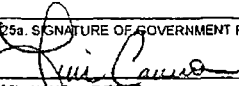
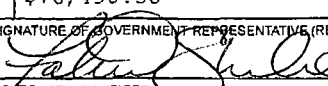


| | | | | | |
|---|---|--|-------------|--|---------------|
| INTERAGENCY AGREEMENT | | 1. IAA NO. NRC-HQ-84-16-I-0006 | | PAGE 1 OF 18 | |
| 2. ORDER NO. | | 3. REQUISITION NO. OCHCO-16-0207 | | 4. SOLICITATION NO. | |
| 5. EFFECTIVE DATE 10/01/2016 | | 6. AWARD DATE 09/15/2016 | | 7. PERIOD OF PERFORMANCE 10/01/2016 TO 09/30/2017 | |
| 8. SERVICING AGENCY OPM ALC: DUNS: +4: DATA WAREHOUSE 1900 E STREET NW ROOM B469J WASHINGTON DC 20415 POC Jennifer Wingerberg TELEPHONE NO. 202-418-3243 | | 9. DELIVERTO US NUCLEAR REGULATORY COMMISSION- MAIL PROCESSING CENTER 4930 BOILING BROOK PARKWAY ROCKVILLE MD 20852 USA | | | |
| 10. REQUESTING AGENCY HR ALC: DUNS: +4: US NUCLEAR REGULATORY COMMISSION ONE WHITE FLINT NORTH 11555 ROCKVILLE PIKE ROCKVILLE MD 20852-2738 POC Fatima Shuler TELEPHONE NO. 301-415-7044 | | 11. INVOICE OFFICE US NUCLEAR REGULATORY COMMISSION ONE WHITE FLINT NORTH 11555 ROCKVILLE PIKE MAILSTOP 03-E17A ROCKVILLE MD 20852-2738 | | | |
| 12. ISSUING OFFICE US NRC - HQ ACQUISITION MANAGEMENT DIVISION MAIL STOP TWFN-5E03 WASHINGTON DC 20555-0001 | | 13. LEGISLATIVE AUTHORITY Economy Act | | | |
| | | 14. PROJECT ID | | | |
| | | 15. PROJECT TITLE E-OPF: HOSTING & MAINTENANCE | | | |
| 16. ACCOUNTING DATA 2016-X0200-FEEBASED-84-84D099-51-H-156-6023-253A | | | | | |
| 17. ITEM NO. | 18. SUPPLIES/SERVICES | 19. QUANTITY | 20. UNIT | 21. UNIT PRICE | 22. AMOUNT |
| 00001 | The Office of Personnel Management (OPM) shall provide the U.S. Nuclear Regulatory (NRC) with Hosting and Maintenance services for Electronic Official Personal Folder (eOPF). Master IAA: N/A To award new IAA for EOPF for FY 2017 The total amount of award: \$76,498.50. The obligation for this award is shown in box 24. | | | | 76,498.50 |
| 23. PAYMENT PROVISIONS | | 24. TOTAL AMOUNT \$76,498.50 | | | |
| 25a. SIGNATURE OF GOVERNMENT REPRESENTATIVE (SERVICING)  | | 26a. SIGNATURE OF GOVERNMENT REPRESENTATIVE (REQUESTING)  | | | |
| 25b. NAME AND TITLE DW Financial: PMO Manager | | 25c. DATE 9/14/2016 | | 26b. CONTRACTING OFFICER FATIMA SHULER | |
| | | | | 26c. DATE 9/15/16 | |

TEMPLATE - ADM001

SUNSI REVIEW COMPLETE

JAN 25 2017

ADM002

Federal Data Solutions Data Warehouse Program

electronic Official Personal Folder (eOPF) Statement of Service (SOS)

Date Sent: 09/06/2016

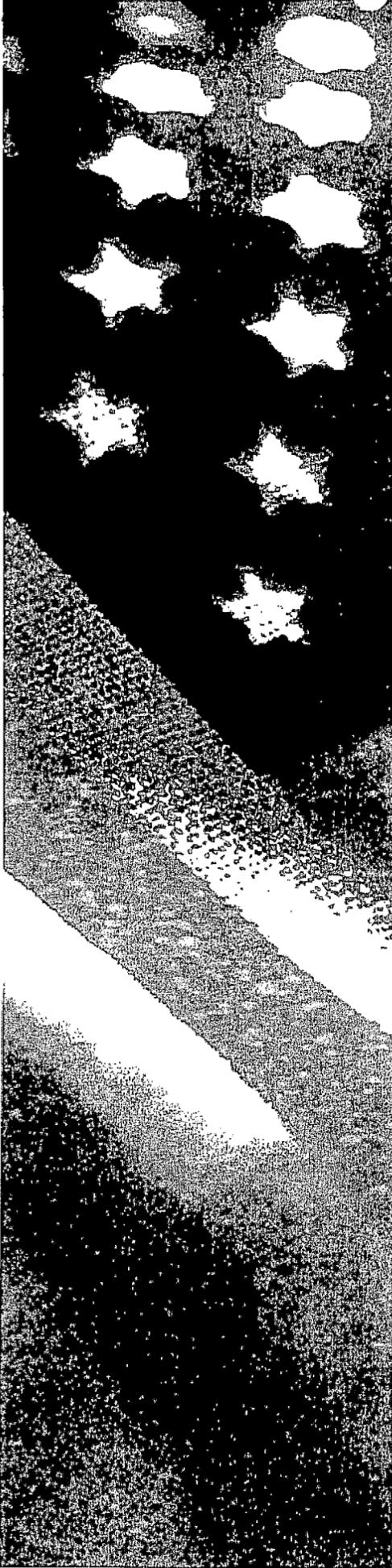
| |
|-------------------------------------|
| Requesting Agency |
| Name: Nuclear Regulatory Commission |



| Hosting & Maintenance | | | | | |
|-----------------------|--|------------------------|----------|------------|--------------|
| License Type | Product/Service Description | Period of Performance | Quantity | Unit Price | Total |
| Limited Use: | eOPF FY17 Limited-use Licenses Annual Maintenance | 10/1/2016 - 09/30/2017 | 3,875 | \$ 19.50 | \$ 75,562.50 |
| | eOPF FY17 Limited-use Licenses (Additional Licenses) | 10/1/2016 - 09/30/2017 | 0 | \$ 20.00 | \$ - |
| | Limited Use License Total: | | | | \$ 75,562.50 |
| Full Use: | eOPF FY17 Full-use Licenses Annual Maintenance - 1 Full-use license included for every 250 Limited Use licenses | 10/1/2016 - 09/30/2017 | 15 | \$ - | \$ - |
| | eOPF FY17 Full-use Licenses Annual Maintenance | 10/1/2016 - 09/30/2017 | 36 | \$ 26.00 | \$ 936.00 |
| | eOPF FY17 Full-use Licenses (Additional Licenses) | 10/1/2016 - 09/30/2017 | 0 | \$ 126.00 | \$ - |
| | Full Use License Total: | | | | \$ 936.00 |
| | | | | SUBTOTAL | \$ 76,498.50 |

| | |
|----------------------|---------------------|
| Total Funding | \$ 76,498.50 |
|----------------------|---------------------|

This document is FOR OFFICIAL USE ONLY. The information included in this material will not be disclosed or provided to any third parties without the approval of the Data Warehouse Program Office. Rev. 06022016

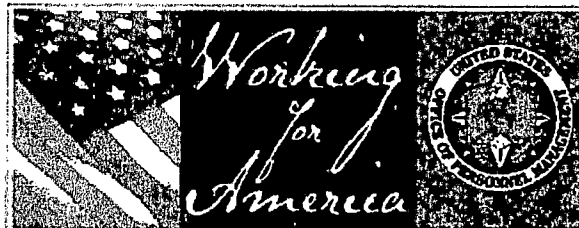


Data Warehouse
(formerly Enterprise Human Resources Integration -
EHRI)

TERMS OF REFERENCE
Electronic Official Personnel Folder
Hosting and Maintenance FY17
Nuclear Regulatory Commission

From: Data Warehouse
Federal Data Solutions
Office of the Chief Information Officer
U.S Office of Personnel Management
1900 E Street NW, Room B469
Washington, DC 20415

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT



TERMS OF REFERENCE
Electronic Official Personnel Folder (eOPF)
Hosting and Maintenance
Nuclear Regulatory Commission

1) Statement of Legal Authority

The Program Management Office (PMO) of the U.S. Office of Personnel Management's (OPM) Data Warehouse Program provides services and product support as described below to the Nuclear Regulatory Commission (hereinafter referred to as "Agency"), pursuant to authority of the Revolving Fund Act (5 USC Section 1304 (f)). This Terms of Reference (TOR) document establishes and describes the business relationship between Data Warehouse Program and the Agency. The TOR also describes the eOPF services to be provided by the Data Warehouse Program to the Agency Components that will be funded by the the IAA agreement.

2) Purpose

The purpose of this TOR is to establish a common understanding between the Data Warehouse PMO and the Agency regarding the management structure, the scope of services and support that will be provided by Data Warehouse, and financial control of funding provided by the Agency.

3) Period of Performance

This TOR applies to Fiscal Year 2017, October 1, 2016 – September 30, 2017.

4) Scope

The scope of this TOR encompasses a limited range of services and products required to support the eOPF system. The following is an overview of the services that are available to support the Agency and their components.

4.1. eOPF Implementation Services

The Data Warehouse Implementation Team will execute the eOPF implementation consistent with the approved Assessment Decision Report and the Implementation Project Plan for each covered Agency component. The Implementation Project Plan will detail project tasks, deliverables, dependencies, and durations for implementing the eOPF system for the component. The Project Plan will also identify the number of expected meetings, actions, and decisions expected of each covered Agency component.

In general, eOPF Implementation includes the following:

- Development and production environments configuration, software development and configuration, installation and configuration of the eOPF system at the hosting facility, and system testing at the development and productions environment.

- Migration of OPM version of eOPF (including previously back-file scanned folders)
- Migration to Data Warehouse hosting
- Migration from component automated OPF system to OPM eOPF system
- Payment of one-time per capita user fees, which includes any future software upgrades.
- Maintenance support to transition the Agency component to the Production Phase
- Standard eOPF training for Human Resources Specialists and System Administrators at implementation vendor's location

4.2. eOPF Maintenance Services

Annual Maintenance of the eOPF System will include the following services:

- 1) **Software Hosting and Maintenance:** Apportioned charges for services include infrastructure hardware and software maintenance, vulnerability analysis/testing, eOPF and infrastructure/software upgrades and testing, service monitoring and alerting, performance monitoring, and reporting. Charges are based on one active eOPF per employee in a given year. Inactive eOPFs can be stored and accessed in the Component's eOPF instance without paying maintenance for the inactive eOPF. Data Warehouse upgrades the eOPF software periodically. Upgrades will be announced during the User Group Meetings or through e-mail distribution to the User Group community. The Agency and their Components that have questions regarding upgrades should contact the eOPF Helpdesk.
 - a) **Hosting Environment Disaster Recovery Functionality:** In the event of an unplanned data center outage affecting the infrastructure of the Data Warehouse Program the eOPF system will return to an operational status as soon as possible. The process of restoring individual agency instances will occur incrementally from the Data Warehouse tape store and all agency instances would be available within 180 days. The Data Warehouse Program is in the process of relocating the Data Warehouse infrastructure by the end of CY16 to two geographically dispersed data centers which will provide mutually supporting disaster recovery sites. This will ensure eOPF will be operational in the recovery location within 12 hours of declaring a disaster.
 - b) **eOPF Help Desk:** After receiving alerts or messages from the hosting facility, emails directly from eOPF, or a communication (phone, fax, or email) from users concerning a performance degradation or technical issue relating to the eOPF system, the helpdesk will create a ticket, resolve Tier 1 issues, and escalate other tickets to the Agency or Data Warehouse Operations within a reasonable timeframe (no later than 2 business days). The helpdesk will escalate and track issues, as appropriate, until they are resolved. Services also include:
 - i) Automated case tracking
 - ii) Phone call tracking and management
 - iii) Routine reporting and metrics

iv) 24/7 Availability

Note – When a ticket is escalated to the Agency and their Component for resolution it is the Component's responsibility to track and close the ticket once resolved.

- 2) **National Personnel Records Center (NPRC) Services:** The NPRC services include the storage of the scanned OPFs, the associated physical and administrative transfer fees, an annual OPF reference budget of 0.5% of the scanned OPFs (allowing non-record OPF to be returned to the Component or made available on-line in a read only format), and disposal of the scanned OPFs. If the 0.5% reference budget is exceeded, Data Warehouse PMO may pass associated actual costs to the Agency and their Component. Any costs associated with transferring eOPFs to or from the NPRC instance will be covered by this agreement. The cost of shipping the OPFs to NPRC is not included, and will be accounted for separately if a shipping service is procured through Data Warehouse.
- 3) **Data Warehouse PMO Support:** The Data Warehouse PMO plays a significant role in the maintenance phase. The PMO will support all contractual, pricing, security, and any other related matters to assure a smooth and timely transition from assessment to the maintenance of eOPF. The Data Warehouse PMO may also offer meetings for the Agency to participate in from time to time, which may include the eOPF User Group.
- 4) **eOPF Toolkit:** The eOPF Toolkit provides an online inventory of materials for the Agency to reference policies, procedures, and communication campaign materials. Authorized users can access reference manuals and policy documents as well as sample presentations, letters and memos through OPM's secure portal.
- 5) **Production Group Support:** Following the completion of all implementation activities and a review by the Data Warehouse Implementation Manager, support for the Agency Component eOPF activity is provided by the Production Support Group. This support includes SF-50 and employee self-service document load reports and load error reports.
- 6) **Training Database Usage:** Agencies may utilize eOPF training databases on a temporary basis. Agencies should request usage (including requested duration of access) through the Data Warehouse PMO.

4.3 Financial Controls

Data Warehouse PMO maintains strict control over all DOD funds entrusted to it. In order to ensure that provided the Agency will be utilized only for their intended purposes, Data Warehouse cost estimates for the Agency and their components, are divided into two parts: 1) those related to implementation activities including one-time per capita user fees, costs for Component assessments, configuration of hardware and software, deployment activities, maintenance to production costs, standard HR Specialist and System Administrator training and 2) sustainment (hosting and maintenance) costs.

5) Funding and Costs

Data Warehouse estimates the total costs for conducting the eOPF project is based on multiple ranges of access are outlined in the pricing document prepared for each Agency and their Components. Data Warehouse PMO and the Agency will agree contractually on the range that meets the needs of conducting services. This range is used to obtain an overall rough order of magnitude for the period of performance and is not intended to be an exact day to day count. Data Warehouse PMO will provide a quarterly-count for licenses, and working the DCPAS on a quarterly basis to reconcile their account.

Costs for maintaining the Agency and their components eOPF will be recovered by Data Warehouse from the Components, as well as Agency funding.

Agency Responsibilities

The Servicing and Requesting agencies share responsibility for the effective management and use of the interagency agreements. The parties agree to the roles and responsibilities for the Agency and their Components derived below:

- 1) If the Agency is governed by Title V rules and regulations, the Agency shall use the eOPF system in accordance with the Guide to Personnel Recordkeeping (Non-Title V Agencies that utilize the Standard Form 50 must also do so in accordance with the Guide to Processing Personnel Actions).
- 2) The Agency agrees to take appropriate measures to protect proprietary, privileged, or otherwise confidential information that may come into their possession as a result of this agreement. In particular, OPM clause 1752.224-70 is incorporated by reference and the parties agree that they, including any contractors acting on their behalf, will comply with this clause. If the Agency becomes aware of a breach or potential breach, they will notify the OPM Situation Room (202 418-0111 or sitroom@opm.gov) as well as the Contracting Officer (James C. Thieme, 724-794-7171, James.Thieme@opm.gov) and the OPM OCIO at IRC-Incident@opm.gov, phone number 844-377-6109. This notification shall be made as soon as possible after the breach or potential breach is detected, but in no event later than 30 minutes after detection. The notification shall be made regardless of the time or day of the week that the breach or potential breach is detected.
- 3) The Agency will take appropriate action by instruction, agreement, or otherwise, to protect Data Warehouse's Contractor's proprietary property with any third parties that are permitted access to the computer program and documentation in with the Agency's permitted use thereof.
- 4) The Agency Agencies shall contact the eOPF Helpdesk in the event that there are questions regarding upgrades to the eOPF software (the Agency shall not contact the conversion vendor for assistance).
- 5) When an eOPF help desk ticket is escalated to the Agency for resolution, the Agency shall track, work and close the ticket once resolved, within a reasonable timeframe.

Dispute Resolution

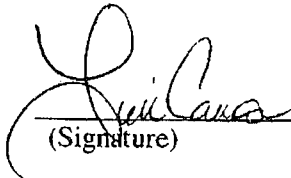
The Agency agrees that any complaints, issues, or concerns regarding service through the Data Warehouse that are not satisfactorily addressed by the Data WarehousePMO staff will be communicated from the designated [Agency] eOPF Program Coordinator to the Data Warehouse Director for resolution. In the event the issue remains unresolved, it will be communicated to the OPM Chief Information Officer (CIO) designee for resolution. If the supervisors do not resolve the dispute within the allotted time, the parties shall jointly request that a binding decision be rendered by the CFO Council, in accordance with OMB M-07-03, Nov 13, 2006, and Attachment 1 (paragraph VIIIC.2) to Treasury Financial Manual, Bulletin 2011-4, dated November 30, 2011. If the issue is still not resolved to the satisfaction of either party, the parties agree to resolve the dispute using the dispute resolution procedures set forth in Treasury Financial Manual, Volume I, Chapter 4700, Appendix X, § 2.4.2 (Aug. 2014) (<http://tfm.fiscal.treasury.gov/v1/p2/c470.pdf>).

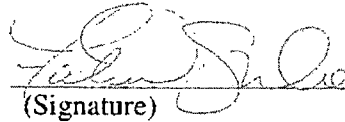
SIGNATURES BY ALL RESPONSIBLE PARTIES

The undersigned agree to the terms and conditions of this TOR.

Tim Cannon
Financial and PMO Manager
Data Warehouse Program
U.S. Office of Personnel Management

Fatima Shuler
Contracting Officer
Acquisition Management Division
U.S. Nuclear Regulatory
Commission


(Signature) 9/14/2016
(Date)


(Signature) 9/12/16
(Date)

IAA Number ^{NRC-HQ-84-16-I-0006} - 0000 -
GT&C # Order # Amendment/Mod #

FMS Form 7600A
6-10

United States Government
Interagency Agreement (IAA) - Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number NRC-HQ-84-16-I-0006 - 0000 -
GT&C # _____ Order # Amendment/Mod # _____

9. Estimated Agreement Amount (The Servicing Agency completes all information for the estimated agreement amount.)

(Optional for Assisted Acquisitions)

| | |
|-------------------------|--------------------|
| Direct Cost | <u>\$76,498.50</u> |
| Overhead Fees & Charges | _____ |
| Total Estimated Amount | <u>\$76,498.50</u> |

Provide a general explanation of the Overhead Fees & Charges

10. STATUTORY AUTHORITY

a. Requesting Agency's Authority (Check One)

| | | | | |
|--------------------------|--------------------------|--------------------------|--|--------------------------|
| Franchise Fund | Revolving Fund | Working Capital Fund | Economy Act (31 U.S.C. 1535/FAR 17.5) | Other Authority |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

b. Servicing Agency's Authority (Check One)

| | | | | |
|--------------------------|-------------------------------------|--------------------------|--|--------------------------|
| Franchise Fund | Revolving Fund | Working Capital Fund | Economy Act (31 U.S.C. 1535/FAR 17.5) | Other Authority |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority
OPM Revolving Fund Authority, 5 U.S.C. Section 1304(f)

11. Requesting Agency's Scope (State and/or list attachments that support Requesting Agency's Scope.)

12. Roles & Responsibilities for the Requesting Agency and Servicing Agency (State and/or list attachments for the roles and responsibilities for the Requesting Agency and the Servicing Agency.)

See attached Terms of Reference (TOR).

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number NRC-HQ-84-16-I-0006 - 0000 -
GT&C # Order # Amendment/Mod #

13. Restrictions (Optional) (State and/or attach unique requirements and/or mission specific restrictions specific to this IAA).

14. Assisted Acquisition Small Business Credit Clause (The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency.)

15. Disputes: Disputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Appendix 10: Intragovernmental Business Rules.

16. Termination (Insert the number of days that this IAA may be terminated by written notice by either the Requesting or Servicing Agency.)

60

If this agreement is canceled, any implementing contract/order may also be canceled. If the IAA is terminated, the agencies shall agree to the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions.

If the Servicing Agency incurs costs due to the Requesting Agency's failure to give the requisite notice of its intent to terminate the IAA, the Requesting Agency shall pay any actual costs incurred by the Servicing Agency as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.

17. Assisted Acquisition Agreements – Requesting Agency's Organizations Authorized To Request Acquisition Assistance for this IAA. (State or attach a list of Requesting Agency's organizations authorized to request acquisition assistance for this IAA.)

18. Assisted Acquisition Agreements – Servicing Agency's Organizations authorized to Provide Acquisition Assistance for this IAA. (State or attach a list of Servicing Agency's organizations authorized to provide acquisition for this IAA.)

19. Requesting Agency Clause(s) (Optional) (State and/or attach any additional Requesting Agency clauses.)

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
General Terms and Conditions (GT&C) Section

IAA Number NRC-HQ-84-16-I-0006 - 0000 -
GT&C # _____ Order # Amendment/Mod # _____

20. Servicing Agency Clause(s) (Optional) (State and/or attach any additional Servicing Agency clauses.)

21. Additional Requesting Agency and/or Servicing Agency Attachments (Optional) (State and/or attach any additional Requesting Agency and/or Servicing Agency attachments.)

22. Annual Review of IAA

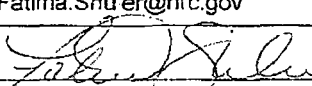
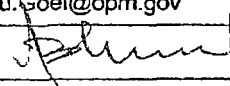
By signing this agreement, the parties agree to annually review the IAA if the agreement period exceeds one year. Appropriate changes will be made by amendment to the GT&C and/or modification to any affected Order(s).

AGENCY OFFICIAL

The Agency Official is the highest level accepting authority or official as designated by the Requesting Agency and Servicing Agency to sign this agreement. Each Agency Official must ensure that the general terms and conditions are properly defined, including the stated statutory authorities, and, that the scope of work can be fulfilled per the agreement.

The Agreement Period Start Date (Block 5) must be the same as or later than the signature dates.

Actual work for this IAA may NOT begin until an Order has been signed by the appropriate individuals, as stated in the Instructions for Blocks 37 and 38.

| 23. | Requesting Agency | Servicing Agency |
|---------------------|---|--|
| Name | Fatima Shuer | Ashu Goel |
| Title | Contracting Officer | Associate Chief Information Officer |
| Telephone Number(s) | (301) 415-7044 | (202) 418-4326 |
| Fax Number | | (202) 606-1004 |
| Email Address | Fatima.Shuer@nrc.gov | Ashu.Goel@opm.gov |
| SIGNATURE |  |  |
| Approval Date | 9/12/16 | 9/13/16 |

United States Government
Interagency Agreement (IAA) – Agreement Between Federal Agencies
Order Requirements and Funding Information (Order) Section

IAA Number NRC-HQ-84-16-I-0006

GT&C # _____

Order # _____

Amendment/Mod # _____

Servicing Agency's Agreement

Tracking Number (Optional) _____

PRIMARY ORGANIZATION/OFFICE INFORMATION

| 24. | Requesting Agency | Servicing Agency |
|---|---|---|
| Primary Organization/Office Name | U.S. Nuclear Regulatory Commission OCHCO | U.S. Office of Personnel Management Data Warehouse |
| Responsible Organization/Office Address | 11545 Rockville Pike Rockville, MD 20852 | 1900 E. St. NW, Room B469J Washington, D.C. 20415 |

ORDER/REQUIREMENTS INFORMATION

25. Order Action (Check One)

☒ **New**

☐ **Modification (Mod)** – List affected Order blocks being changed and explain the changes being made. For Example: for a performance period mod, state new performance period for this Order in Block 27. **Fill out the Funding Modification Summary by Line (Block 26)** if the mod involves adding, deleting or changing **Funding for an Order Line**.

☐ **Cancellation** – Provide a brief explanation for Order cancellation and fill in the Performance Period End Date for the effective cancellation date.

| 26. Funding Modification Summary by Line | Line # _____ | Line # _____ | Line # _____ | Total of All Other Lines (attach funding details) | Total |
|--|--------------|--------------|--------------|---|--------|
| Original Line Funding | \$ | \$ | \$ | \$ | \$0.00 |
| Cumulative Funding Changes From Prior Mods (addition (+) or reduction (-)) | \$ | \$ | \$ | \$ | \$0.00 |
| Funding Change for This Mod | \$ | \$ | \$ | \$ | \$0.00 |
| TOTAL Modified Obligation | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total Advance Amount (-) | \$ | \$ | \$ | \$ | \$0.00 |
| Net Modified Amount Due | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

27. Performance Period

Start Date

10-01-2016

End Date

09-30-2017

For a performance period mod, insert the start and end dates that reflect the new performance period.

MM-DD-YYYY

MM-DD-YYYY

IAA Order

IAA Number NRC-HQ-84-16-I-0006

GT&C #

Order #

Amendment/Mod #

Servicing Agency's Agreement

Tracking Number (Optional)

| | | | | | | | | | | | | | | | | | |
|---|----|-------------|-----|--------------|------|---|------|-----|---|-----|---------|------|-------------|---|------|-----|--|
| 23. Order Line/Funding Information | | | | | | | | | | | | | Line Number | | | | |
| Requesting Agency Funding Information | | | | | | | | | Servicing Agency Funding Information | | | | | | | | |
| AIC | | 31-000001 | | | | | | | 24-000001 | | | | | | | | |
| Component | SP | ATA | AID | BPOA | EPOA | A | MAIN | SUB | SP | ATA | AID | BPOA | EPOA | A | MAIN | SUB | |
| TAS Request | | | 031 | | | X | 0200 | 031 | | | 024 | | | X | 4571 | 024 | |
| OR Current TAS format | | | | | | | | | | | | | | | | | |
| BETC | | | | | | | | | DISB | | | | | | | | |
| Object Class Code (Optional) | | | | | | | | | 253A | | | | | | | | |
| BPN | | | | | | | | | 040535809 | | | | | | | | |
| BPN - 4 (Optional) | | | | | | | | | 791188589 | | | | | | | | |
| Additional Accounting Classification/Information (Optional) | | | | | | | | | 2016-84-51-H-156-6023 | | | | | | | | |
| Requesting Agency Funding Expiration Date | | | | | | | | | Requesting Agency Funding Cancellation Date | | | | | | | | |
| MM-DD-YYYY | | | | | | | | | MM-DD-YYYY | | | | | | | | |
| eOPF Maintenance Support for FY17 | | | | | | | | | | | | | | | | | |
| Project Number & Title | | | | | | | | | | | | | | | | | |
| Description of Products and/or Services, including the Bona Fide Need for this Order (State or attach a description of products/services, including the bona fide need for this Order.) | | | | | | | | | | | | | | | | | |
| eOPF Maintenance Support for FY17. See Terms of Reference (TOR) | | | | | | | | | | | | | | | | | |
| North American Industry Classification System (NAICS) Number (Optional) | | | | | | | | | | | | | | | | | |
| Breakdown of Reimbursable Line Costs | | | | | | | | | OR Breakdown of Assisted Acquisition Line Cost: | | | | | | | | |
| Unit of Measure | | | | | | | | | Contract Cost | | \$ | | | | | | |
| Quantity | | Unit Price | | Total | | | | | Servicing Fees | | \$ | | | | | | |
| 1 | | \$76,498.50 | | \$ 76,498.50 | | | | | Total Obligated Cost | | \$ 0.00 | | | | | | |
| Overhead Fees & Charges | | | | \$ | | | | | Advance for Line (-) | | \$ | | | | | | |
| Total Line Amount Obligated | | | | \$ 76,498.50 | | | | | Net Total Cost | | \$ 0.00 | | | | | | |
| Advance Line Amount (-) | | | | \$ | | | | | Assisted Acquisition Servicing Fees Explanation | | | | | | | | |
| Net Line Amount Due | | | | \$ 76,498.50 | | | | | | | | | | | | | |
| Type of Service Requirements | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> Severable Service <input checked="" type="checkbox"/> Non-severable Service <input type="checkbox"/> Not Applicable | | | | | | | | | | | | | | | | | |

IAA Order

IAA Number NRC-HQ-84-16-I-0006

GT&C #

Order #

Amendment/Mod #

Servicing Agency's Agreement

Tracking Number (Optional)

29. Advance Information (Complete Block 29 if the Advance Payment for Products/Services was checked "Yes" on the GT&C.)

Total Advance Amount for the Order \$ 76,498.50 [All Order Line advance amounts (Block 28) must sum to this total.]

Revenue Recognition Methodology (according to SFAS 7) (Identify the Revenue Recognition Methodology that will be used to account for the Requesting Agency's expense and the Servicing Agency's revenue)

☐ Straight-line Provide amount to be accrued \$ _____ and Number of Months: _____

☒ Accrual Per Work Completed - Identify the accounting posting period:

☒ Monthly per work completed & invoiced

☐ Other - Explain other regular period (bimonthly, quarterly, etc.) for posting accruals and how the accrual amounts will be communicated if other than billed: _____

30. Total Net Order Amount: \$ 76,498.50

[All Order Line Net Amounts Due for reimbursable agreements and Net Total Costs for Assisted Acquisition Agreements (Block 28) must sum to this total.]

31. Attachments (State or list attachments.)

☐ Key project and/or acquisition milestones (Optional except for Assisted Acquisition Agreements)

☒ Other Attachments (Optional)

TOR

BILLING & PAYMENT INFORMATION

32. Payment Method (Check One) [Intra-governmental Payment and Collection (IPAC) is the Preferred Method.]

[If an Agency's payment method must agree with the IPAC Funding Policy Agreement (FPA).]

☐ Requesting Agency Initiated IPAC

☒ Servicing Agency Initiated IPAC

☐ Credit Card

☐ Other - Explain other payment method and reasoning: _____

33. Billing Frequency (Check One)

[An Invoice must be submitted by the Servicing Agency and accepted by the Requesting Agency BEFORE funds are reimbursed (i.e., via IPAC transaction).]

Advance Billing

☐ Monthly

☐ Quarterly

☒ Other Billing Frequency (include explanation): _____

34. Payment Terms (Check One)

☒ 7 days

☐ Other Payment Terms (include explanation): _____

IAA Order

IAA Number NRC-HQ-84-16-I-0006

GT&C # _____

Order # _____

Amendment/Mod # _____

Servicing Agency's Agreement

Tracking Number (Optional) _____

35. Funding Clauses/Instructions (Optional) (State and/or list funding clauses/instructions.)**36. Delivery/Shipping Information for Products (Optional)**

Agency Name _____

Point of Contact (POC) Name & Title _____

POC Email Address _____

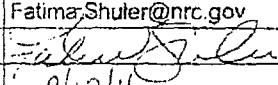
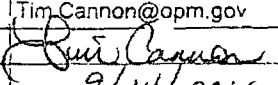
Delivery Address /Room Number _____

POC Telephone Number _____

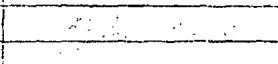
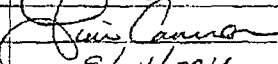
Special Shipping Information _____

APPROVALS AND CONTACT INFORMATION**37. PROGRAM OFFICIALS**

The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.

| | Requesting Agency | Servicing Agency |
|------------------|---|--|
| Name | Fatima Shuler | Tim Cannon |
| Title | Contracting Officer | Data Warehouse Financial & PMO Manager |
| Telephone Number | (301) 415-7044 | (202) 606-4353 |
| Fax Number | | (202) 606-1004 |
| Email Address | Fatima.Shuler@nrc.gov | Tim.Cannon@opm.gov |
| SIGNATURE |  |  |
| Date Signed | 9/12/16 | 9/14/2016 |

38. FUNDING OFFICIALS - The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds are accurately cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, bill, collect and properly account for funds from the Requesting Agency, in accordance with the agreement.

| | Requesting Agency | Servicing Agency |
|------------------|---|--|
| Name | Ilka Solorio | Tim Cannon |
| Title | Funds Certifying Official | Data Warehouse Financial & PMO Manager |
| Telephone Number | (301) 287-0591 | (202) 606-4353 |
| Fax Number | | (202) 606-1004 |
| Email Address | Ilka.Solorio@nrc.gov | Tim.Cannon@opm.gov |
| SIGNATURE |  |  |
| Date Signed | | 9/14/2016 |

IAA Order

IAA Number NRC-HQ-84-16-1-0006

GT&C # _____

Order # _____ Amendment/Mod # _____

Servicing Agency's Agreement

Tracking Number (Optional) _____

CONTACT INFORMATION

FINANCE OFFICE Points of Contact (POCs)

The finance office points of contact must ensure that the payment (Requesting Agency), billing (Servicing Agency), and advance accounting information are accurate and timely for this Order.

| 39. | Requesting Agency (Payment Office) | Servicing Agency (Billing Office) |
|-----------------------------|---|--|
| Name | Erikka LeGrand | Tim Cannon |
| Title | Branch Chief, Payroll & Payments Branch | Data Warehouse Financial & PMO Manager |
| Office Address | 11545 Rockville Pike Rockville, MD 20852 | 1900 E. St. NW Washington, D.C. 20415 |
| Telephone Number | (301) 415-7748 | (202) 606-4353 |
| Fax Number | | (202) 606-1004 |
| Email Address | Erikka.LeGrand@nrc.gov | Tim.Cannon@opm.gov |
| Signature & Date (Optional) | | |

40. ADDITIONAL Points of Contacts (POCs) (as determined by each Agency)

This may include CONTRACTING Office Points of Contact (POCs).

| | Requesting Agency | Servicing Agency |
|-----------------------------|---|--|
| Name | Kevin Jones | PMO Data Warehouse Correspondence |
| Title | Sr. Management & Program Analyst | |
| Office Address | Three White Flint North 11601 Landsdown Street | Data_Warehouse_Program_Management_Office@opm.gov |
| Telephone Number | (301) 287-0573 | |
| Fax Number | | |
| Email Address | Kevin.Jones@nrc.gov | **See office address box above** |
| Signature & Date (Optional) | | |
| Name | Michelle Williams | |
| Title | Human Resource Specialist | |
| Office Address | Three White Flint North 11601 Landsdown Street | |
| Telephone Number | (301) 287-0744 | |
| Fax Number | | |
| Email Address | Michelle.Williams@nrc.gov | |
| Signature & Date (Optional) | | |
| Name | | |
| Title | | |
| Office Address | | |
| Telephone Number | | |
| Fax Number | | |
| Email Address | | |
| Signature & Date (Optional) | | |

Enterprise Human Resource Integration Program
Request for Accounts Receivable Processing

Fiscal Year: **2017**
Fund: **4571XXRB0D**
Program: **1100000**
Organization: **3212120000**

Customer: **NRC**
Agreement Value: **\$76,498.50**
Service: **FY17 Hosting & Maintenance**
Project: **32121217H**
Agreement Number: **32121217HNU0001**

Amount: **\$76,498.50**

Service:
Project:
Agreement Number:

Amount: \$

Description: **Please record the agreement funding as noted above and advance bill the total agreement amount.**