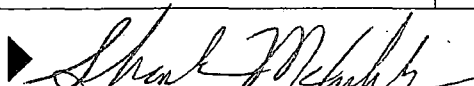


ORDER FOR SUPPLIES OR SERVICES						PAGE OF PAGES 1 40	
IMPORTANT: Mark all packages and papers with contract and/or order numbers.							
1. DATE OF ORDER 05/11/2016		2. CONTRACT NO. (If any) NRC-HQ-25-14-E-0005		6. SHIP TO:			
3. ORDER NO. NRC-HQ-11-16-T-0001		4. REQUISITION/REFERENCE NO. NSIR-16-0071		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 ENERGY RESEARCH INC				8. TYPE OF ORDER			
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE		<input checked="" type="checkbox"/> b. DELIVERY	
c. STREET ADDRESS 6189 EXECUTIVE BLVD				REFERENCE YOUR:		Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY ROCKVILLE				e. STATE MD			
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OFFICE OF NUCLEAR SECURITY			
11. BUSINESS CLASSIFICATION (Check appropriate box(es))						12. F.O.B. POINT	
<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							
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 08/31/2019		16. DISCOUNT TERMS 30	
a. INSPECTION Destination		b. ACCEPTANCE Destination					
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)	
	Task Order NRC-HQ-11-16-T-0001 Entitled "Development and Revision of Regulatory Guidance Documents for the Office of Nuclear Security and Incident Response (NSIR)," under Enterprise Wide Contract Number NRC-HQ-25-14-E-0005. Continued ...						
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)	
21. MAIL INVOICE TO:							
a. NAME US NUCLEAR REGULATORY COMMISSION						\$0.00	
b. STREET ADDRESS (or P.O. Box) ONE WHITE FLINT NORTH 11555 ROCKVILLE PIKE MAILSTOP 03-E17A							
c. CITY ROCKVILLE						d. STATE MD	e. ZIP CODE 20852-2738
						\$964,650.15	
22. UNITED STATES OF AMERICA BY (Signature) 				23. NAME (Typed) SHARLENE M. MCCUBBIN TITLE: CONTRACTING/ORDERING OFFICER			

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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 05/04/2016	CONTRACT NO. NRC-HQ-25-14-E-0005	ORDER NO. NRC-HQ-11-16-T-0001
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>Total Obligated Amount: \$100,000.00 Base and Exercised Options: \$964,650.15 Base and All Options: \$964,650.15 Period of Performance: May 04, 2016 - August 31, 2019</p> <p>Contracting Officer's Representative (COR): James Vaughn Email: James.Vaughn@nrc.gov Phone: (301)287-3586</p> <p>Contractor POC (Business): Tracey Mullinix, Contract Administrator Email: tlm@eri-world.com Phone: (301)881-0866</p> <p>Contractor POC (Technical): Dr. Mohsen Kahtib-Rahbar, President Email: mkrl@eri-world.com Phone: (301)881-0866</p> <p> 05/10/16 ERI Authorized Official      Date</p> <p>Accounting Info: Accounting Info : 2016-X0200-FEEBASED-11-11D003-11-4-186-1051-251A Period of Performance: 05/04/2016 to 08/31/2019</p>					

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

\$0.00

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

**TASK ORDER 12 – Unrestricted EWC IDIQ for ERI**

**SECTION B - SUPPLIES OR SERVICES AND PRICE/COSTS**

**B.1 PRICE/COST SCHEDULE**

CLIN	DESCRIPTION OF SUPPLIES/SERVICES	ESTIMATED COST	FIXED FEE	TOTAL COST PLUS FIXED FEE
0001	Contractor to provide Technical Assistance in accordance with section C: DESCRIPTION/ SPECIFICATIONS/ STATEMENT OF WORK	[REDACTED]	[REDACTED] 4	[REDACTED]
	<b>Total</b>	[REDACTED]	[REDACTED]	<b>\$964,650.15</b>

**NRCB044 CONSIDERATION AND OBLIGATION—INDEFINITE-QUANTITY CONTRACT**

(a) The estimated total quantity of this contract for the products/services under this contract is **\$964,650.15**, of which the sum of [REDACTED] represents the estimated reimbursable costs, and of which [REDACTED] represents fixed fee.

(b) The Contracting Officer will obligate funds on each task order issued.

(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 fixed fee.

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

(e) The Contractor shall comply with the provisions of FAR 52.232-20 - Limitation of Cost for fully-funded task orders and FAR 52.232-22 - Limitation of Funds for incrementally-funded task orders, issued hereunder.

## SECTION C – DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK

### 1. PROJECT TITLE

Development and Revision of Regulatory Guidance Documents for the Office of Nuclear Security and Incident Response (NSIR)

### 2. BACKGROUND

Regulatory context: This work is needed to update regulatory guidance documents that support the mission of the Office of Nuclear Security and Incident Response (NSIR); regulatory guidance documents include regulatory guides, NUREGs, standard review plans, and related NRC staff guidance. The new or revised regulatory guidance documents developed for NSIR will serve to clarify methods that the NRC staff considers acceptable for use in implementing specific parts of the agency's regulations in Title 10 of the *Code of Federal Regulations*. This work will draw upon information from external standards development organizations, as well as NRC inspection activities, enforcement actions, responses to frequently asked questions, generic communications, orders, and the Problem Identification and Resolution processes used by applicants and licensees.

NRC is in the process of updating 10 CFR Part 73. The Commission approved schedules set forth by the staff to complete a Part 73 rulemaking in "Schedules and Resources for Security Rulemakings," SRM-COMSECY-05-0058, February 8, 2006, ADAMS Accession No. ML060390527. Guidance for the Part 73 rulemaking effort is to be developed so that applicants/licensees have at least one method described to meet the regulations that is acceptable to the NRC staff. As part of the effort, NRC staff is drafting a Part 73 security rulemaking and technically developing and editing two draft regulatory guides to support the rulemaking.

Technical context: Currently, NSIR maintains approximately 30 physical security-related guidance documents, some of which may be classified, contain Safeguards Information (SGI), or be marked "Official Use Only – Security-Related Information." These, and similar regulatory guidance documents, are reviewed approximately every five (5) years and evaluated for continued use as written, revision, or withdrawal. Current planning by the NRC staff calls for, on average, four (4) NSIR regulatory guides, two (2) NUREGs, and one (1) procedure to be reviewed for updating each year starting in 2016 and through 2021. Revisions to regulatory guides currently take approximately 18 months from the initial review until release of the final revised document. Other regulatory guidance documents to be updated (e.g. NUREGs, standard review plans, and related procedures) have a limited number of stakeholder interactions and may have a shorter turnaround time.

This scope of this task order is a follow-on to work currently performed by ERI under task order # 1, Contract number: NRC-HQ-25-14-E-0005, Order Number: NRC-HQ-60-15-T-0001. The contractor is currently supporting the development of DG 5033, "Security Performance (Adversary) Characteristics for the Design, Development, and Implementation of a Physical Security Program for Spent Nuclear Fuel and High-Level Radioactive Waste Storage Facilities under 10 CFR Part 73," under the -0005 task order.

### 3. PROJECT DESCRIPTION AND OBJECTIVE(S)

The Statement of Work (SOW) for this Task Order falls within the unrestricted part of NRC's IDIQ Enterprise-Wide Contract for Technical Assistance in regulatory guide development under paragraph 3.4, Regulatory Infrastructure.

This task order is to provide technical, editorial, administrative, and process support to NSIR in the updating and developing of security/SGI related guidance documents. This includes performing the required research, developing the initial draft regulatory guidance documents, completing the level II technical editing of the draft document, assisting with, and responding to, internal and external meetings and comments, revising the regulatory guidance document, and drafting the final document.

The NRC staff anticipates requesting contractor support to complete the ongoing review and update of six (6) security-related guidance document in FY 16 with completion in FY 17. Additionally, in support of the aforementioned Part 73 rulemaking, two (2) ongoing guidance documents will be developed in FY 16 and continue, based upon the direction the Commission takes with the proposed rule, through 2019. All documents will capture the lessons learned through operating experience, staff and external stake holder comments, Security-Frequently Asked Questions (SFAQs) NSIR licensing activities and regulatory basis documents, where applicable.

The objective of the agreement is to obtain technical and editorial expertise from the contractor to perform the historical and current research and prepare and technically edit the draft regulatory guidance document for submission to the NRC. The NSIR staff will review and comment on the document and, if needed, return it to the contractor for modification or correction. The contractor shall address NSIR staff comments and deliver a finalized draft regulatory guidance document for release by the NSIR staff to other NRC internal reviewers (e.g. other major program offices). The contractor shall consolidate all reviewer comments into a spreadsheet or table, develop responses as requested by the NSIR staff and revise the draft regulatory guidance document as applicable. The NSIR staff will review and comment on the contractor work and, if applicable, return it to the contractor for modification or correction. The contractor shall address all NSIR staff comments and return the updated and edited regulatory guidance document in its final format for publication by the NRC. Once all NRC staff comments are dispositioned and the final drafts of the guides and the accompanying regulatory analysis is delivered, the contractor will assist the NRC staff in preparing the document for release for public/stakeholder comment to include tracking and assisting with the disposition of public/stakeholder comments as previously discussed.

The contractor shall, if applicable, support the NRC staff during the internal and external review of the draft and final regulatory guidance documents. Contractor support shall include technical and administrative assistance as requested by the NRC's Contracting Officer's Representative (COR) or NRC Contracting Officer (CO). Such support may include attendance at public and closed meetings and briefings, development of presentation material and supporting documentation, and taking and preparing meeting minutes.

3. a. The contractor shall assist the NRC staff with the Part 73 security rulemaking, to include support of the technical development and editing of the following regulatory guides:

- Draft Regulatory Guide DG 5059, "Fixed Site Physical Protection SNM of Moderate Strategic Significance (i.e., Category II SNM). (This document is designated as Safeguards Information. [SGI])

- Draft Regulatory Guide DG 5060, "Transportation Physical Protection of SNM of Moderate Strategic Significance" (i.e., Category II SNM). (This document is designated as Official Use Only – Security-Related Information. [OUO-SRI])
- Draft Regulatory Guide DG 5003, "Physical Protection of Category III Quantities of Special Nuclear Material of Low Strategic Significance during Transportation (i.e., Category III SNM). (This document is designated as Official Use Only – Security-Related Information [OUO-SRI])
- Draft Regulatory Guide DG 5004 "Fixed Site Physical Protection of Category III Quantities of Special Nuclear Material" (i.e., Category III SNM). (This document is designated as Official Use Only – Security-Related Information. [OUO-SRI])

3.b. The contractor shall assist with the technical and editorial updating of the following regulatory guides (RG) (draft regulatory [DG] guides):

- RG 5.69 (DG 5039), "Guidance for the Application of Radiological Sabotage Design-Basis Threat in the Design, Development and Implementation of a Physical Security Program that Meets 10 CFR 73.55 Requirements." (This document is designated as SGI.)
- RG 5.75 (DG 5043), "Training and Qualification of Security Personnel at Nuclear Power Reactor Facilities." (This document is publically available.)
- RG 5.77 (DG 5044), "Insider Mitigation Program." (This document is designated as OUO-SRI.)
- RG 5.54 (DG 5048), "Standard Format and Content of Physical Security Plans, Training and Qualification Plans And Safeguards Contingency Plans For Nuclear Power Plants." (This document is designated as OUO-SRI.)
- RG 5.76 (DG 5041), "Physical Protection Programs at Nuclear Power Reactors." (This document is designated as Safeguards Information. [SGI])
- RG 5.81 (DG 5047), "Target Set Identification and Development for Nuclear Power Reactors." (This document is designated as OUO-SRI.)

DGs 5059, 5060, 5003, 5004, 5039, 5043, 5044, 5048, 5041, and 5047 have been under development by the NRC staff, other contractors, and consultants for over a year and are being transferred to the contractor for further development.

#### **4. STATEMENT OF WORK TASKS**

Currently, NSIR is developing four draft regulatory guides and regulatory basis for a proposed rulemaking to update the security requirements for category II and III SNM facilities and transportation activities. Additionally, as part of the staff's effort to maintain guidance for operating reactor licensee and applicants, NSIR is updating six regulatory guides.

The current preliminary version of many of the guides will contains Official Use Only – Security-Related Information (OUO-SRI) or safeguards information (SGI) and cannot be released to the public. The contractor will be given access to the documents after verification of the appropriate security clearance and need to know. In instances in which a document is not publically available due to its security sensitivity, the term 'stakeholder' will be applied instead of 'public' to refer to those persons or entities who have an

established access right to view the document and a need-to-know determination has been determined by NRC management.

The NRC's COR may issue technical instruction from time to time throughout the duration of this task order. Technical instructions must be within the general statement of work delineated in the task order and shall not constitute new assignments of work or changes of such a nature as to justify an adjustment in cost or period of performance.

Following task order award, the contractor's key personnel shall obtain (or verify current) access rights and complete related annual training requirements. The contractor's key personnel shall obtain (or verify current) access and rights to network drives (I/T Level II), SharePoint, SGI, SLES, ADAMS, and Outlook and report weekly to the COR on the status of personnel and granting of access.

Any modifications to the scope of work, cost, or period of performance of this task order must be issued by the CO and will be coordinated with the COR.

**4. a.** Support the technical development and editing of Draft Regulatory Guide DG-5059. DG-5059 shall include guidance for the format and content of the fixed site security plan for Category II SNM.

Participate in meetings and communications via electronic mail and telephone or teleconference with the COR and NSIR Project Technical Lead, as necessary to discuss details of the draft regulatory guidance document development processes and to discuss project status.

Incorporate NRC staff comments on Draft Regulatory Guide DG-5059 and submit an updated Draft Regulatory Guide DG-5059.

**4. b.** Support the technical development and editing of Draft Regulatory Guide DG-5060. DG-5060 shall include guidance for the format and content of the transportation security plan for Category II facility.

Participate in meetings and communications via electronic mail and telephone or teleconference with the COR and NSIR Project Technical Lead, as necessary to discuss details of the draft regulatory guidance document development processes and to discuss project status.

Incorporate NRC staff comments on Draft Regulatory Guide DG-5060 and submit an updated Draft Regulatory Guide DG-5060.

**4.c.** Support the technical development and editing of Draft Regulatory Guide DG-5003. DG-5003 shall include guidance for the physical protection of category III quantities of special nuclear material of low strategic significance during transportation.

Participate in meetings and communications via electronic mail and telephone or teleconference with the COR and NSIR Project Technical Lead, as necessary to discuss details of the draft regulatory guidance document development processes and to discuss project status.

Incorporate NRC staff comments on Draft Regulatory Guide DG-5003 and submit an updated Draft Regulatory Guide DG-5003.

**4.d.** Support the technical development and editing of Draft Regulatory Guide DG-5004. DG-5004 shall include guidance for fixed site physical protection of category III quantities of special nuclear material.

Participate in meetings and communications via electronic mail and telephone or teleconference with the COR and NSIR Project Technical Lead, as necessary to discuss details of the draft regulatory guidance document development processes and to discuss project status.

Incorporate NRC staff comments on Draft Regulatory Guide DG-5004 and submit an updated Draft Regulatory Guide DG-5004.

**4. e.** Support the technical development and editing of Regulatory Guide 5.69 (DG-5039). DG-5039 shall include guidance for the application of radiological sabotage design-basis threat in the design, development and implementation of a physical security program that meets 10 CFR 73.55 requirements.

Participate in meetings and communications via electronic mail and telephone or teleconference with the COR and NSIR Project Technical Lead, as necessary, to discuss details of the draft regulatory guidance document development processes and to discuss project status.

Incorporate NRC staff and stakeholder comments on Draft Regulatory Guide DG-5039 and submit an updated Draft Regulatory Guide DG-5039.

**4. f.** Support the technical development and editing of Regulatory Guide 5.75 (DG-5043). DG-5043 shall include guidance for training and qualification of security personnel at nuclear power reactor facilities.

Participate in meetings and communications via electronic mail and telephone or teleconference with the COR and NSIR Project Technical Lead, as necessary to discuss details of the draft regulatory guidance document development processes and to discuss project status.

Incorporate NRC staff and stakeholder comments on Draft Regulatory Guide DG-5043 and submit an updated Draft Regulatory Guide DG-5043.

**4. g.** Support the technical development and editing of Regulatory Guide 5.77 (DG-5044). DG-5044 shall include guidance for the insider mitigation program.

Participate in meetings and communications via electronic mail and telephone or teleconference with the COR and NSIR Project Technical Lead, as necessary to discuss details of the draft regulatory guidance document development processes and to discuss project status.

Incorporate NRC staff and stakeholder comments on Draft Regulatory Guide DG-5044 and submit an updated Draft Regulatory Guide DG-5044.

**4.h.** Support the technical development and editing of Regulatory Guide RG 5.54 (DG-5048). DG-5048 shall include guidance for the standard format and content of physical security plans, training and qualification plans and safeguards contingency plans for nuclear power plants.

Participate in meetings and communications via electronic mail and telephone or teleconference with the COR and NSIR Project Technical Lead, as necessary to discuss details of the draft regulatory guidance document development processes and to discuss project status.

Incorporate NRC staff and stakeholder comments on Draft Regulatory Guide DG-5048 and submit an updated Draft Regulatory Guide DG-5048.

**4.i.** Support the technical development and editing of Regulatory Guide RG 5.76 (DG-5041). DG-5041 shall include guidance for the physical protection programs at nuclear power reactors.



Participate in meetings and communications via electronic mail and telephone or teleconference with the COR and NSIR Project Technical Lead, as necessary to discuss details of the draft regulatory guidance document development processes and to discuss project status.

Incorporate NRC staff and stakeholder comments on Draft Regulatory Guide DG-5041 and submit an updated Draft Regulatory Guide DG-5041.

**4.j.** Support the technical development and editing of Regulatory Guide RG 5.81 (DG-5047). DG-5047 shall include guidance for "target set identification and development for nuclear power reactors."

Participate in meetings and communications via electronic mail and telephone or teleconference with the COR and NSIR Project Technical Lead, as necessary to discuss details of the draft regulatory guidance document development processes and to discuss project status.

Incorporate NRC staff and stakeholder comments on Draft Regulatory Guide DG-5047 and submit an updated Draft Regulatory Guide DG-5047.

### **Task 1 – Complete NRC Training**

Within 30 business days from start of task order, the contractor personnel identified as key members of this task order shall complete all required personnel security, Safeguards Information LAN and Electronic Safe (SLES) security, Information Security (INFOSEC), Communication Security (COMSEC), Safeguards Information (SGI) training and facility access requirements, as applicable. The contractor shall email the COR to confirm that all the required training is complete.

The key contractor personnel shall retain their security clearances and access by completing all required annual refresher training as applicable. The contractor and the COR shall coordinate annual refresher training to minimize its impact on contractor staff work schedules.

NRC Management Directive (MD) 12.3, "NRC Personnel Security Program" (ADAMS Accession No. ML041770520) describes the process for NRC contractors and subcontractors to obtain access authorization to the NRC headquarters building and internal computer network. Further information on vetting and safeguards requirements can be found in MD 12.7, "NRC Safeguards Information Security Program" (ADAMS Accession No. ML14142A166) or <http://pbadupws.nrc.gov/docs/ML1414/ML14142A166.pdf>

At a minimum, the contractor key personnel and technical editor shall obtain building access to the NRC headquarters and complete needed background checks and training to allow access to safeguards information and the SLES system before starting work on this task order.

### **Task 2 – Participate in Kick-off Meeting with the NRC**

Within 15 business days from the start of the task order, the contractor shall participate in a kick-off meeting to discuss the details of this task order. The kick-off meeting shall take place at NRC Headquarters in Rockville, MD or via telephone, or video conference with NRC staff. The COR will coordinate with the contractor on the exact date, time, and call-in number subsequent to contract award. At the kick-off meeting, the NRC staff and contractor shall discuss the scope of the work, expectations, contract management, staff interfaces, organizational management, and project/document plans. Following the kick-off meeting, the contractor shall submit minutes from the meeting, outlining key points discussed and points requiring additional clarity and alignment.

**Task 3 – Review of Reference Documents**

After the key contractor staff have obtained the necessary security clearances, the COR will identify and/or furnish the contractor with reference documents and regulatory guidance documents to assist the contractor with the collating and responding to comments and revising of the draft regulatory guide as appropriate. The contractor shall review the information provided by the COR and use the information to develop a milestone schedule for the completion of activities described in Task 4 and shall submit the milestone schedule to the COR for review and approval.

**Task 34. a. - Review and Respond to Comments and Revise DG-5059**

The contractor shall review the current document identified as DG-5059, Rev. 0, "Fixed Site Physical Protection SNM of Moderate Strategic Significance" (i.e., Category II SNM) and familiarize themselves with the regulatory guide development process.

The contractor shall collate, bin, and review the approximately 100 NRC staff comments submitted on DG-5059, Rev. 0, and prepare draft responses to all comments as appropriate. The contractor shall assemble all comments into a table or spreadsheet similar to that described in Attachment 2 to this SOW and submit this document to the COR for review and comment.

**Task 34. b. - Review and Respond to Comments and Revise DG-5060**

The contractor shall review the current document identified as DG-5060, Rev. 0, "Guidance for The Format and Content of the Transportation Security Plan for Category II Facility" and familiarize themselves with the regulatory guide development process.

The contractor shall collate, bin, and review the approximately 100 NRC staff comments submitted on DG-5060, Rev. 0, and prepare draft responses to all comments as appropriate. The contractor shall assemble all comments into a table or spreadsheet similar to that described in Attachment 2 to this SOW and submit this document to the COR for review and comment.

**Task 34. c. Review and Respond to Comments and Revise DG-5003**

The contractor shall review the current document identified as DG-5003, Rev. 0, Draft Regulatory Guide DG 5003, "Physical Protection of Category III Quantities of Special Nuclear Material of Low Strategic Significance during Transportation" and familiarize themselves with the regulatory guide development process.

The contractor shall collate, bin, and review the approximately 100 NRC staff comments submitted on DG-5003, Rev. 0, and prepare draft responses to all comments as appropriate. The contractor shall assemble all comments into a table or spreadsheet similar to that described in Attachment 2 to this SOW and submit this document to the COR for review and comment.

**Task 34. d. Review and Respond to Comments and Revise DG-5004**

The contractor shall review the current document identified as DG-5004, Rev. 0, "Fixed Site Physical Protection of Category III Quantities Of Special Nuclear Material" and familiarize themselves with the regulatory guide development process.

The contractor shall collate, bin, and review the approximately 100 NRC staff comments submitted on DG-5004, Rev. 0, and prepare draft responses to all comments as appropriate. The contractor shall assemble all comments into a table or spreadsheet similar to that described in Attachment 2 to this SOW and submit this document to the COR for review and comment.

**Task 34. e. - Review and Respond to Comments and Revise RG 5.69 (DG-5039)**

The contractor shall review the current document identified as RG 5.69 (DG-5039), "Guidance for the Application of Radiological Sabotage Design-Basis Threat in the Design, Development and Implementation of a Physical Security Program that Meets 10 CFR 73.55 Requirements." and familiarize themselves with the regulatory guide development process.

**Task 34. f. - Review and Respond to Comments and Revise RG 5.75 (DG-5043)**

The contractor shall review the current document identified as RG 5.75 (DG-5043), "Training and Qualification of Security Personnel at Nuclear Power Reactor Facilities" and familiarize themselves with the regulatory guide development process.

The contractor shall collate, bin, and review the approximately 50 NRC staff and external stakeholder comments submitted on DG-5043, and prepare draft responses to all comments as appropriate. The contractor shall assemble all comments into a table or spreadsheet similar to that described in Attachment 2 to this SOW and submit this document to the COR for review and comment.

**Task 34. g. - Review and Respond to Comments and Revise RG 5.77 (DG-5044)**

The contractor shall review the current document identified as RG 5.77 (DG-5044), "Insider Mitigation Program" and familiarize themselves with the regulatory guide development process.

**Task 34. h. Review and Respond to Comments and Revise RG 5.54 (DG-5048)**

The contractor shall review the current document identified as RG 5.54 (DG-5048), "Standard Format and Content of Physical Security Plans, Training and Qualification Plans and Safeguards Contingency Plans for Nuclear Power Plants" and familiarize themselves with the regulatory guide development process.

The contractor shall collate, bin, and review the approximately 50 NRC staff and external stakeholder comments submitted on DG-5048, and prepare draft responses to all comments as appropriate. The contractor shall assemble all comments into a table or spreadsheet similar to that described in Attachment 2 to this SOW and submit this document to the COR for review and comment.

**Task 34. i. Review and Respond to Comments and Revise RG 5.76 (DG-5041)**

The contractor shall review the current document identified as RG 5.76 (DG-5041), "Physical Protection Programs at Nuclear Power Reactors" and familiarize themselves with the regulatory guide development process.

The contractor shall collate, bin, and review the approximately 100 NRC staff and external stakeholder comments submitted on DG-5041, and prepare draft responses to all comments as appropriate. The contractor shall assemble all comments into a table or spreadsheet similar to that described in Attachment 2 to this SOW and submit this document to the COR for review and comment.

**Task 34. j. Review and Respond to Comments and Revised RG 5.81 (DG-5047)**

The contractor shall review the current document identified as RG 5.81 (DG-5047), "Target Set Identification and Development for Nuclear Power Reactors" and familiarize themselves with the regulatory guide development process.

The contractor shall collate, bin, and review the approximately 100 NRC staff and external stakeholder comments submitted on DG-5047, and prepare draft responses to all comments as appropriate. The contractor shall assemble all comments into a table or spreadsheet similar to that described in Attachment 2 to this SOW and submit this document to the COR for review and comment.

**Task 45. a. – Incorporate COR Comments from Review of Draft DG-5059**

The contractor shall revise the comment resolution document in accordance with comments from the COR. The contractor shall revise DG-5059, Rev. 0 to address and incorporate comment responses and COR comments as appropriate. The contractor shall deliver a revised version of the draft regulatory guide DG-5059 and comment resolution document. The contractor may submit preliminary or partial drafts to help gauge the contractor's understanding of this work requirement.

The contractor shall perform a level II technical edit of DG-5059 and the comment resolution document prior to submitting the final versions of both documents. Normally, stakeholder comments should not be edited. They may be edited to delete inappropriate language or correct obvious spelling errors and omissions but all such edits must be identified.

The contractor shall submit the draft final (edited) version of DG-5059 and identify it as DG-5059, Rev. 1.

**Task 45. b. – Incorporate COR Comments from Review of Draft DG-5060**

The contractor shall revise the comment resolution document in accordance with comments from the COR. The contractor shall revise DG-5060, Rev. 0 to address and incorporate comment responses and COR comments as appropriate. The contractor shall deliver a revised version of the draft regulatory guide DG-5060 and comment resolution document. The contractor may submit preliminary or partial drafts to help gauge the contractor's understanding of this work requirement.

The contractor shall perform a level II technical edit of DG-5060 and the comment resolution document prior to submitting the final versions of both documents. Normally, stakeholder comments should not be edited. They may be edited to delete inappropriate language or correct obvious spelling errors and omissions but all such edits must be identified.

The contractor shall submit the draft final (edited) version of DG-5060 and identify it as DG-5060, Rev. 1.

**Task 45. c. – Incorporate COR Comments from Review of Draft DG-5003**

The contractor shall revise the comment resolution document in accordance with comments from the COR. The contractor shall revise DG-5003, Rev. 0 to address and incorporate comment responses and COR comments as appropriate. The contractor shall deliver a revised version of the draft regulatory guide DG-5003 and comment resolution document. The contractor may submit preliminary or partial drafts to help gauge the contractor's understanding of this work requirement.

The contractor shall perform a level II technical edit of DG-5003 and the comment resolution document prior to submitting the final versions of both documents. Normally, stakeholder comments should not be

edited. They may be edited to delete inappropriate language or correct obvious spelling errors and omissions but all such edits must be identified.

The contractor shall submit the draft final (edited) version of DG-5003 and identify it as DG-5003, Rev. 1.

**Task 5. d. – Incorporate COR Comments from Review of Draft DG-5004**

The contractor shall revise the comment resolution document in accordance with comments from the COR. The contractor shall revise DG-5004, Rev. 0 to address and incorporate comment responses and COR comments as appropriate. The contractor shall deliver a revised version of the draft regulatory guide DG-5004 and comment resolution document. The contractor may submit preliminary or partial drafts to help gauge the contractor's understanding of this work requirement.

The contractor shall perform a level II technical edit of DG-5004 and the comment resolution document prior to submitting the final versions of both documents. Normally, stakeholder comments should not be edited. They may be edited to delete inappropriate language or correct obvious spelling errors and omissions but all such edits must be identified.

The contractor shall submit the draft final (edited) version of DG-5004 and identify it as DG-5004, Rev. 1.

**Task 5. e. – Incorporate COR Comments from Review of Draft DG-5039 and Regulatory Analysis**

The contractor shall assist with the revision of the comment resolution document in accordance with comments from the COR. The contractor shall revise DG-5039, Rev. 0 to address and incorporate comment responses and COR comments as appropriate. The contractor shall deliver a revised version of the draft regulatory guide DG-5039 and comment resolution document. The contractor may submit preliminary or partial drafts to help gauge the contractor's understanding of this work requirement.

The contractor shall perform a level II technical edit of DG-5039 and the comment resolution document prior to submitting the final versions of both documents. Normally, stakeholder comments should not be edited. They may be edited to delete inappropriate language or correct obvious spelling errors and omissions but all such edits must be identified.

The contractor shall submit the draft final (edited) version of DG-5039 and identify it as DG-5039.

**Task 5. f. – Incorporate COR Comments from Review of Draft DG-5043 and Regulatory Analysis**

The contractor shall assist with the revision of comment resolution document in accordance with comments from the COR. The contractor shall revise DG-5043, Rev. 0 to address and incorporate comment responses and COR comments as appropriate. The contractor shall deliver a revised version of the draft regulatory guide DG-5043 and comment resolution document. The contractor may submit preliminary or partial drafts to help gauge the contractor's understanding of this work requirement.

The contractor shall perform a level II technical edit of DG-5043 and the comment resolution document prior to submitting the final versions of both documents. Normally, stakeholder comments should not be edited. They may be edited to delete inappropriate language or correct obvious spelling errors and omissions but all such edits must be identified.

The contractor shall submit the draft final (edited) version of DG-5043 and identify it as DG-5043.

**Task 5. g. – Incorporate COR Comments from Review of Draft DG-5044 and Regulatory Analysis**

The contractor shall assist with the revision of comment resolution document in accordance with comments from the COR. The contractor shall revise DG-5044, Rev. 0 to address and incorporate comment responses and COR comments as appropriate. The contractor shall deliver a revised version of the draft regulatory guide DG-5044 and comment resolution document. The contractor may submit preliminary or partial drafts to help gauge the contractor's understanding of this work requirement.

The contractor shall perform a level II technical edit of DG-5044 and the comment resolution document prior to submitting the final versions of both documents. Normally, stakeholder comments should not be edited. They may be edited to delete inappropriate language or correct obvious spelling errors and omissions but all such edits must be identified.

The contractor shall submit the draft final (edited) version of DG-5044 and identify it as DG-5044.

**Task 5. h. – Incorporate COR Comments from Review of Draft DG-5048 and Regulatory Analysis**

The contractor shall assist with the revision of comment resolution document in accordance with comments from the COR. The contractor shall revise DG-5048, Rev. 0 to address and incorporate comment responses and COR comments as appropriate. The contractor shall deliver a revised version of the draft regulatory guide DG-5048 and comment resolution document. The contractor may submit preliminary or partial drafts to help gauge the contractor's understanding of this work requirement.

The contractor shall perform a level II technical edit of DG-5048 and the comment resolution document prior to submitting the final versions of both documents. Normally, stakeholder comments should not be edited. They may be edited to delete inappropriate language or correct obvious spelling errors and omissions but all such edits must be identified.

The contractor shall submit the draft final (edited) version of DG-5048 and identify it as DG-5048.

**Task 5. i. – Incorporate COR Comments from Review of Draft DG-5041 and Regulatory Analysis**

The contractor shall assist with the revision of comment resolution document in accordance with comments from the COR. The contractor shall revise DG-5041, Rev. 0 to address and incorporate comment responses and COR comments as appropriate. The contractor shall deliver a revised version of the draft regulatory guide DG-5041 and comment resolution document. The contractor may submit preliminary or partial drafts to help gauge the contractor's understanding of this work requirement.

The contractor shall perform a level II technical edit of DG-5041 and the comment resolution document prior to submitting the final versions of both documents. Normally, stakeholder comments should not be edited. They may be edited to delete inappropriate language or correct obvious spelling errors and omissions but all such edits must be identified.

The contractor shall submit the draft final (edited) version of DG-5041 and identify it as DG-5041.

**Task 5. j. – Incorporate COR Comments from Review of Draft DG-5047 and Regulatory Analysis**

The contractor shall assist with the revision of resolution document in accordance with comments from the COR. The contractor shall revise DG-5047, Rev. 0 to address and incorporate comment responses and COR comments as appropriate. The contractor shall deliver a revised version of the draft regulatory guide

DG-5047 and comment resolution document. The contractor may submit preliminary or partial drafts to help gauge the contractor's understanding of this work requirement.

The contractor shall perform a level II technical edit of DG-5047 and the comment resolution document prior to submitting the final versions of both documents. Normally, stakeholder comments should not be edited. They may be edited to delete inappropriate language or correct obvious spelling errors and omissions but all such edits must be identified.

The contractor shall submit the draft final (edited) version of DG-5047 and identify it as DG-5047.

#### **Task 6 – Support Comment Resolution**

The contractor shall assist the NSIR staff with collecting, organizing, and responding to internal and external (i.e. other program offices and the public) comments on draft regulatory guides and accompanying regulatory analyses. The comments shall be collected and grouped in accordance with guidance from the COR.

The NRC staff will distribute the draft regulatory guides and regulatory analyses for internal review and concurrence. Comments received during the internal review will be sent by the COR to the contractor for resolution. After the draft regulatory guides and regulatory analyses receive approval from internal reviewers (e.g. other major program offices), the NRC staff will issue the draft guides for review and comment by external stakeholders or the public. External comments will be collected by the COR and transmitted to the contractor for resolution.

The contractor, in coordination with the COR, shall develop responses to the comments. The contractor shall assemble all comments into a table or spreadsheet similar to that described in Attachment 2 to this SOW and submit this document to the COR. The contractor shall revise the draft regulatory guides as applicable.

After all internal and external comments have been reviewed and addressed, the contractor shall convert the draft regulatory guide to a final draft regulatory guide format in accordance with the template and instructions provided by the Office of Research. The contractor shall submit the final draft of the guides delineated in Task 5 above to the COR for review, incorporating internal and external comments.

#### **Task 7 – Support NRC Staff at Public and Non-Public Meetings**

The contractor shall support the NRC staff in both public and non-public meetings as directed by the COR. Contractor support shall include development of meeting presentation material, preparation of meeting minutes (if requested by the COR), and providing subject matter expert discussions and responses to internal and external questions or information requests. The contractor shall email the minutes of the meeting to the COR and shall submit any presentation material, as applicable, and as requested by the COR.

#### **Task 8 – Deliver Final Draft Guides and Final Regulatory Analysis Guide**

The contractor shall incorporate all final COR comments and perform a final technical edit and proofing of the completed regulatory guide and regulatory analysis. The final documents delineated in Task 5, above, shall be delivered in approved electronic format to the COR and CO within 5 business days of NRC approval.

## APPLICABLE DOCUMENTS AND STANDARDS

The following documents and Web sites are applicable to the activities described in Section 4 of this SOW.

- Management Directive (MD) 12.3, "NRC Personnel Security Program" (available from the NRC public document collection at: <http://www.nrc.gov/reading-rm/doc-collections/management-directives/volumes/vol-12.html>)
- Management Directive (MD) 6.6, "Regulatory Guides" (available from the NRC public document collection at: <http://www.nrc.gov/reading-rm/doc-collections/management-directives/volumes/vol-6.html>)
- NUREG/BR-0058, Rev. 4, "Regulatory Analysis Guidelines of the U.S. Nuclear Regulatory Commission" (available from the NRC public document collection at: <http://www.nrc.gov/reading-rm/doc-collections/nuregs/brochures/br0058/>)
- NUREG-1379, Rev. 2, "NRC Editorial Style Guide" (available from the NRC public document collection at: <http://www.nrc.gov/reading-rm/doc-collections/nuregs/staff/>)
- TEC-004, "Regulatory Guide Development Process" (available in ADAMS at ML101750587)
- Additional information on the security rulemaking for ISFSIs is available on the NRC public Web site at: <http://www.nrc.gov/about-nrc/regulatory/rulemaking/potential-rulemaking/isfsi-security/background.html>.

## 5. TECHNICAL AND OTHER SPECIAL QUALIFICATIONS REQUIRED

The contractor shall provide individuals who have the required educational background and work experience to meet the objectives of the work specified in this task order. Specific required qualifications for this effort include:

- A thorough understanding and technical and operational knowledge of Physical Protection at Nuclear Power Plants and related operational programs under 10 CFR 73, and all security-related guidance documents.
- Technical knowledge of editing, drafting, formatting, and publishing NRC documents including:
  - Regulatory Guides
  - Regulatory and Backfit Analyses
  - NUREGs
  - Regulatory Issue Summaries
  - NRC rulemaking and guidance support activities
- Ability to obtain access to Safeguard Information, NRC Information Technology IT systems and controlled facilities.
- Ability to handle, processes, designate, control and mark Official Use Only-Security Related Information (OUO-SRI), Safeguards Information (SGI) material



- Ability to obtain and maintain an NRC security clearance, Level "L" or better.

The contractor shall provide a contractor project manager (PM) to manage the effort and ensure the timely submittal of quality deliverables so that all information is accurate and complete as defined in the base contract.

The NRC will rely on representations made by the contractor concerning the qualifications of the personnel assigned to this task order, including assurance that all information contained in the technical and cost proposals, including resumes, is accurate and truthful. The resume for each professional proposed to work under this task order (contractor, subcontractor, or consultant) shall describe the individual's experience in applying his or her area of specialization to work in the proposed area. The use of particular personnel on this contract is subject to the NRC COR's approval. This includes any proposed changes to key personnel during the life of the task order.

## **5. DELIVERABLES AND DELIVERY SCHEDULE/REPORTING REQUIREMENTS**

The contractor shall provide the deliverables stated in the table below, in electronic format unless directed by the COR. The electronic format shall be provided using a Microsoft-based product, (e.g., Outlook, Word, Excel, PowerPoint) unless the COR and the contractor specifically agree on another format. All deliverables shall be in the format of draft version, revision version with redline/strikeout with a change-control appendix, and a revised version which can be the final version. The contractor shall maintain appropriate revision control in an electronic format.

Contractor shall not conduct third party communications or release any information pursuant to this task order to persons other than the NRC staff unless specifically approved/directed by the COR.

Monthly letter status reports shall follow the format of Attachment 5 in Section J of the IDIQ Enterprise-Wide Contract for Technical Assistance in Support of Agency Environmental and Reactor Programs.

For each deliverable (preliminary, draft, and final), the contractor shall provide an electronic copy to the COR with notification of delivery to the CO. The contractor shall explicitly state in its submittal that the product provided is the deliverable for this specific task as outlined in this SOW. The schedule for deliverables shall be contained in the approved project plan for the task order effort.

The contractor shall develop (as necessary), maintain, and control data, files, information, and deliverables pursuant to this contract consistent with federal law, instructions, and guidelines to protect and prevent unauthorized release of privacy, security-related information, and other sensitive information. Contractor data, files, information, instructions, IT script and code, and deliverables conducted or subject to this task order shall be maintained in such a format to facilitate contract close out, delivery to NRC, and execution/implementation by the NRC.

Databases, both numerical and written, files, information, and deliverables shall be backed up periodically to an alternate and independent storage location to preserve integrity and ensure retrievability.

Acceptance Criteria: For each deliverable described in the deliverable schedule, the contractor shall deliver written comments or reports in the required format and quality guidelines within the schedule established for COR approval and acceptance.

### **Deliverable Schedule**

Task Number	Deliverable Description	Quantity/Media	Completion Date
1	<p>Completion of all required personnel security, Safeguards Information LAN and Electronic Safe (SLES) security, Information Security (INFOSEC), Communication Security (COMSEC), Safeguards Information (SGI) training and facility access requirements, as applicable.</p> <p>Completion of annual security training courses.</p> <p>Completion of all required personnel security requirements as directed by ADM/PSB in terms of Electronic Questionnaire for Investigations Processing (e-QIP), identification &amp; employment verification documents and NRC badge requirements, as appropriate.</p>	Email COR of completion status	Within 30 business days of task order award
2	Kick-off meeting minutes	E-mail to CO and COR with attached electronic file in Microsoft Word 2010 or COR approved format	Within 5 business days of kick-off meeting
3	Milestone Schedule and confirmation of project initiation and familiarization of publishing process and physical security-related documents provided by the NRC COR.	Email to CO and COR detailing completion status with electronic copy of the milestone schedule plan to be approved by the COR	Within 30 business days of receipt of documents from COR
4	Draft DG-5059, 5060, 5003, 5004, 5039, 5043, 5044, 5048, 50141, and 5047 and associated regulatory analysis for each document.	Electronic copy in COR approved format	TBD at time of award
5	Draft DG-5059, 5060, 5003, 5004, 5039, 5043, 5044, 5048, 5041, 5047 and associated regulatory analyses for each document that addresses COR comments	Electronic copy in COR approved format	Within 15 working days of receipt of comments from COR
6	<p>Comment resolution of internal and external comments</p> <p>DG-5059, 5060, 5003, 5004, 5039, 5043, 5044, 5048, 5041, 5047 and associated regulatory analyses for each document that addresses COR comments for NRC review which incorporates internal and external comments.</p>	<p>Electronic copy in COR approved format (see Attachment 2 for sample)</p> <p>Electronic copy in COR approved format</p>	<p>Within 30 days of receipt of comments from COR</p> <p>Within 30 days of receipt of comments from COR</p>
7	Meeting Support Materials	Meeting minutes and presentation material as requested by the COR in Microsoft PowerPoint 2010 or COR approved format	TBD as requested by COR
8	Final DG-5059, 5060, 5003, 5004, 5039, 5043, 5044, 5048, 5041, and 5047 and associated analysis.	E-Mail and electronic copy in COR approved format	Within 5 working days of NRC acceptance of final draft documents

Task Number	Deliverable Description	Quantity/Media	Completion Date
1-8	Monthly Letter Status Report	Electronic copy and in accordance with Section F.3 of the base contract	20 <sup>th</sup> of the following month

The above deliverables shall be submitted to the task order CO and task order COR. Unless otherwise directed by the COR or the CO, the contractor must provide all deliverables except the Monthly Letter Status Reports (MLSR) as draft products. The COR will review all draft deliverables (and coordinate any internal NRC staff review, if needed) and provide comments back to the contractor. The contractor shall revise the draft deliverable based on the comments provided by the COR and then deliver a revised version of the deliverable, which will then be considered the final version. When mutually-agreed upon between the contractor and the COR, the contractor may submit preliminary or partial drafts to help gauge the contractor's understanding of the particular work requirement. More than one round of drafts may be needed if the contractor does not successfully incorporate the COR comments on the previous draft.

## **6. GOVERNMENT-FURNISHED PROPERTY**

N/A

## **7. PLACE OF PERFORMANCE**

The contractor will perform all of the work regarding this task order at the contractor's location except for the work related to Official Use Only-Security Related Information (OUO-SRI) and Safeguards Information (SGI). That work will have to be performed at NRC headquarters located in Rockville, MD.

## **8. SPECIAL CONSIDERATIONS**

### **TRAVEL/MEETINGS**

- One 3-person, 2-day working meeting for the contractor to attend and participate in a kick-off meeting and attend contractor orientation.\*
- One 1-person, 6-day, working session per month at NRC headquarters to review deliverables and work on SGI and OUO-SRI systems\* (Duration, distance, and attendance may be modified based on regular on-site contract support).

\*At the discretion of the NRC COR, these meetings may be conducted via telephone or video conference. Meeting locations will be approved/coordinated to reduce costs and improved efficiency. Teleconferences are either WEBINARs or via phone.

The contractor's recommended person(s) for travel shall be approved by the COR. The selected traveler(s) shall provide information necessary to achieve access to the subject facility or location; this information will include necessary personally-identifiable information. Should reasonable accommodation be necessary or personnel medical or physical conditions warrant special consideration, the contractor shall inform the COR of the reasonable accommodation for planning and coordination purposes.

All travel conducted pursuant to this task order is billable to this task order.

Contractor will be authorized travel expenses consistent with the Federal Travel Regulation (FTR) and the limitation of funds specified in the travel line item of this contract/order.

All travel requires prior written approval from the COR.

## SECURITY

Work on this task order will involve the handling of documents that contain proprietary information as stipulated in 10 CFR 2.390. The contractor shall safeguard documents containing proprietary information against unauthorized disclosure. After completion of work, the contractor must either destroy the documents or return them to the NRC. If they are destroyed, please confirm this in an e-mail to the COR with a copy to the CO and include the date and manner in which the documents were destroyed.

The contractor shall ensure that OUO-SRI and SGI is handled, maintained and protected from unauthorized disclosure, consistent with NRC policies and directions.

## LICENSE FEE RECOVERY

All work under this task order is not fee recoverable.

## STANDARDS FOR CONTRACTORS WHO PREPARE NUREG-SERIES MANUSCRIPTS

The U.S. Nuclear Regulatory Commission (NRC) began to capture most of its official records electronically on January 1, 2000. The NRC will capture each final NUREG-series publication in its native application. Therefore, please submit your final manuscript that has been approved by your Contracting Officer's Representative in both electronic and camera-ready copy.

The final manuscript shall be of archival quality and comply with the requirements of NRC Management Directive 3.7 "NUREG-Series Publications." The document shall be technically edited consistent with NUREG-1379, Rev. 2 (May 2009) "NRC Editorial Style Guide." The goals of the "NRC Editorial Style Guide" are readability and consistency for all agency documents.

All format guidance, as specified in NUREG-0650, "Preparing NUREG-Series Publications," Rev. 2 (January 1999), will remain the same with one exception. You will no longer be required to include the NUREG-series designator on the bottom of each page of the manuscript. The NRC will assign this designator when we send the camera-ready copy to the printer and will place the designator on the cover, title page, and spine. The designator for each report will no longer be assigned when the decision to prepare a publication is made. The NRC's Publishing Services Branch will inform the Contracting Officer's Representative for the publication of the assigned designator when the final manuscript is sent to the printer.

For the electronic manuscript, the contractor shall prepare the text in Microsoft Word, and use any of the following file types for charts, spreadsheets, and the like.

File Types to be Used for NUREG-Series Publications	
File Type	File Extension
Microsoft Word®	.docx
Microsoft PowerPoint®	.pptx
Microsoft Excel®	.xlsx
Microsoft Access®	.mdbx
Portable Document Format	.pdf

This list is subject to change if new software packages come into common use at NRC or by our licensees or other stakeholders that participate in the electronic submission process. If a portion of your manuscript

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is from another source and you cannot obtain an acceptable electronic file type for this portion (e.g., an appendix from an old publication), the NRC can, if necessary, create a tagged image file format (file extension.tif) for that portion of your report. Note that you should continue to submit original photographs, which will be scanned, since digitized photographs do not print well.

If you choose to publish a compact disk (CD) of your publication, place on the CD copies of the manuscript in both (1) a portable document format (PDF); (2) a Microsoft Word file format, and (3) an Adobe Acrobat Reader, or, alternatively, print instructions for obtaining a free copy of Adobe Acrobat Reader on the back cover insert of the jewel box.

#### **SECTION F - Deliveries or Performance**

##### **NRCF030A PERIOD OF PERFORMANCE ALTERNATE I**

This order shall commence on effective date of this task order and will expire on August 31, 2019. (See FAR 52.216-18 - Ordering).

(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:

NAME	LABOR CATEGORY/POSITION
Dr. M. Khatib-Rahbar	Project Management
Dr. R. Karimi	Project Management Support
T. Mullinex	Administrative Support
S. Sohinki	Technical Reviewer
Mr. M. Burrell	Subject Matter Expert/Senior Technical Reviewer
Mr. J. Bowen	Subject Matter Expert/Senior Technical Reviewer
Ms. E. Potter	Technical Reviewer

\*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)

**2052.215-71 PROJECT OFFICER AUTHORITY. (OCT 1999)**

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

Name: James Vaughn  
Address: US NRC  
NSIR/DSP/SPSB  
MS-3WFN-8-C28  
Washington DC 20555  
Telephone Number: (301) 287-3586  
Email: [James.Vaughn@nrc.gov](mailto:James.Vaughn@nrc.gov)

The alternate contracting officer's representative is:

Name: Kris Jamgochian  
Address: US NRC  
NSIR/DSP/SPSB  
MS-3WFN-8-C28  
Washington DC 20555  
Telephone Number: (301) 287-3542  
Email: [Kris.Jamgochian@nrc.gov](mailto:Kris.Jamgochian@nrc.gov)

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

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

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

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

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

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

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

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

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

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

directive whatever.

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

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

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

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

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

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

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

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

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

(End of Clause)

## **SECTION J - List of Documents, Exhibits and Other Attachments**

### **Attachments:**

1. Attachment 1 to SOW (Regulatory Guide Revision)
2. Attachment 2 to SOW (Comment Response Table)
3. Billing Instructions
4. Monthly Letter Status Report Template



**Attachment 1  
Regulatory Guide Revision**

**Areas to be considered when reviewing a regulatory guide for revision:**

The following areas should be considered when evaluating the technical and regulatory issues of a regulatory guide or related guidance document:

**What are the known technical or regulatory issues with the current version of the document?**

To answer this question, the guidance below provides suggested elements of the regulatory guide or similar document that should be assessed. However, it is not the intent of the assessment to conduct in-depth research to assess/review each of the suggested elements.

1. Is the guidance useable and relevant in its current form?
2. Is the guidance part of a rulemaking effort or related to a significant regulatory issue?
3. Do any of the following agency documents impact the guidance document? Have the applicable documents been revised or updated since the RG was last reviewed? Should established staff positions in these documents be incorporated into the guidance document so that the positions are made part of the agency's durable regulatory infrastructure?
  - a) Findings resulting from inspections, particularly temporary instructions
  - b) Standard Review Plans (SRPs)
  - c) RGs
  - d) Branch Technical Positions (BTPs)
  - e) Interim staff guidance documents (ISGs)
  - f) NUREGs
  - g) Safety Evaluation Reports (SERs)
  - h) Technical Interface Agreements (TIAs)
  - i) Precedents set in licensing activities
  - j) Exceptions granted to licensees by the NRC (relief requests, exemptions, etc.)
  - k) Incident reports
  - l) Generic communications including bulletins, circulars, generic letters, information notices, regulatory issue summaries, security advisories
  - m) Lessons learned from the NRC staff, industry or operating experience
  - n) White papers
  - o) Industry or stakeholder requests or comments
  - p) Staff recommendations for revising or deleting guidance
  - q) Reports of Interactions (ROI)
  - r) Requests for Additional Information (RAI)
  - s) Security Frequently Asked Questions (SFAQ)
4. Are there significant precedents for staff positions resulting from licensing reviews that should be incorporated into the guidance document?
5. Are there significant topical reports or industry guidance that should be incorporated into the guidance document?
6. Does the guidance document endorse a consensus standard (e.g., IEEE Standard, ASME Code, etc.)? The latest standards can be accessed through the NRC Technical Library search engine.

- a) Is the standard still current?
  - b) If not, has the NRC approved use of a newer standard?
  - c) If the standard or the RG has changed, do they remain in alignment?
  - d) Is the consensus standard being revised by the issuing organization?
7. Are all of the references still current, applicable, and publicly available?
8. Are there relevant reports generated from inspection?
9. Are there relevant lessons learned, including operating experience, from the NRC staff or industry?
10. Have any exceptions been granted to licensees by the NRC for this guidance document? If so, should the exceptions be incorporated into a future revision of this guidance?
11. Have there been any incident reports involving the guidance?
12. Is the staff aware of any industry or stakeholder requests or comments on this guidance?
13. Are there any known staff requests to revise or delete this guidance?
14. Is the format correct? Compare the format with TEC-004, Rev. 0. Elements of the format review should include:
- a) Is the RG in the currently accepted format?
  - b) Does Section A, "Introduction," accurately state the purpose, scope, and applicable regulations?
  - c) Does Section B, "Discussion," state the background and rationale considered in developing the staff position?
  - d) Does Section C, "Regulatory Position" or "Staff Regulatory Guidance," describe acceptable methods, techniques, or data for meeting the requirements of the regulations cited in Section A?
  - e) Does Section D, "Implementation," provide accurate discussion with respect to use, compliance, and backfit?
  - f) Does the "Glossary" support the use of terminology within the guidance document?
  - g) Does the "References" section reflect references used in establishing the regulatory position? Were any new references identified during the technical review?
  - h) Is the document appropriately marked (OUO-SRI, SGI, Classified)?

**Attachment 2 to Statement of Work**

**Comment Response Table**

The comment response table serves to maintain a record of all comments received and dispositioned throughout the informal and formal review process (See Attachment 1 and 2). The comment response table should have a header with the following information:

**Response to Public Comments on Draft Regulatory Guide (DG)-  
XXXX  
[“Enter Title of Draft Guide”]  
Proposed Revision X of Regulatory Guide (RG) X.XXX**

On [Month Day, Year], the NRC published a notice in the *Federal Register* (XX FR XXXXX) that Draft Regulatory Guide, DG-XXXX (Proposed Revision X of RG X.XXX), was available for public comment. The Public Comment period ended on [Month Day, Year]. The NRC received comments from the organizations listed below. The NRC has combined the comments and NRC staff responses in the following table.

Comments were received from the following: [enter information of commenters, follow the examples below]

Felix M. Killar, Jr., Senior Director  
Fuel Supply/Material Licensees  
Nuclear Generation Division  
Nuclear Energy Institute (NEI)  
1776 I Street NW, Suite 400  
Washington DC 20006  
ADAMS Accession No. ML082190537

Rod Krich  
AREVA  
One Bethesda Center  
Suite 1100  
4800 Hamden Lane  
Bethesda, MD 20814  
ADAMS Accession No. ML082190536

Commenter	Section of DG-XXXX	Specific Comments	NRC Resolution
<p>[Write the commenter's name]</p> <p>Follow the examples in the following rows.</p>	<p>[Include the DG section which the comment refers to]</p> <p>Follow the examples in the following rows.</p>	<p>[Copy and paste the comment in this space.]</p>	<p>[First sentence should be a statement whether the staff agrees in part or disagrees with the comment.</p> <p>Include statement(s) explaining why the staff agreed or disagreed with the comment.</p> <p>Last sentence should be a statement as to whether the NRC revised the RG due to the comment.</p> <p>Write the statements in past tense, since stakeholders will be reading this after the final RG is issued.]</p>

Commenter	Section of DG-XXXX	Specific Comments	NRC Resolution
			Follow the examples in the following rows.
STARS	Section A/Section B	Regarding Section A. Introduction, page 2, paragraph 1 states "This guide considers the effects of air blasts from explosions on..." However, the term "air" is not associated with discussions or guidance on blasts or explosions in any other sections of DG-1270. The STARS alliance recommends clarifying the wording in the other sections of the DG to avoid possible misinterpretation by the users of the guidance (e.g., application to underwater blasts). In this regard, in Section B. Discussion, page 3, first sentence of paragraph 3, the STARS alliance suggests modifying "any explosion" to "any air explosion."	The staff disagreed with the comment and made no changes to the RG. The statement, "This guide considers the effects of air blasts from explosions on..." applies to the entire document, and the staff believed that the language of the guide would not be misunderstood. RG 1.91 has many years of implementation and use and to the staff's knowledge has not been misinterpreted by the end users to include underwater blasts. For these reasons, the staff decided not to alter the language as requested.
Paul Reichert	General	<p>(1) The existing 1 psi criteria may, on many occasions, be excessively conservative for nuclear power plant structures.</p> <p>(2) Added guidance may also be useful on protection of other components such as safety related HVAC system building openings.</p>	<p>(1) The NRC agreed with the comment, but no changes to the RG were warranted. The 1 psi criterion is used very conservatively so as to screen out potential explosion impacts on structures, systems, components (SSCs). The 1 psi criterion is based on shattering effect on windows of an SSC. If this criterion is not met, a rigorous structural analysis based on SSC is required to be performed to demonstrate that the SSC would withstand higher than 1 psi. The RG did not need to be revised to address this comment.</p> <p>(2) The NRC disagreed with the comment, and made no changes to the RG. The 1 psi criterion is uniformly applied because it is conservative in the evaluation for all SSCs, and is applicable for HVAC systems. The RG did not need to be revised to address this comment.</p>

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](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) 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.

Contract No.: NRC-HQ-25-14-E-0005 Task Order No.: NRC-HQ-11-16-T-0001

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

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

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

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

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

**1. Official Agency Billing Office**

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

**2. Invoice/Voucher Information**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(2) Fringe Benefits. This represents fringe benefits applicable to direct labor and billed as a direct cost. Where a rate is used indicate the rate. Fringe benefits included in direct labor or in other indirect cost pools should not be identified here.

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

t. Grand Totals.

### 3. Sample Invoice/Voucher Information

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

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

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

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

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

(c) Fixed-Fee:

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

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

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

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

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

**SAMPLE SUPPORTING INFORMATION**

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

Cost Elements:

1) Direct Labor - \$2,400

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

2) Fringe Benefits - \$480

Fringe @ 20% of Direct Salaries

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

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

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

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

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

5) Premium Pay - \$150

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

6) Consultants' Fee - \$100

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

7) Travel - \$2,640

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

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

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

8) Subcontracting - \$30,000

Company A	= \$10,000
Company B	= <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

**MONTHLY LETTER STATUS REPORT (MLSR)**

**PROJECT TITLE:** [Project Title]

**CONTRACT NO.:** [Contract No.]

**A. TASK ORDER IDENTIFICATION AND FINANCIAL SUMMARY INFORMATION**

Note: There shall be 1 MLSR for every Task Order

**TASK ORDER TITLE:** [Task Order Title]

**TASK ORDER NO.:** [TO#]

**JOB CODE NO. (JCN):** [JCN#]

**TECHNICAL ASSIGNMENT  
CONTROL NUMBER (TAC):** [TAC#]

**PERIOD OF PERFORMANCE:** [TO start date to TO finish date]

**PERIOD COVERED:** [Month 1<sup>st</sup> to Month 31<sup>st</sup>]

**NRC CONTRACTING OFFICERS REPRESENTATIVE:** [Name of COR]

**CONTRACTOR TASK MANAGER:** [Contractor Lead Reviewer]

**CONTRACTING ORGANIZATION:** [Contractor Business Name]

1.	Task Order Amount:	\$
2.	Funds Obligated to Date:	\$

		<b>Cost This Period</b>	<b>Cumulative Cost to Date</b>
3.	Total Direct Costs Invoiced	\$	\$
4.	Total Indirect Costs Invoiced	\$	\$
5.	Fee Invoiced	\$	\$
6.	Total Cost Invoiced [Item3+Item4+Item5]	\$	
7.	Percent Expended (%) [Item6/Item2]		\$
8.	Balance of Obligation Funds Remaining based on Invoiced Cost [Item2-Item6]		\$
9.	Total Actual Costs ( Invoiced Cost and Cost Not Yet Invoiced (e.g., Pending/Outstanding Subcontractor /Consultant Costs)		\$
10.	Balance of Obligated Funds Remaining based on Actual Cost [Item2-Item9]		\$
11.	Balance of Funds Required for Completion [Item 1 – Item 10]		\$

**Spending Plan:**

Month/Year	Oct 12	Nov 12	Dec 12	Jan 13	Feb 13	Mar 13	Apr 13	May 13	Jun 13	Jul 13	Aug 13	Sep 13
Planned (\$)												
Revised (\$)												
Actual (\$)												

Month/Year	Oct 13	Nov 13	Dec 13	Jan 14	Feb 14	Mar 14	Apr 14	May 14	Jun 14	Jul 14	Aug 14	Sep 14
Planned (\$)												
Revised (\$)												
Actual (\$)												

Month/Year	Oct 14	Nov 14	Dec 14	Jan 15	Feb 15	Mar 15	Apr 15	May 15	Jun 15	Jul 15	Aug 15	Sep 15
Planned (\$)												
Revised (\$)												
Actual (\$)												

Plan Total: \$ [Sum of planned(\$)]

Revised Total: \$ [Sum of Revised(\$)]

Actual Total: \$ [Sum of Actual(\$)]

**B. EPM SCHEDULE MILESTONE INFORMATION (If Applicable)**

**SER DEVELOPMENT**

Milestone		Percent Complete				
		0%	30%	60%	90%	100%
<b>ACCEPTANCE REVIEW</b>						
AR	Planned Date					
	Actual Date					
<b>SER DEVELOPMENT</b>						
P1	Planned Date					
	Actual Date					
P2	Planned Date					
	Actual Date					
P3	Planned Date					
	Actual Date					
P4	Planned Date					
	Actual Date					
P5	Planned Date					
	Actual Date					
P6	Planned Date					
	Actual Date					

Note: Input date where appropriate. Refer to Attachment 1.1 for description.

**C. WORK PERFORMED/ DESCRIPTION**

Title	Description

**D. PROBLEM(S)/ RESOLUTION(S)**

1.	
2.	
3.	
4.	

**E. TRAVEL FOR THIS PERIOD**

Staff	Start Date	End Date	Destination/ Activity

Print out from contractor's data collection program is acceptable if equivalent to above table.

**F. PLANS FOR NEXT PERIOD**

1.	
2.	
3.	
4.	

**G. STAFF HOURS SUMMARY**

Subtask/ Phase	Staff Assigned	Hours Budgeted	Hours Expended This Period	Total Cumulative Hours Expended	Note(s)

Print out from contractor's data collection program is acceptable if equivalent to above table.

Milestone	Percent Complete				
	0	30	60	90	100
<b>ACCEPTANCE REVIEW</b>					
Acceptance Review (AR)	Not Started	N/A	N/A	N/A	Contractor provides AR input to NRC staff. Contractor status marked 100%.
<b>SER DEVELOPMENT</b>					
P1	Not Started	Read application and sent draft TER and RAIs to TM	Incorporated TM's comments and issued final TER and RAIs to TM	TM notified Contractor that PSER and last RAIs submitted to BC	TM notified Contractor that PSER and last RAIs issued to Projects. Contractor status marked 100%. Issues related to PSER and RAIs are charged to P2.
P2	Not Started	RAI responses that have been received have been reviewed. Sent draft TER w/OI to TM	Incorporated TM's comments and issued final TER w/OI to TM	TM notified Contractor that SER w/OI submitted to BC	TM notified Contractor that SER w/OI issued to Projects. Contractor status marked 100%. Issues related to SER w/OI are charged to P4.
P3	Not Started	-	-	-	ACRS briefing completed
P4	Not Started	All OI responses have been received and reviewed. Sent draft TER w/o OI to TM	Incorporated TM's comments and issued final TER w/o OI to TM	TM notified Contractor that SER w/o OI submitted to BC	TM notified Contractor that SER w/o OI issued to Projects. Contractor status marked 100%.
P5	Not Started	-	-	-	ACRS briefing completed
P6	Not Started	All RAI responses addressing ACRS issues have been received and reviewed. Sent draft TER to TM	Incorporated TM's comments and issued final TER to TM	TM notified Contractor that Final SER submitted to BC	TM notified Contractor that Final SER issued to Projects. Contractor status marked 100%.