

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 16

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

1. DATE OF ORDER 05/25/2016		2. CONTRACT NO. (If any) NRC-HQ-20-15-E-0004/ SBA No.: 0353/15/500538		6. SHIP TO: a. NAME OF CONSIGNEE JEFFREY MITCHELL	
3. ORDER NO. NRC-HQ-20-16-T-0004		4. REQUISITION/REFERENCE NO. NRR-16-0162			
5. ISSUING OFFICE (Address correspondence to) US NRC - HQ ACQUISITION MANAGEMENT DIVISION MAIL STOP TWEN-5E03 WASHINGTON DC 20555-0001				b. STREET ADDRESS US NUCLEAR REGULATORY COMMISSION MAIL STOP OWEN 11 F1	
				c. CITY WASHINGTON	d. STATE DC
				e. ZIP CODE 20555-0001	
7. TO: SAVENA ALLEN				f. SHIP VIA	
a. NAME OF CONTRACTOR IDONEOUS EDUCATIONAL SERVICES INC				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE REFERENCE YOUR:	
c. STREET ADDRESS 129 FARMGATE LANE SUITE 100				<input checked="" type="checkbox"/> b. DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY SILVER SPRING		e. STATE MD	f. ZIP CODE 209055735		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OFF OF NUCLEAR REACTOR REGULATION	
11. BUSINESS CLASSIFICATION (Check appropriate box(es))					
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone					
<input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION Destination	b. ACCEPTANCE Destination				
				16. DISCOUNT TERMS 30	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	The U.S. Nuclear Regulatory Commission (NRC) hereby awards a Firm-Fixed-Price Task Order entitled: "Technical Editing Assistance for North West Medical, Medical Isotope Production Facility Environmental Impact Statement." Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME US NUCLEAR REGULATORY COMMISSION						\$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		\$33,003.63		17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature)

05/25/2016

23. NAME (Typed)
ARACELIS PEREZ-ORTIZ
TITLE: CONTRACTING/ORDERING OFFICER

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

TEMPLATE - ARMOR

SUNSI REVIEW COMPLETE

JUN - 1 2016

ADMOD2

ORDER FOR SUPPLIES OR SERVICES

PAGE NO

SCHEDULE - CONTINUATION

2

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

DATE OF ORDER

CONTRACT NO.

ORDER NO.

05/25/2016

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

NRC-HQ-20-16-T-0004

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>The contractor shall perform the work specified in the Statement of Work (SOW) in accordance with the terms and conditions of contract no. NRC-HQ-20-15-E-0004.</p> <p>NRC COR: Jeffrey Mitchell; Jeffrey.Mitchell12@nrc.gov ; 301-415-3019</p> <p>NRC Alternate COR: Daneira Melendez-Colon; 301-415-3301; Daneira.Melendez-Colon@nrc.gov</p> <p>NRC Alternate COR: Phyllis Clark; 301-415-6447; Phyllis.Clark@nrc.gov</p> <p>Total Ceiling Amount: \$33,003.63 Total Obligated Amount: \$33,003.63</p> <p>_____ IDONEOUS Authorized Official Date</p> <p>Accounting Info: 2016-X0200-FEEBASED-20-20D004-11-4-178-1033-252A Period of Performance: 05/25/2016 to 09/30/2019</p>					
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$0.00	

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION NOT USABLE

OPTIONAL FORM 348 (Rev. 4/2006)

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

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

PAGE NO

2

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

DATE OF ORDER

CONTRACT NO.

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

ORDER NO.

NRC-HQ-20-16-T-0004

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>The contractor shall perform the work specified in the Statement of Work (SOW) in accordance with the terms and conditions of contract no. NRC-HQ-20-15-E-0004.</p> <p>NRC COR: Jeffrey Mitchell; Jeffrey.Mitchell12@nrc.gov ; 301-415-3019</p> <p>NRC Alternate COR: Daneira Melendez-Colon; 301-415-3301; Daneira.Melendez-Colon@nrc.gov</p> <p>NRC Alternate COR: Phyllis Clark; 301-415-6447; Phyllis.Clark@nrc.gov</p> <p>Total Ceiling Amount: \$33,003.63 Total Obligated Amount: \$33,003.63</p> <p><i>Savona J Allen</i></p> <p>_____ IDONEOUS Authorized Official Date</p> <p>Accounting Info: 2016-X0200-FEEBASED-20-20D004-11-4-178-1033-252A Period of Performance: 05/25/2016 to 09/30/2019</p>					
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$0.00	

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SECTION B - Supplies or Services/Prices

NRCB010 BRIEF PROJECT TITLE AND WORK DESCRIPTION

- (a) The title of this project is: *Technical Editing Assistance for North West Medical, Medical Isotope Production Facility Environmental Impact Statement*
- (b) Summary work description: The objective of this contract is to obtain expert document layout, assembly, formatting, and technical editing services to assist the NRC's Office of Nuclear Reactor Regulation, Division of License Renewal (DLR) to prepare an EIS for the Proposed North West Medical, Medical Radioisotope Production Facility.

PRICE SCHEDULE

FIRM-FIXED PRICE

CLIN	DESCRIPTION	EST. QTY	UNIT PRICE	UNIT	EST. TOTAL
008	TASK 8: MEDICAL ISOTOPE PRODUCTION FACILITY EIS			EACH	\$33,003.63
	Task 8.a Draft EIS – 1 st Round Edits				
	Task 8.b Draft EIS – Final Round Edits				
	Task 8.c Final EIS – 1 st Round Edits				
	Task 8.d Final EIS – Final Round Edits				

Payments for CLIN 008 will be made according to the Deliverables and Delivery Schedule in the Statement of Work (SOW), based on completion of task 8. (The price per subtask is equivalent to [REDACTED] of the total price of task 8).

NRCB080 CONSIDERATION AND OBLIGATION-FIRM-FIXED-PRICE

The total amount of the Firm-Fixed-Price portion of this contract (CLIN 008) is **\$33,003.63**, and this amount is fully-funded.

SECTION C - Description/Specifications STATEMENT OF WORK

1. PROJECT TITLE

Technical Editing Assistance for North West Medical, Medical Isotope Production Facility
Environmental Impact Statement

2. BACKGROUND

Based on the Atomic Energy Act, the U.S. Nuclear Regulatory Commission (NRC) issues construction permits and operating licenses for nuclear research and test reactors and nuclear processing facilities. The environmental and requirements are published as Title 10 of the Federal Code of Regulations Part 51.

(10 CFR Part 51). The NRC has published regulatory guidance for the NRC staff (the staff) to follow when reviewing radioisotope production facility applications to address radiological and non-radiological environmental issues in the Interim Staff Guidance to NUREG-1537, "Guidelines for Preparing and Reviewing Applications for the Licensing of Non-Power Reactors," NUREG-1537. The Final Interim Staff Guidance was issued October 2012 to ensure conformance with its review process and to share the process with stakeholders.

The staff has accepted a Construction Permit Application from the proposed North West Medical, Medical Radioisotope Production Facility. The staff documents its support for the final related regulatory decisions in two NUREG-series publications: Supplemental Environmental Impact Statements (SEISs) and Safety Evaluation Reports (SERs). For this Construction Permit Application, the staff will publish one draft EIS (DEIS) and one final EIS (FEIS).

The EIS documents the staff's review of the ER and facility-specific environmental analysis, which considers and weighs the environmental impacts of the proposed action, the environmental impacts of alternatives to the proposed action, and mitigation measures available for reducing or avoiding adverse impacts. The EIS can range from 300–800 pages and are typically about 500 pages in length.

3. SCOPE

The objective of this contract is to obtain expert document layout, assembly, formatting, and technical editing services to assist the NRC's Office of Nuclear Reactor Regulation, Division of License Renewal (DLR) to prepare an EIS for the Proposed North West Medical, Medical Radioisotope Production Facility.

4. SPECIFIC TASKS

The contractor shall be responsible for the following document properties:

- Layout
- Assembly
- Formatting

- Version control
- Producing a production-ready document

The contractor shall be responsible for services to improve the quality, clarity, and consistency of the EIS. Specifically, the contractor shall be responsible for recommending corrections and incorporating changes approved by the staff to include:

- Verifying the message is a coherent and logical flow of ideas
- Correcting syntax, grammar, spelling, and punctuation in accordance with NRC guidance
- Ensuring consistent use of terms, acronyms, abbreviations, and symbols
- Correcting disagreement of the subject and verb and faulty parallelisms
- Eliminating ambiguities, redundancy (wordiness), and overuse of the passive voice
- Ensuring consistency and accuracy of heading styles, headers, and footers
- Consistency of equations
- Verifying consistency and clarity of tables and figures; and redesigning them (as required) to improve their visual effectiveness
- Verifying the accuracy of references and cross-references
- Verifying references are available to the public
- Developing a table of contents in accordance with applicable style guides
- Developing an index in accordance with applicable style guides
- Ensuring consistency of text, figures, table headings, and section headings with the table of contents
- Verifying pagination (page numbers are consistent with the table of contents and index)

The standard scope of work for the EIS preparation is described in the following task.

Task 8. Medical Isotope Production Facility Environmental Assessment (EA) or Environmental Impact Statement (EIS)

The Environmental Impact Statement for medical isotope production facilities, which is similar in scope and review methodology to the SEIS but is approximately 80% of the document length, will be edited under this task. Similar to the SEIS, the medical isotope production facility EIS will be published first as a draft EIS (DEIS). Approximately 4-6 months later, a final EIS (FEIS) that incorporates updates and responses to public comments will be published. Task 8 includes editing of both versions of this document.

DEIS: The deliverable for the DEIS is a cover-to-cover, facility-specific DEIS based on technical and administrative information in the construction permit application and supplement information. The COR will provide the contractor an electronic version of the DEIS in a word processing source for modification and use.

The first draft is due no later than 10 working days from contractor's receipt of the draft, with the final draft due no later than 5 working days from final input from the COR.

The requirements under the DEIS portion of Task 8 are as follows:

- The contractor shall incorporate specific technical environmental evaluation input and additional information as provided by the COR into the plant-specific DEIS template. As necessary, IDONEOUS will insert placeholders for certain future technical evaluation input and additional information not yet available.
- The contractor shall update the appendices in the DEIS with plant-specific information.
- The contractor shall review the DEIS to ensure the document is complete and meets the NRC publication requirements for a NUREG-series report. This review will focus on changes to the DEIS compared with the DEIS template provided by the COR.
- The contractor shall recommend technical editorial changes to the specific technical environmental evaluation input, and additional information will be provided to the COR in a track-changes format for review before incorporation into the DEIS.
- The contractor shall revise the DEIS based on comments and revisions provided by the COR and submit a final DEIS in accordance with the project schedule.
- The contractor will perform a quality check review of the DEIS before submitting the document to the NRC to ensure that all requirements for the task have been met.
- The contractor shall submit a DEIS that is camera-ready for NUREG publications in accordance with the project schedule.

FEIS: The deliverable for the FEIS is a cover-to-cover, plant-specific FEIS based on technical and administrative information in the environmental report (ER) of the LRA and supplemental information, as provided by the COR. The final deliverable of the FEIS will also include change bars for technical changes made between the DEIS and FEIS version.

The first draft due date for the FEIS is no later than 2 weeks from contractor receipt of the draft, with the draft final document due no later than 1 week from final input from the COR. Due to the strict project schedule and multiple NRC stakeholders involved in the review stages of the document, the COR will provide the contractor with comments and revisions to the FEIS in numerous batches and will require turnaround within 1 business day in certain cases.

The requirements under the FEIS portion of Task 8 are as follows:

- The contractor shall incorporate specific technical evaluation input as provided by the COR to fill any placeholders in the DEIS.
- The contractor shall revise the FEIS based on additional information provided by the COR.
- The contractor shall revise and update the appendices in the FEIS, as needed.
- The contractor shall review the FEIS to ensure the document is complete and meets the NRC publication requirements for a NUREG-series report. This review will focus on changes to the FEIS compared with the DEIS provided by the COR.

- The contractor shall recommend technical editorial changes to the specific technical environmental evaluation input, and additional information will be provided to the COR in a track-changes format for review before incorporation into the FEIS. The contractor shall then provide a track-changes version, comparing the differences between the FEIS and the DEIS to the COR for the staff's review.
- IDONEOUS shall revise the FEIS based on comments and revisions provided by the COR.
- Documents returned to the NRC will not be locked for editing, allowing the NRC staff to make changes in any section of the document.
- The contractor will perform a QC review of the FEIS before submitting the document to the NRC to ensure that all requirements for the task have been met.
- IDONEOUS shall submit a final FEIS that is camera ready for NUREG publications.

The contractor will follow the same standard processes and procedures as outlined above for the DEIS, while complying with any additional tasks for the FEIS as described above.

5. APPLICABLE DOCUMENTS AND STANDARDS

The contractor shall provide accessible, archival-quality, print-ready, Web-enabled PDF and DOC source files that meet Federal and agency requirements for publications. The print and electronic copies shall match (i.e., print the paper copy from the PDF, which is generated from the Microsoft® Office Word 2013 file).

Electronic files (final deliverables) shall be:

- **Accessible:** comply with Section 508 of the Rehabilitation Act; accessible to screen readers; high contrast in black and white if any color is used; any information conveyed with color is conveyed equally well when color is not available.
- **Archival:** generate PDF using Adobe Acrobat Professional X with NRC downloaded NRC distiller and preflight profiles or NRC designated PDF generator and PDF/A format, an international standard for archival PDFs; embed fonts; update/delete metadata (<http://www.nrc.gov/site-help/electronic-sub-ref-mat.html>).
- **Print-ready:** minimum 600 dpi (1,200 dpi recommended) for high-quality, professional printing; include print disclaimers for any scanned or pixelated images; the PDF shall be an entire document, including cover, inside cover, title page, NRC Form 335, etc. (see NUREG-1757).
- **Web-enabled (electronic):** bookmarks for navigation (generated by Microsoft® Office Word 2013, or current NRC designated word processing software, as directed by the COR, with the heading styles applied); live links to Web sites (entire URL shall be active); meet NRC Web publication standards; enabled for Fast Web view; match agency-wide electronic standards (<http://www.nrc.gov/site-help/e-submittals.html>).
- Free of any restrictions in their use, to include password protections on the document or style sheet.

Specifically, the Microsoft® Office Word 2013 file shall use the following:

- Styles
- Automated formatting (no manually tabbed columns)
- Linked bookmarks or anchors for the table of contents or other document guides that jump to specific sections of the text
- Headers and other structural markup
- Abbreviation list
- Listed and linked figures, equations, tables, etc.
- Formatted tables with simple columns (do not nest tables, mark column headers if possible)
- Embedded fonts and objects

The contractor shall use the following guidelines for file names:

- Use ASCII letters (a-z, A-Z), digits (0-9), underscores and hyphens (“_” and “-”)
- Do not use spaces, quotation marks, diacritic marks or other special/non-printing characters
- Reserve the period (“.”, full stop) for the file extension at the end of the filename

In addition to general document quality standards, the contractor shall meet the following standards in:

- U.S. Government Printing Office (GPO) Style Manual
- NUREG-0650, "Preparing NUREG-series Publications," Revision 2
- NUREG-1379, "NRC Editorial Style Guide," Revision 2
- NUREG-0544, "NRC Collection of Abbreviations," Revision 4
- License Renewal Project Manager Handbook, Attachment 9, "Safety Evaluation Report (SER) Style Guide"
- License Renewal Project Manager Handbook, Attachment 29, "Safety Evaluation Report Writing Guide Lines and Samples"
- EIS Style Guide
- MD 3.7, "NUREG-Series Publications"
- www.plainlanguage.gov
- Section 508 of the Rehabilitation Act

In cases where the EIS style guide conflicts with the *NRC Editorial Style Guide*, the contractor shall follow the EIS style guide. The COR may require the contractor to deviate from the guidance documents listed above, if the guidance documents are being revised or new guidance is being developed.

6. DELIVERABLES AND DELIVERY SCHEDULE

The contractor shall provide the deliverables listed below in two electronic formats (Microsoft® Office Word 2013 or NRC designated word processing software and PDF file using Adobe Acrobat Professional X or NRC designated PDF) and a hard copy printed from the PDF file to the COR. The final deliverables for each task shall not have any restrictions in their use by the government. If document protections are employed during the editing process as part of a version control methodology, an additional unprotected version of the final deliverable for government records and future use must be provided.

The NRC has an expectation that the contractor will be able to perform technical editing of a minimum of 70 pages per day as well as format a minimum of 70 pages per day. If, due to multiple tasks under this contract being performed simultaneously the below delivery schedules are unachievable, the contractor shall coordinate with the COR to prioritize work and agree on an acceptable delivery schedule.

Because of the strict project schedule and multiple NRC contributors to the documents, it is expected the COR will provide comments and revisions to the contractor in numerous batches, requiring turnaround within one work day in certain cases as directed by the COR.

The EIS is published as a Draft EIS NUREG, meeting all requirements of NUREG publication. Then, after a period of several months for public comments and additional editing, it is published as a Final EIS NUREG, meeting all requirements of NUREG publication.

The following are standard deliverable due dates for task 8:

Task No.	Deliverable Description	Due Date	Task Completion Rate
8.a	Draft EIS – 1 st Round Edits	NLT 10 working days after receipt of draft	25% complete
8.b	Draft EIS – Final Round Edits	NLT 5 working days after receipt of draft	50% complete
8.c	Final EIS – 1 st Round Edits	NLT 10 working days after receipt of final inpt from COR	75% complete
8.d	Final EIS – Final Round Edits	NLT 5 working days after receipt of final input from COR	100% complete

The deliverable will include at minimum a word processing source file, an electronic "print" file in Portable Document Format (PDF), and a printed camera-ready document from the PDF file unless otherwise directed by the COR or CO. The contractor shall be responsible for structuring

the deliverable to follow Federal and agency standards for publications. The current agency word processing standard is Microsoft ® Office Word 2013. The contractor shall use the latest agency-designated version of this agency standard. The source and PDF files shall be automated structured, and reusable (i.e., applies templates, contain automatic bookmarks, have "live" Web links). The contractor shall consider long-term use and revision when establishing styles. This will be evidenced by styles that are constructed for ease of use and that apply automated functions. The contractor shall provide a style sheet itemizing the specifications for each style or tag applied in the word processing program. For example, the style sheet will note the name of the style, formatting details, and the specific functions of and use for each style. The contractor shall include corrections to meet quality standards as a part of this deliverable.

The final deliverable documents for Task 8 shall:

- Be provided in the NRC-approved version of Microsoft ® Office Word 2013 or NRC designated word processing software, as directed by the COR
- Be provided in a PDF format generated by Adobe Acrobat Professional X or NRC designated PDF generator
- Be delivered "camera ready" on CD-ROM
- Meet the requirements above of "Electronic files shall be--"
- Meet the requirements above of "Specifically, the Microsoft ® Office Word 2013 file shall use--"
- Meet the requirements above of "The contractor is responsible for services to improve the quality, clarity, and consistency of the SEIS and SER--"

7. GOVERNMENT FURNISHED PROPERTY

The COR will provide the contractor with the applicable technical input required to prepare the documents at issuance of the task order.

The COR will provide the contractor with a printed and/or electronic representation of how the deliverables should appear, typically a published example of a completed document. Additionally, the COR will provide the initial draft documents in their general format during the execution of the Task Order.

The COR can also provide other applicable background information and reference documentation. For the purpose of providing a proposal, the NRC Web site below contains past and current staff license renewal SEISs, and the EIS is similar in format and structure.

<http://www.nrc.gov/reactors/operating/licensing/renewal/applications.html#plant>

The following NUREG reports related to this effort are available through the NRC Agencywide Document Access and Management System (ADAMS).

NUREG-1379, "NRC Editorial Style Guide," Revision 2, is available through ADAMS at:
<http://www.nrc.gov/reading-rm/adams.html#web-based-adams> (Accession No. ML093280744)

NUREG-0544, "NRC Collection of Abbreviations," Revision 4, is available through ADAMS at:
<http://www.nrc.gov/reading-rm/adams.html#web-based-adams> (Accession No. ML041050544)

An electronic copy of MD 3.7, "NUREG-Series Publications" will be provided if requested by the contractor.

8. SECURITY

All work performed will be Unclassified

SECTION D - Packaging and Marking

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

SECTION E - Inspection and Acceptance

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

SECTION F - Deliveries or Performance

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

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

SECTION G - Contract Administration Data

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

SECTION H - Special Contract Requirements

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

SECTION I - Contract Clauses

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

SECTION J - List of Documents, Exhibits and Other Attachments

ATTACHMENT	NO. PAGES
Attachment 1: Billing Instructions for Fixed-Price Type Contracts	4

ATTACHMENT 1

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

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

The contractor shall prepare invoices/vouchers for payment of deliverables identified in the contract, in the manner described herein. FAILURE TO SUBMIT INVOICES/VOUCHERS IN ACCORDANCE WITH THESE INSTRUCTIONS MAY RESULT IN REJECTION OF THE INVOICE/VOUCHER AS IMPROPER.

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

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

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

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

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

Contractors must report to the Contracting Officer, electronically, any capital property acquired with contract funds having an initial cost of \$50,000 or more, in accordance with procedures set forth in NRC Management Directive (MD).

Agency Payment Office: Payment will continue to be made by the office designated in the contract in Block 12 of Standard Form 26, Block 25 of Standard Form 33, or Block 18a of Standard Form 1449, whichever is applicable.

Frequency: The contractor shall submit invoices/vouchers for payment once each month, unless otherwise authorized by the Contracting Officer.

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

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

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

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

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

Supersession: These instructions supersede previous Billing Instructions for Fixed-Price Type Contracts.

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

1. Official Agency Billing Office

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

2. Invoice/Voucher Information

- a. Payee's DUNS Number or DUNS+4. The Payee shall include the Payee's Data Universal Number (DUNS) or DUNS+4 number that identifies the Payee's name and address. The DUNS+4 number is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the Payee to identify alternative Electronic Funds Transfer (EFT) accounts for the same parent concern.
- b. Taxpayer Identification Number. The Payee shall include the Payee's taxpayer identification number (TIN) used by the Internal Revenue Service (IRS) in the administration of tax laws. (See IRS Web site: [http://www.irs.gov/Individuals/International-Taxpayers/Taxpayer-Identification-Numbers-\(TIN\)\)](http://www.irs.gov/Individuals/International-Taxpayers/Taxpayer-Identification-Numbers-(TIN))).
- c. Payee's Name and Address. Show the name of the Payee as it appears in the contract and its correct address. Where the Payee is authorized to assign the proceeds of this contract in accordance with the clause at Federal Acquisition Regulation (FAR) 52.232-23 Assignment of Claims, the Payee shall require as a condition of any such assignment, that the assignee shall register separately in the System for Award Management (SAM) database at <http://sam.gov> and shall be paid by EFT in accordance with the terms of this contract. See FAR 52.232-33 Payment by Electronic Funds Transfer-System for Award Management.
- d. Contract Number. Insert the NRC contract number (including Enterprise-wide Contract (EWC)), GSA Federal Supply Schedule (FSS), Governmentwide Agency Contract (GWAC) number, or Multiple Agency Contract (MAC) number, as applicable.
- e. Task Order Number. Insert the task/delivery order number (If Applicable). **Do not include more than one task order per invoice or the invoice may be rejected as improper.**
- f. Invoice/Voucher. The appropriate sequential number of the invoice/voucher, beginning with 001 should be designated. Contractors may also include an individual internal accounting number, if desired, in addition to the 3-digit sequential number.
- g. Date of Invoice/Voucher. Insert the date the invoice/voucher is prepared.
- h. Billing Period. Insert the beginning and ending dates (day, month, year) of the period during which deliverables were completed and for which payment is requested.

- i. Description of Deliverables. Provide a brief description of supplies or services, quantity, unit price, and total price.
- j. Work Completed. Provide a general summary description of the services performed or products submitted for the invoice period and specify the section or Contract Line Item Number (CLIN) or SubCLIN, in the contract pertaining to the specified contract deliverable(s).
- k. Shipping. Insert weight and zone of shipment, if shipped by parcel post.
- l. Charges for freight or express shipments. Attach prepaid bill if shipped by freight or express.
- m. Instructions. Include instructions to consignee to notify the Contracting Officer of receipt of shipment.
- n. For Indefinite Delivery contracts, the final invoice/voucher shall be marked "FINAL INVOICE" or "FINAL VOUCHER".
- o. Total Amount Billed. Insert columns for total amounts for the current and cumulative periods.
- p. Adjustments. Insert columns for any adjustments, including outstanding suspensions for deficient or defective products or nonconforming services, for the current and cumulative periods.
- q. Grand Totals.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. M0005		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. RES-16-0237	
5. PROJECT NO. (If applicable)		6. ISSUED BY US NRC - HQ ACQUISITION MANAGEMENT DIVISION MAIL STOP TWFN-5E03 WASHINGTON DC 20555-0001		7. ADMINISTERED BY (If other than Item 6) CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) OBSIDIAN ANALYSIS INC 1000 CONNECTICUT AVE NW 9TH FLR WASHINGTON DC 200365302		(x)		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. GS10F048AA NRC-HQ-60-15-T-0001	
				10B. DATED (SEE ITEM 13) 05/06/2015	
CODE 961894511		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

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

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: \$24,000.00
2016-X0200-FEEBASED-60-60D003-11-6-213-1045-252A

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

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) FAR 52.232-22 - Limitation of Funds

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

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

The purpose of this modification is to add incremental funds in the amount of \$24,000.00, thereby increasing the total obligations from \$190,000.00 to \$214,000.00, and to change the Contracting Officer's Representative from Tanya Oxenberg to Lindsey Cooke.

Please see the following pages for details.

Total Obligations: \$214,000.00 (Changed)
Base and Exercised Options: \$229,920.67 (Unchanged)
Base and All Options: \$229,920.67 (Unchanged)
Period of Performance: May 6, 2015 - May 5, 2017 (Unchanged)

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

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) KARLA F. FITZ	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16C. DATE SIGNED 05/26/2016	

The purpose of this modification is to add incremental funds in the amount of \$24,000.00, thereby increasing the total obligations from \$190,000.00 to \$214,000.00, and to change the Contracting Officer's Representative from Tanya Oxenberg to Lindsey Cooke.

Accordingly, this task order is hereby modified as follows:

1. Paragraph (c) under section B.2, "NRCB084 CONSIDERATION AND OBLIGATION-LABOR-HOUR CONTRACT," is revised to read as follows:

"(c) The amount presently obligated by the Government with respect to this contract is \$214,000.00."

2. Paragraph (a) under section B.12 CONTRACTING OFFICER'S REPRESENTATIVE AUTHORITY, is revised to include the following information in **bold**:

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

Name: Lindsey Cooke
Address: 11555 Rockville Pike
Rockville, MD 20852
MS: TWFN/ 10 B58
Telephone Number: 301-415-5627
Email: Lindsey.Cooke@nrc.gov

Alternate contracting officer's authorized representative (hereinafter referred to as the Alternate COR) for this contract is:

Name: Todd Smith
Address: 11555 Rockville Pike
Rockville, MD 20852
MS: 3WFN/ 9 C28
Telephone Number: 301-287-3744
Email: Todd.Smith@nrc.gov

All other terms and conditions remain unchanged.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. M0004		3. EFFECTIVE DATE 05/26/2016		4. REQUISITION/PURCHASE REQ. NO. R4-16-0051	
5. PROJECT NO. (If applicable)		6. ISSUED BY US NRC - HQ ACQUISITION MANAGEMENT DIVISION MAIL STOP TWFN-5E03 WASHINGTON DC 20555-0001		7. ADMINISTERED BY (If other than Item 6) CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) KONICA MINOLTA BUSINESS SOLUTIONS USA INC 1595 SPRING HILL RD STE 410 VIENNA VA 221822228		(x)		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. GS25F0030M NRC-HQ-13-F-31-0018	
				10B. DATED (SEE ITEM 13) 08/05/2013	
CODE 626578041		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

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

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Increase: \$30,000.00
2016-X0200-FEEBASED-94-94D099-51-F-191-1118-3191

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

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) 52.232-19 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR (APR 1984) (DEVIATION -- MAY 2003)

E. IMPORTANT: Contractor ☒ is not. ☐ is required to sign this document and return 0 copies to the issuing office.

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

The purpose of this modification is to obligate funds in the amount of \$30,000.00, thereby increasing the total obligations from \$75,336.24 to \$105,336.24, and to change the NRC Buyer (Contract Specialist) from Sandra Harrell to Karla Fitz.

Accordingly, section A.1, CONSIDERATION AND OBLIGATION--FIRM-FIXED-PRICE (AUG 2011) is revised to read as follows:

"The total amount for the Firm-Fixed-Price portion of this contract is \$165,861.20. The current obligated amount is \$105,336.24 thereby providing funding through September 30, 2016."

Continued ...

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

15A. NAME AND TITLE OF SIGNER (Type or print) KARLA F. FITZ		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)		16B. DATE SIGNED 05/26/2016	

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	GS25F0030M/NRC-HQ-13-F-31-0018/M0004	2	2

NAME OF OFFEROR OR CONTRACTOR
 KONICA MINOLTA BUSINESS SOLUTIONS USA INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>All other terms and conditions remain unchanged.</p> <p>Total Obligated Amount: \$105,336.24 (Changed)</p> <p>Base and Exercised Options: \$165,861.20 (Unchanged)</p> <p>Base and All Options: \$165,861.20 (Unchanged)</p> <p>Period of Performance: 09/01/2013 to 08/31/2018 (Unchanged)</p>				