert Panel Meetings. The reports shall contain all the comments that are specific to each expert SLR Expert Panel and include all information requested by the COR. The reports shall provide space for input on the proposed resolution of the issue and the technical basis for the resolution.

As required by the NRC COR, the contractor shall assist in SLR Expert Panel Meetings proposing changes to the tables in the GALL-SLR Report and SRP-SLR using the GoToMeeting software and shall capture the SLR Expert Panel's disposition and justification in the Production Tool.

Task 4 Incorporate Text Changes in Response to Comments in Preparation of Final Subsequent License Renewal Guidance Documents

The NRC COR and SLR Expert Panel Leads will provide the contractor with redline/strikeout material for each section of the draft GALL-SLR Report and draft SRP-SLR that are modified during the review of public comments, as well as sections of the future Technical Bases NUREG, in Microsoft Word or Excel format.

The contractor shall capture in the Technical Comments Database the proposed changes for each comment accepted by the NRC COR and SLR Expert Panel Leads that were determined to require a change to the draft GALL-SLR Report and draft SRP-SLR, including information on the Technical Bases NUREG. Changes in the GALL-SLR Report and SRP-SLR tables shall be developed using the Production Tool when applicable, and consist of a clear markup of deleted information, additional information, or modifications to the draft GALL-SLR Report, draft SRP-SLR, as well as information for the Technical Bases NUREG as necessary to address the comment. The contractor will maintain the master Word and Excel files for these documents

and ensure version control.

Task 5 Support Review and Concurrence Process for Final GALL-SLR Report and Final SRP-SLR

Before publication of the final GALL-SLR Report and SRP-SLR, also known as subsequent license renewal guidance documents (SLRGDs), the documents will go through several reviews as part of the NRC concurrence process. These reviews must be performed in a sequence and will require updating of the SLRGDs after each review to incorporate any approved changes. First, the NRC SLR Expert Panel Leads will perform a quality assurance (QA) review of the documents. As required by the NRC COR, the contractor shall attend GoToMeetings with the NRC staff during this review. The QA reviewed documents will then go through a review and concurrence by the NRC Division Directors whose staff participated on the NRC SLR Expert Panels. Following the Division Directors' concurrence, the final guidance documents will go to the Office of the General Council (OGC) for a legal review. After OGC's review and concurrence (i.e., statement of no legal objection), the final SLRGDs will be submitted to NRC Advisory Committee on Reactor Safeguards (ACRS). After receipt of the ACRS' letter containing details of the ACRS review, the final SLRGDs will be revised to respond to any ACRS comments and will be submitted to NRC's Office of Administration (ADM) for review for conformance to NRC standards for publication.

The contractor shall perform a technical editorial review of the final GALL-SLR Report and SRP-SLR to ensure the document is complete and meets the NRC publication requirements, including NRC publication requirements for a NUREG-series report 1) before the documents are put in the concurrence process and 2) again before being submitted to ADM for final review. The contractor shall prepare updated versions of the GALL-SLR Report, and SRP-SLR, to address all comments from the following activities, in a tracked-changes format, for NRC COR review and approval following review and edits from the following activities:

- a) NRC SLR Expert Panel Leads QA review
- b) Review and concurrence by NRC Division Directors
- c) Legal review by the OGC
- d) Letter from the ACRS
- e) Review for publication as an NRC NUREG by ADM

Task 6 Produce NUREG-XXXX, "Disposition of Public Comments and Technical Bases for the Subsequent License Renewal Guidance Documents"

The contractor shall develop a draft NUREG-XXXX, "Disposition of Public Comments and Technical Bases for the Subsequent License Renewal Guidance Documents" using the NUREG-1950, "Disposition of Public Comments, and Technical Bases for Changes in the License Renewal Guidance Documents NUREG-1801 and NUREG -1800," as a template for this document and using input provided by the NRC COR and SLR Expert Panel Leads to produce and organize data, tables, and text.

The contractor shall perform a technical editorial review of the draft Technical Bases NUREG to ensure that it meets the NRC publication requirements for a NUREG-series report 1) before the document is put in the concurrence process and 2) again before being submitted to ADM for final review.

The contractor shall prepare updated versions of the Technical Bases NUREG, to address all comments from the following activities as described in Task 5, in a tracked-changes format, for NRC COR review and approval:

- a) NRC SLR Panel Leads QA review
- b) Review and concurrence by NRC Division Directors
- c) Legal review by the OGC
- d) Review for publication as an NRC NUREG by ADM

The contractor shall produce the Final Technical Bases NUREG in camera-ready NUREG format for NRC COR review and approval.

Task 7 Produce Final NUREG-2191 "Generic Aging Lessons Learned Report for Subsequent License Renewal" and Final NUREG-2192, "Standard Review Plan for Review of Applications for Subsequent License Renewal for Nuclear Power Plants"

The contractor shall produce the final NUREG-2191, "Generic Aging Lessons Learned Report for Subsequent License Renewal (GALL-SLR) Report" and final NUREG-2192 "Standard Review Plan for Review of Subsequent License Renewal Applications for Nuclear Power Plants" in camera-ready NUREG format for NRC COR review and approval.

The contractor shall submit a modified version of the Production Tool, known as the SLR GALL SRP Master, modified to remove any pre-decisional information and thus suitable for public distribution.

Task 8 Other Related Technical Assistance

As required by the COR, the contractor shall participate in program planning meetings with the COR and other NRC staff, and/or public meetings related to the SLRGDs. The meetings are expected to last up to three days duration each plus two days for travel and may include one contractor staff member.

4. APPLICABLE DOCUMENTS AND STANDARDS

The following regulations and guidance are applicable to this task order and can be found at <http://www.nrc.gov/reading-rm/doc-collections> unless other noted.

- NUREG-0650, "Preparing NUREG-series Publications," Revision 2
- NUREG-1379, "NRC Editorial Style Guide," Revision 2
- NUREG-0544, "NRC Collection of Abbreviations," Revision 4
- The latest edition of the U.S. Government Printing Office Style Manual, <https://www.gpo.gov/fdsys/pkg/GPO-STYLEMANUAL-2008/pdf/GPO-STYLEMANUAL-2008.pdf>
- The NRC's plain language guidelines <http://www.nrc.gov/public-involve/open/plain-writing/nrc-philosophy.html>
- Management Directive 3.7, NUREG Series Publications

5. DELIVERABLES AND DELIVERY SCHEDULE

Deliverable Schedule

The contractor shall submit the below deliverables to the NRC COR. Deliverables shall be submitted electronically unless stated otherwise below.

Task No.	Description	Quantity/Media	*Date Completed
1	Technical Comments Database	Access database on CD-ROM or NRC/CNWRA shared drive	04/01/16
2	NEI comments on GALL Report, Revision 2 and SRP-LR, Revision 2 entered in Technical Comments Database	Access database accessible on the CNWRA shared drive	04/01/16 or as agreed with the NRC COR
2	Comments on Draft GALL-SLR Report and SRP-SLR from public comments period entered in the Technical Comments Database and Production Tool	Access database accessible on the CNWRA shared drive Excel Spreadsheet	04/15/16 or as agreed with the NRC COR
3	Reports for use in expert panels as requested by the COR	Word format	04/15/16 or as agreed with the NRC COR
3	Disposition of Expert Panel accepted public comments on entered in the Production Tool	Excel Spreadsheet	07/29/16 or as agreed with the NRC COR
4	Technical Comments Database and Production Tool updated to reflect changes to the draft GALL-SLR Report and SRP-SLR and information for the Technical Basis NUREG	Access database accessible on the CNWRA shared drive Excel Spreadsheet	07/29/16 or as agreed with the NRC COR
5	First version of final GALL-SLR Report and, SRP-SLR	Word format	08/19/16 or as agreed with the NRC COR
6	First version of Technical Bases NUREG	Word format	09/30/16 or as agreed with the NRC COR
5	Second version of Final GALL-SLR Report and SRP-SLR, following NRC staff QA review for concurrence review	Word format	10/31/16 or as agreed with the NRC COR
6	Second version of Technical Bases NUREG following NRC staff QA review for concurrence review	Word format	12/2/16 or as agreed with the NRC COR
5	Third version of Final GALL-SLR Report and SRP-SLR, for OGC legal review	Word format	12/16/16 or as agreed with the NRC COR
6	Third version of Technical Bases NUREG, for OGC legal review	Word format	2/17/17 or as agreed with the NRC COR
5	Fourth version of final GALL-SLR Report and SRP-SLR, for ACRS meeting	Word format	2/1/17 or as agreed with the NRC COR
5 and 6	Updates of GALL-SLR Report, SRP-SLR, and Technical Bases NUREG for ADM review	Word format and PDF	5/17 or as agreed with the NRC COR
6 and 7	Final GALL-SLR Report SRP-SLR, and Technical Bases NUREG for publication	Word format and PDF Electronic Submission and on CD-ROM	7/17

Task No.	Description	Quantity/Media	*Date Completed
7	SLR GALL SRP Master	Excel format Electronic Submission and on CD-ROM	7/17
ALL	Monthly Letter Status Report Sections F.3 and F.4 of the base contract	Word	NLT than 20 th day of the following month

*Deliverable due dates are based upon the current NRC schedule for issuance of the SLRGDs. As directed by the COR, deliverable due that dates may be revised as a result of changes to the NRC schedule.

6. REQUIRED LABOR CATEGORIES (Except for Information Technology Services)

The following labor categories are required for successful performance of the work hereunder:

- **Project Manager**

The contractor shall provide a project manager to oversee the efforts of the contractor personnel and to ensure timely delivery of high quality deliverables. This effort will require a project manager and technical staff with experience in the technical issues addressed in draft GALL-SLR Report and SRP-SLR, and administrative support staff to assist with routine editing and formatting. As a result of strict adherence to schedule requirements at certain points in the project, the contractor should plan for overtime considerations for non-exempt administrative support staff. The project manager and contractor subject matter experts shall be experienced in license renewal and have participated in the development of the draft SLRGDs. The project manager or one of the technical staff shall be experienced with advanced features of Microsoft Access and Excel (including automating applications via macros and visual basic, and on automated conversion of Excel tables into Microsoft Word text). The project manager or at least one of the technical staff shall be experienced with advanced features of Microsoft Word and writing lengthy NUREG-quality reports meeting NRC NUREG publication standards.

7. GOVERNMENT-FURNISHED PROPERTY

There is no government furnished property required for the performance of this task order.

The NRC COR will forward to the contractor all public comments on the draft GALL-SLR Report and SRP-SLR received during the public comment period.

The NRC COR and SLR Panel Leads will provide the contractor with redline/strikeout material for each section of the draft GALL-SLR Report and draft SRP-SLR that are modified during the review of public comments as well as sections of the future Technical Bases NUREG in Microsoft Word or Excel format.

8. PERIOD OF PERFORMANCE

The period of performance of this task order is estimated to be date of task order award through September 30, 2017.

9. PLACE OF PERFORMANCE

The work to be performed under this task order shall be performed at the contractor's site at the Center for Nuclear Waste Regulatory Analyses, 6220 Culebra Road, San Antonio, Texas, 78238-5166, except for travel as described in Section 11.0 of this statement of work.

10. SPECIAL CONSIDERATIONS

TRAVEL

All travel conducted pursuant to this task order shall be in accordance with Federal Travel Regulations. All travel requires prior written approval from the COR. At the discretion of the COR, meetings may be conducted via telephone, video conference, or at the contractor site.

The following travel may be required to support program planning meetings and/or public meetings on the SLRGDs.

Fiscal Year 16

Two, 1-person 3-day meetings, at NRC Headquarters in Rockville, Maryland

Fiscal Year 2017

Two, 1-person 3-day meetings, at NRC Headquarters, Rockville, Maryland

SECURITY

The work on this contract is anticipated to be UNCLASSIFIED. Proprietary information or other Sensitive Unclassified Non-Safeguards Information (SUNSI) may be required to complete the work.

Guidance for Preparing Requests for Additional Information (RAIs)

Additional information necessary to resolve open or unresolved items identified during the review of the information associated with the LAR needs to be requested in a manner that is unambiguous, has an adequate basis, and is necessary for the safety review. RAIs should be developed using the following guidance:

1. An RAI should include the appropriate basis for requesting the information. The basis should explain why the information is needed, including how it will be used to help make a reasonable assurance finding.
2. Judgmental language should be avoided.
 - a. Questions should not make adequacy determinations.
 - b. Words like "unacceptable" or "deficient" and "deviation" should be avoided. Likewise, avoid using phrases like *"the staff will require"* since it is premature to require anything when asking questions.
3. Questions should be focused, not open-ended.
 - a. The RAI should be in the form of a question or an imperative to provide what is needed to complete the review. When the reviewer needs specific information or the underlying issue may not be apparent, the RAI should clearly identify the information requested and/or the underlying issue.
 - b. "If ... then" questions (questions that could lead to follow-on questions) should provide both parts of the question.

After the RAIs have been forwarded to the applicable NRC PM, teleconferences and/or public meetings may be held before issuing the RAIs:

- a. These discussions prevent misunderstandings of the intent of the questions.
- b. If a draft RAI is clarified or resolved before issuance, the NRC staff will prepare a documented record of the resolution (i.e., minutes of a public meeting or a teleconference summary).

After the RAIs have been issued, the licensee may request a telephone conference and/or a public meeting:

- a. The teleconferences and/or meetings provide additional clarification of the intent of the RAIs and will help the licensee prepare satisfactory responses.
- b. To ensure that the response appropriately addresses the RAI, the licensee may submit a draft response (which the NRC docket in the ADAMS) and may request a follow-up teleconference and/or meeting.

After receiving RAI response(s) from the licensee, the NRC may hold a teleconference and/or a

public meeting:

- a. The purpose of discussing a response with the licensee is to better understand the response and/or clarify areas of disagreement. If the resolution of a response relies on information not submitted to the NRC, the licensee should submit the information on the docket. The submission is not intended to be another RAI or a means to minimize the number of safety evaluation report open items, but frequently reduces the number of SER open items.
- b. If the areas of disagreement remain, the unresolved RAI becomes a safety evaluation report open item.

SECTION D - Packaging and Marking

NRCD020 BRANDING

The Contractor is required to use the statement below in any publications, presentations, articles, products, or materials funded under this contract/order, to the extent practical, in order to provide NRC with recognition for its involvement in and contribution to the project. If the work performed is funded entirely with NRC funds, then the contractor must acknowledge that information in its documentation/presentation.

Work Supported by the U.S. Nuclear Regulatory Commission (NRC), Office of Nuclear Reactor Regulation, under Contract/order number NRC-HQ-50-14-E-0001/NRC-HQ-20-16-T-0003.

(End of Clause)

NRCD010 PACKAGING AND MARKING

(a) The Contractor shall package material for shipment to the NRC in such a manner that will ensure acceptance by common carrier and safe delivery at destination. Containers and closures shall comply with the Surface Transportation Board, Uniform Freight Classification Rules, or regulations of other carriers as applicable to the mode of transportation.

(b) On the front of the package, the Contractor shall clearly identify the contract number under which the product is being provided.

(c) Additional packaging and/or marking requirements are as follows: None.

(End of Clause)

SECTION E - Inspection and Acceptance

2052.215-71 CONTRACTING OFFICER'S REPRESENTATIVE

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

Name: Bennett Brady
Address: Mail Stop: OWFN/ 11 F1
Washington, DC 20555
Telephone Number: 301-415-2981

Alternate Contracting Officer's Representative

Name: Albert Wong
Address: Mail Stop: OWFN/ 11 F1
Washington, DC 20555
Telephone Number: 301-415-3081

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(End of Clause)

SECTION F - Deliveries or Performance

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

This order shall commence on May 11, 2016 and will expire on September 30, 2017.

(End of Clause)

NRCF010 PLACE OF DELIVERY-REPORTS

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

- a. Name: Bennett Brady (1 Electronic Copy)
- b. Contracting Officer's Representative (COR)
- c. Address: Bennett.Brday@nrc.gov (1 hard copy)

- d. Name: Karla Fitz (1 Electronic Copy)
- e. Contract Specialist (CS)
- f. Address: Karla.Fitz@nrc.gov (1 hard copy)

(End of Clause)

SECTION G - Contract Administration Data

NRCG030 ELECTRONIC PAYMENT (SEP 2014)

The Debt Collection Improvement Act of 1996 requires that all payments except IRS tax refunds be made by Electronic Funds Transfer. Payment shall be made in accordance with FAR 52.232-33, entitled "Payment by Electronic Funds-Central Contractor Registration".

To receive payment, the contractor shall prepare invoices in accordance with NRC's Billing Instructions. Claims shall be submitted on the payee's letterhead, invoice, or on the Government's Standard Form 1034, "Public Voucher for Purchases and Services Other than Personal," and Standard Form 1035, "Public Voucher for Purchases Other than Personal – Continuation Sheet." The preferred method of submitting invoices is electronically to: NRCPayments@nrc.gov.

(End of Clause)

SECTION H - Special Contract Requirements

2052.215-70 KEY PERSONNEL (JAN 1993)

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

<u>Name</u>	<u>Title</u>
Lane Howard	Program Manager/ Principal Investigator

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

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

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

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

(End of Clause)

2052.215-78 TRAVEL APPROVALS AND REIMBURSEMENT (OCT 1999) - ALTERNATE I (OCT 1999)

(a) Total expenditure for travel may not exceed **\$8,858.00** without the prior approval of the contracting officer.

(b) All foreign travel must be approved in advance by the NRC on NRC Form 445, Request for Approval of Official Foreign Travel, and must be in compliance with FAR 52.247-63 Preference for U.S. Flag Air Carriers. The contractor shall submit NRC Form 445 to the NRC no later than 30 days prior to the commencement of travel.

(c) The contractor will be reimbursed only for travel costs incurred that are directly related to this contract and are allowable subject to the limitations prescribed in FAR 31.205-46.

(d) It is the responsibility of the contractor to notify the contracting officer in accordance with the FAR Limitations of Cost clause of this contract when, at any time, the contractor learns that travel expenses will cause the contractor to exceed the travel ceiling amount identified in paragraph (a) of this clause.

(e) Reasonable travel costs for research and related activities performed at State and nonprofit institutions, in accordance with Section 12 of Pub. L. 100-679, must be charged in accordance with the contractor's institutional policy to the degree that the limitations of Office of Management and Budget (OMB) guidance are not exceeded. Applicable guidance documents include OMB Circular A-87, Cost Principles for State and Local Governments; OMB Circular A-122, Cost Principles for Nonprofit Organizations; and OMB Circular A-21, Cost Principles for Educational Institutions.

(End of Clause)

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

The Debt Collection Improvement Act of 1996 requires that all Federal payments except IRS tax refunds be made by Electronic Funds Transfer. It is the policy of the Nuclear Regulatory Commission to pay government vendors by the Automated Clearing House (ACH) electronic funds transfer payment system. Item 15C of the Standard Form 33 may be disregarded.

(End of Clause)

NRCH470 GREEN PURCHASING (SEP 2013)

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

(b) See NRC's Green Purchasing Plan (GPP) at:

<http://pbadupws.nrc.gov/docs/ML1219/ML12191A130.pdf> and the General Service Administration's (GSA) Green Procurement Compilation at:
<http://www.gsa.gov/portal/content/198257>.

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

(End of Clause)

NRCH410 WHISTLEBLOWER PROTECTION FOR NRC CONTRACTOR AND SUBCONTRACTOR EMPLOYEES

(a) The U.S. Nuclear Regulatory Commission (NRC) contractor and its subcontractor are subject to the Whistleblower Employee Protection public law provisions as codified at 42 U.S.C. 5851. NRC contractor(s) and subcontractor(s) shall comply with the requirements of this Whistleblower Employee Protection law, and the implementing regulations of the NRC and the Department of Labor (DOL). See, for example, DOL Procedures on Handling Complaints at 29 C.F.R. Part 24 concerning the employer obligations, prohibited acts, DOL procedures and the requirement for prominent posting of notice of Employee Rights at Appendix A to Part 24 entitled: "Your Rights Under the Energy Reorganization Act".

(b) Under this Whistleblower Employee Protection law, as implemented by regulations, NRC contractor and subcontractor employees are protected from discharge, reprisal, threats, intimidation, coercion, blacklisting or other employment discrimination practices with respect to compensation, terms, conditions or privileges of their employment because the contractor or subcontractor employee(s) has provided notice to the employer, refused to engage in unlawful practices, assisted in proceedings or testified on activities concerning alleged violations of the Atomic Energy Act of 1954 (as amended) and the Energy Reorganization Act of 1974 (as amended).

(c) The contractor shall insert this or the substance of this clause in any subcontracts involving work performed under this contract.

(End of Clause)

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

Review and Approval of Reports

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

(b) Publication of Results. Prior to any dissemination, display, publication, or release of articles, reports, summaries, data, or related documents developed under the contract/grant, the contractor/grantee shall submit them to the NRC for review and approval. The contractor/grantee shall not release, disseminate, display or publish articles, reports, summaries, data, and related documents, or the contents therein, that have not been reviewed and approved by the NRC for release, display, dissemination or publication. The contractor/grantee agrees to conspicuously place any disclaimers, markings or notices, directed by the NRC, on any articles,

reports, summaries, data, and related documents that the contractor/grantee intends to release, display, disseminate or publish to other persons, the public, or any other entities. The contractor/grantee agrees, and grants, a royalty-free, nonexclusive, irrevocable worldwide license to the government, to use, reproduce, modify, distribute, prepare derivative works, release, display or disclose the articles, reports, summaries, data, and related documents developed under the contract/grant, for any governmental purpose and to have or authorize others to do so.

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

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

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

(End of Clause)

SECTION I - Contract Clauses

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 15 days.

(End of clause)

SECTION J - List of Documents, Exhibits and Other Attachments

BILLING INSTRUCTIONS FOR COST-REIMBURSEMENT TYPE CONTRACTS (MAY 2013)

General: During performance and through final payment of this contract, the contractor is responsible for the accuracy and completeness of data within the System for Award Management (SAM) database and for any liability resulting from the Government's reliance on inaccurate or incomplete SAM data.

The contractor shall prepare invoices/vouchers for reimbursement of costs in the manner and format described herein. FAILURE TO SUBMIT INVOICES/VOUCHERS IN ACCORDANCE WITH THESE INSTRUCTIONS MAY RESULT IN REJECTION OF THE INVOICE/VOUCHER AS IMPROPER.

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

Electronic Invoice/Voucher Submissions: The preferred method of submitting invoices/vouchers is electronically to the U.S. Nuclear Regulatory Commission, via email to: NRCPayments@nrc.gov.

Hard-Copy Invoice/Voucher Submissions: If you submit a hard-copy of the invoice/voucher, a signed original and supporting documentation shall be submitted to the following address:

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

Purchase of Capital Property: *(\$50,000 or more with life of one year or longer)*

Contractors must report to the Contracting Officer, electronically, any capital property acquired with contract funds having an initial cost of \$50,000 or more, in accordance with procedures set forth in NRC Management Directive (MD) 13.1, IV, C – "Reporting Requirements" (revised 2/16/2011).

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

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

Format: Invoices/Vouchers shall be submitted in the format depicted on the attached sample form entitled "Invoice/Voucher for Purchases and Services Other Than Personal". Alternate formats are permissible only if they address all requirements of the Billing Instructions. The

instructions for preparation and itemization of the invoice/voucher are included with the sample form.

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

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

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

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

Supersession: These instructions supersede previous Billing Instructions for Cost-Reimbursement Type Contracts (July 2011).

**INVOICE/VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL
(SAMPLE FORMAT - COVER SHEET)**

1. Official Agency Billing Office

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

2. Invoice/Voucher Information

a. Payee's DUNS Number or DUNS+4. The Payee shall include the Payee's Data Universal Number (DUNS) or DUNS+4 number that identifies the Payee's name and address. The DUNS+4 number is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the Payee to identify alternative Electronic Funds Transfer (EFT) accounts for the same parent concern.

b. Taxpayer Identification Number. The Payee shall include the Payee's taxpayer identification number (TIN) used by the Internal Revenue Service (IRS) in the administration of tax laws. (See IRS Web site:
[http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Employer-ID-Numbers-\(EINs\)](http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Employer-ID-Numbers-(EINs)))).

c. Payee's Name and Address. Show the name of the Payee as it appears in the contract and its correct address. If the Payee assigns the proceeds of this contract as provided for in the assignment of claims terms of this contract, the Payee shall require as a condition of any such assignment, that the assignee shall register separately in the System for Award Management (SAM) database at <http://sam.gov> and shall be paid by EFT in accordance with the terms of this contract. See Federal Acquisition Regulation (FAR) 52.232-33(g) Payment by Electronic Funds Transfer - Central Contractor Registration (October 2003).

d. Contract Number. Insert the NRC contract number (including Enterprise-wide Contract (EWC)), GSA Federal Supply Schedule (FSS), Governmentwide Agency Contract (GWAC) number, or Multiple Agency Contract (MAC) number, as applicable.

e. Task Order Number. Insert the task/delivery order number (If Applicable). **Do not include more than one task order per invoice or the invoice may be rejected as improper.**

f. Invoice/Voucher. The appropriate sequential number of the invoice/voucher, beginning with 001 should be designated. Contractors may also include an individual internal accounting number, if desired, in addition to the 3-digit sequential number.

g. Date of Invoice/Voucher. Insert the date the invoice/voucher is prepared.

h. Billing Period. Insert the beginning and ending dates (day, month, year) of the period during which costs were incurred and for which reimbursement is requested.

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

j. Work Completed. Provide a general summary description of the services performed or products submitted for the invoice period and specify the section or Contract Line Item Number (CLIN) or SubCLIN in the contract pertaining to the required deliverable(s).

k. Shipping. Insert weight and zone of shipment, if shipped by parcel post.

l. Charges for freight or express shipments. Attach prepaid bill if shipped by freight or express.

m. Instructions. Include instructions to consignee to notify the Contracting Officer of receipt of shipment.

n. For Indefinite Delivery contracts, the final invoice/voucher shall be marked "FINAL INVOICE" or "FINAL VOUCHER".

o. Direct Costs. Insert the amount billed for the following cost elements, adjustments, suspensions, and total amounts, for both the current billing period and for the cumulative period (from contract inception to end date of this billing period).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

t. Grand Totals.

3. Sample Invoice/Voucher Information

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

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

		<u>Amount Billed</u>	
		<u>Current Period</u>	<u>Cumulative</u>
(a)	<u>Direct Costs</u>		
(1)	Direct labor	\$ _____	\$ _____
(2)	Fringe benefits (% of direct labor)	\$ _____	\$ _____
(3)	Government property (\$50,000 or more)	\$ _____	\$ _____
(4)	Government property, Materials, and Supplies (under \$50,000 per item)	\$ _____	\$ _____
(5)	Premium pay (NRC approved overtime)	\$ _____	\$ _____
(6)	Consultants Fee	\$ _____	\$ _____
(7)	Travel	\$ _____	\$ _____
(8)	Subcontracts	\$ _____	\$ _____
(9)	Other costs	\$ _____	\$ _____
Total Direct Costs:		\$ _____	\$ _____
(b)	<u>Indirect Costs</u> (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)	<u>Fixed-Fee:</u>		
(12)	Fixed-Fee Calculations:		
i.	Total negotiated contract fixed-fee percent _____ and amount \$ _____		
ii.	85% allowable fee amount \$ _____		
iii.	Cumulative fee billed on prior invoices \$ _____		
iv.	Fee due this invoice (not to exceed 85% of fee earned based upon negotiated contract fee percentage) \$ _____		
<u>Note:</u> The fee balance withheld by NRC may <u>not</u> exceed \$100,000.			
Total Fixed-Fee:		\$ _____	\$ _____
(d)	Total Amount Billed	\$ _____	\$ _____

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

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

SAMPLE SUPPORTING INFORMATION

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

Cost Elements:

1) **Direct Labor - \$2,400**

<u>Labor Category</u>	<u>Hours Billed</u>	<u>Rate</u>	<u>Total</u>	<u>Cumulative Hours Billed</u>
Senior Engineer I	100	\$14.00	\$1,400	975
Engineer	50	\$10.00	\$ 500	465
Computer Analyst	100	\$ 5.00	\$ 500	320
			<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	\$ 500	\$100
	<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	=	\$ 900
		<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>
	<u>\$30,000</u>

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

9) Other Costs - \$5,100

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

10) Overhead Expense - \$41,148

Overhead @ 40% of Total Direct Costs

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

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

12) Fixed-Fee - \$8,218

Fixed-Fee applied to Total Costs @ 5%

Fixed-Fee Calculations:

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

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