

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

23

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

1. DATE OF ORDER 06/27/2019		2. CONTRACT NO. (If any) NRC-HQ-20-15-E-0004/ SBA No.: 0353/15/500538		6. SHIP TO: a. NAME OF CONSIGNEE NUCLEAR REGULATORY COMMISSION	
3. ORDER NO. 31310019F0054		4. REQUISITION/REFERENCE NO. NRR-19-0085		b. STREET ADDRESS NUCLEAR REGULATORY COMMISSION	
5. ISSUING OFFICE (Address correspondence to) US NRC - HQ ACQUISITION MANAGEMENT DIVISION MAIL STOP TWFN-07B20M WASHINGTON DC 20555-0001				c. CITY WASHINGTON	e. ZIP CODE 20555-0001
7. TO: SAVENA ALLEN a. NAME OF CONTRACTOR IDONEOUS EDUCATIONAL SERVICES INC b. COMPANY NAME				f. SHIP VIA	
c. STREET ADDRESS 6917 ARLINGTON RD SUITE 315				8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE REFERENCE YOUR: <input checked="" type="checkbox"/> b. DELIVERY	
d. CITY BETHESDA		e. STATE MD	f. ZIP CODE 208145211	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.	
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITION NG OFFICE OFF OF NUCLEAR REACTOR REGULATION	

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input checked="" type="checkbox"/> c. DISADVANTAGED <input checked="" type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input checked="" type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input checked="" type="checkbox"/> h. EDWOSB				12. F.O.B. POINT	
13. PLACE OF a. INSPECTION Destination		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 12/31/2019	
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 Hybrid Task Order entitled: " Technical Editing Assistance for Surry Subsequent License Renewal Application Review Documents." The contractor shall perform the work specified 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 FISCAL ACCOUNTING PROGRAM						17(i) GRAND TOTAL
	b. STREET ADDRESS (or P.O. Box) ADMIN TRAINING GROUP AVERY STREET A3-G BUREAU OF THE FISCAL SERVICE PO BOX 1328						
c. CITY PARKERSBURG				d. STATE WV	e. ZIP CODE 26106-1328	\$0.00	
						\$71,376.42	

22. UNITED STATES OF
AMERICA BY (Signature)

06/27/2019

23. NAME (Typed)
JILL E. DALY
TITLE: CONTRACTING/ORDER NG OFFICER

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.	ORDER NO.
06/27/2019	NRC-HQ-20-15-E-0004/SBA No.: 0353/15/500538	31310019F0054

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	<p>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: Phyllis Clark; 301-415-6447; Phyllis.Clark@nrc.gov</p> <p>NRC Alternate COR: Kevin Folk; 301-415-6944; Kevin.Folk@nrc.gov</p> <p>Total Ceiling Amount: \$71,376.42 Total Obligated Amount: \$71,376.42</p> <p>_____</p> <p>IDONEOUS (more) Accounting Info: 2019-X0200-FEEBASED-20-20D004-1061-11-4-148-252A-11-4-148-1061 Period of Performance: 06/27/2019 to 12/31/2019</p>					

TOTAL CARR ED 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 Surry Subsequent License Renewal Application Review Documents*

(b) Summary work description: The objective of this contract is to obtain expert document layout, assembly, formatting, technical editing, and publication preparation services to assist the NRC's Office of Nuclear Reactor Regulation, Division of Materials and License Renewal to prepare the draft and final SEIS, and the Final SER associated with the Surry SLRA review

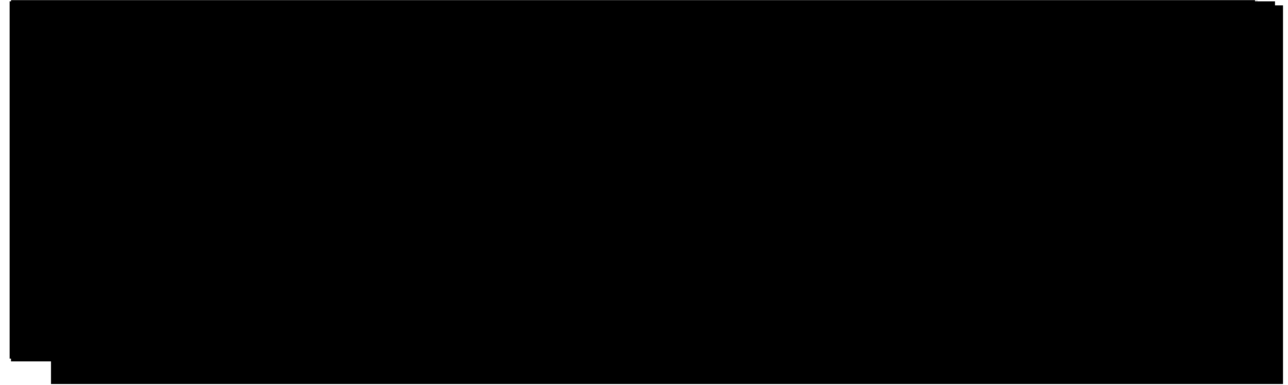
PRICE SCHEDULE

FIRM-FIXED PRICE

[illegible]

Payments for CLIN 002, CLIN 003, and CLIN 004 will be made according to the Deliverables and Delivery Schedule in the Statement of Work (SOW), based on completion of Task 1, Task 2 and Task 3, respectively. [REDACTED]

LABOR-HOUR



NRCB084 CONSIDERATION AND OBLIGATION- LABOR-HOUR CONTRACT (AUG 2011) ALTERNATE I (AUG 2011)

- (a) The ceiling price to the Government for full performance under the labor hour portion of this task order (CLIN 0010) is [REDACTED]
- (b) The contract includes direct labor hours at specified fixed hourly rates, inclusive of wages, fringe, overhead, general and administrative expenses, and profit.
- (c) It is estimated that the amount currently obligated will cover performance through December 31, 2019.
- (d) This is a fully-funded contract and FAR 52.232-20 – “Limitation of Cost” applies.

NRCB080 CONSIDERATION AND OBLIGATION-FIRM-FIXED-PRICE

The total amount of the Firm-Fixed-Price portion of this contract (CLIN 003, CLIN 004, and CLIN 005) is [REDACTED], and this amount is fully-funded.

SECTION C - Description/Specifications

STATEMENT OF WORK

1. PROJECT TITLE

Technical Editing Assistance for Surry Subsequent License Renewal Application (SLRA) Review Documents.

2. BACKGROUND

In accordance with the Atomic Energy Act, the U.S. Nuclear Regulatory Commission (NRC) issues licenses for commercial nuclear power reactors to operate for up to 40 years and allows these licenses to be renewed in 20-year increments. The license renewal environmental and safety requirements are published as Title 10 of the *Federal Code of Regulations* Part 51 (10 CFR Part 51) and 10 CFR Part 54, respectively. The NRC published NUREG–1555, Supplement 1, Rev. 1, “Standard Review Plans for Environmental Reviews for Nuclear Power Plants, Supplement 1: Operating License Renewal,” in June 2013 (ADAMS Accession No. ML13106A246), as regulatory guidance for the NRC staff (the staff) when reviewing license renewal applications to address radiological and non-radiological environmental issues. The NRC also published NUREG–2192, “Standard Review Plan for Review of Subsequent License Renewal Applications for Nuclear Power Plants,” (SRP-SLR) in July 2017 (ADAMS Accession No. ML17188A158) as regulatory guidance for the staff when reviewing applications to address safety issues. A NUREG-series publication is a report or brochure on regulatory decisions, results of research, results of incident investigations, and other technical and administrative information.

The staff has received a Subsequent License Renewal Application (SLRA) from Dominion Energy to renew the licenses for Surry Power Station, Units 1 and 2. The NRC has established a challenging review schedule for this SLRA. The staff documents its findings for the final related regulatory decisions in two NUREG-series reports: Supplemental Environmental Impact Statements (SEISs) and a Safety Evaluation Reports (SERs). For Surry, the staff expects to publish one draft SEIS (DSEIS) (approximately 500 pages), one final SEIS (FSEIS) (approximately 500 pages), and one final SER (approximately 550 pages).

The SEIS documents the staff’s review of the environmental report (ER) provided with the SLRA, and plant-specific environmental analyses. In its review, the staff 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. Certain common environmental impacts and considerations have been reviewed on a generic level and the NRC published NUREG–1437, Rev. 1, “Generic Environmental Impact Statement for License Renewal of Nuclear Plants” (GEIS), Volumes 1 and 2, in June 2013 to establish findings applicable to all nuclear power plants. For each SLRA, the staff publishes a supplement to the GEIS (a “supplemental environmental impact statement” or SEIS) to document the plant-specific aspects of the environmental review.

The SER documents the results of the staff’s SLRA safety review and describes the technical details considered in evaluating the safety aspects of the proposed extended operation.

3. SCOPE

The objective of this contract is to obtain expert document layout, assembly, formatting, technical editing, and publication preparation services to assist the NRC's Office of Nuclear Reactor Regulation, Division of Materials and License Renewal to prepare the draft and final SEIS, and the Final SER associated with the Surry SLRA review.

4. APPLICABLE DOCUMENTS AND STANDARDS

The contractor shall provide accessible, archival-quality, print-ready, Web-enabled Adobe Acrobat (".pdf") and Microsoft Word (".docx") source files that meet Federal and agency requirements for publications. The Acrobat and Word electronic copies shall match (i.e., the Acrobat file is generated directly from the Word file). The requirements for electronic submissions are found on the NRC public website at: <http://www.nrc.gov/site-help/e-submittals.html>

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" file using Adobe Acrobat Pro DC with NRC downloaded distiller and preflight profiles, or NRC-designated PDF generator and PDF/A format, an international standard for archival PDFs; embed fonts; update/delete metadata.
- **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.
- **Web-enabled (electronic):** bookmarks for navigation (generated by Microsoft Word 2016, 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).
- **Non-Protected:** free of any restrictions in their use, to include password protections on the document or style sheet

Specifically, the Microsoft Word 2016 file shall use the following:

- Consistent styles in accordance with NUREG-0650, "Preparing NUREG-series Publications," Revision 2, and
- Automated formatting (no manually tabbed columns)
- Linked bookmarks or anchors for the table of contents or other document guides that link 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 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
- SER Style Guide
- EIS Style Guide
- M.D 3.7, "NUREG-Series Publications"
- www.plainlanguage.gov
- Section 508 of the Rehabilitation Act

In cases where the EIS and SER style guides conflict with the *NRC Editorial Style Guide*, the contractor shall follow the SER and EIS style guides. 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.

5. SPECIFIC TASKS

The contractor shall be responsible for the following general document tasks:

- Layout
- Assembly
- Formatting
- Version control
- Producing a production-ready document

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

- Verifying the message contains 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 between subjects and verbs, 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 unit conversions (e.g., miles to kilometers in places where both are used)
- 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)
- Ensuring there are no “widows and orphans,” to include:

- No single lines of text on a page within paragraphs that include two or more lines
- Lists (bulleted, numbered, etc.) are not separated from the preceding introductory paragraph and at least two bullets are on a page if the list has two or more bullets
- No single rows of a table on a page in tables that include two or more rows (and additional adjustments should be made if appropriate to improve readability)

The standard scope of work for each SEIS and SER preparation is described in the following tasks. Task 1 and 2 governs the successful completion of the draft and final SEIS. Tasks 3 and 4 govern the successful completion of the SER.

Task 1. Draft Supplemental Environmental Impact Statement

The COR shall provide an electronic version of the plant-specific DSEIS template in a word processing source file for contractor modification and use. The contractor shall become familiar with the SEIS framework. For each application as identified by task order, the contractor shall incorporate specific technical environmental evaluation input and additional information as provided by the COR into the plant-specific DSEIS template. The contractor shall, as necessary, insert placeholders for certain future technical evaluation input and additional information not yet available, as identified by the COR. The contractor shall also update the appendices in the DSEIS with plant-specific information. The contractor shall provide the necessary technical editor review of the DSEIS to ensure the document is complete and meets the NRC publication requirements. The technical editor review shall focus on changes to the DSEIS compared with the DSEIS template provided by the COR. Recommended technical editorial changes to the specific technical environmental evaluation input and additional information shall be provided to the COR in a track changes format for review before incorporation into the DSEIS. Because of the strict project schedule and multiple NRC stakeholders involved in the review, it is expected the COR will provide content, comments and revisions to the DSEIS to the contractor in numerous batches, requiring turnaround within one work day in certain cases, as directed by the COR. The contractor shall revise the DSEIS based on comments and revisions provided by the COR and submit a final DSEIS.

The deliverable is a cover-to-cover plant-specific DSEIS based on technical and administrative information in the SLRA and supplemental information in accordance with the provided SEIS template. The contractor shall also provide the necessary review of the DSEIS to ensure that it meets the NRC publication requirements for a NUREG-series report. If necessary, the DSEIS will contain place holders for certain future technical evaluation input and additional information as identified by the COR. The staff will review the DSEIS and provide comments to the contractor. The contractor shall revise and provide the final DSEIS based on comments from the COR in accordance with the delivery schedule in section 6, "Deliverables and Delivery Schedule."

Task 2. Final Supplemental Environmental Impact Statement (FSEIS)

The contractor shall revise the FSEIS based on additional information as provided by the COR. The contractor shall provide the necessary technical editor review of the FSEIS to ensure the document is complete and meets the NRC publication requirements. The technical editor review shall focus on changes to the FSEIS compared with the DSEIS, and a thorough editing of the previously published DSEIS manuscript other than requested revisions is neither expected nor desired unless significant errors are identified. Recommended technical editorial

changes to the specific technical evaluation input and additional information shall be provided to the COR in a track changes format for review before incorporation into the FSEIS. Because of the strict project schedule and multiple NRC stakeholders involved in the review, it is expected the COR will provide comments and revisions to this FSEIS to the contractor in numerous batches, requiring turnaround within one work day in certain cases as directed by the COR. The contractor shall revise the FSEIS based on comments and revisions provided by the COR and submit a final FSEIS that is camera ready for NUREG publication.

The deliverable is a cover-to-cover plant-specific FSEIS based on technical and administrative information in the ER of the SLRA and supplemental information, as provided by the COR. The final deliverable of the FSEIS shall also include change bars in the outside margins to indicate all technical changes made between the DSEIS and FSEIS version. The contractor shall also provide the necessary review of the complete FSEIS to ensure that it meets the NRC publication requirements for a NUREG-series report. The staff will review the FSEIS and provide comments to the contractor. The contractor shall revise and provide the FSEIS based on comments from the COR in accordance with the delivery schedule in SOW section 6, "Deliverables and Delivery Schedule."

Task 3. Safety Evaluation Report with Open Item

The COR shall provide an electronic version of the plant-specific SER template in a word processing source file for contractor modification and use. The contractor shall become familiar with the SER framework. For each application as identified by task order, the contractor shall incorporate specific technical safety evaluation input and additional information as provided by the COR into the SER framework. The contractor shall provide the necessary technical editor review of the SER to ensure the document is complete and meets the NRC publication requirements. The technical editor review shall focus on changes to the SER compared with the SER framework provided by the COR. Recommended technical editorial changes to the specific technical evaluation input and additional information shall be provided to the COR in a track changes version, to the COR for NRC review. Because of the strict project schedule and multiple NRC stakeholders involved in the review, it is expected the COR will provide comments and revisions to the SER to the contractor in numerous batches, requiring turnaround within one work day in certain cases, as directed by the COR. The contractor shall revise the SER based on comments and revisions provided by the COR and submit a final SER that is camera-ready for NUREG publications.

The deliverable is a cover-to-cover plant-specific SER based on technical and administrative information in the SLRA and supplemental information, as provided by the COR. The contractor shall also provide the necessary review of the SER to ensure that it meets the NRC publication requirements for a NUREG-series report. The staff will review the SER and provide comments to the contractor. The contractor shall revise and provide the SER based on comments from the COR in accordance with the delivery schedule in section 6, "Deliverables and Delivery Schedule."

Task 4. Related Work

The SER documents the results of the staff's safety review of the SLRA and describes the technical details considered in evaluating the safety aspects of the proposed extended operation. The contractor shall provide additional support related to the formatting and editing of the Surry SER that falls outside the scope of fixed price Task 003, "SER with OPEN Items," necessary to publish the SER as a NUREG. The Surry SER is anticipated to have additional

pages that will be needed to be added. Therefore, additional effort is anticipated for additional technical editing task for the SER.

6. DELIVERABLES AND DELIVERY SCHEDULE

The contractor shall provide the deliverables listed below, as described in SOW Section 5, "Specific Tasks," in two electronic formats (Microsoft Word 2016 or NRC designated word processing software and PDF file using Adobe Acrobat Professional X or NRC designated software) 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 following are standard deliverable due dates for each of the tasks:

Task No.	Deliverable Description	Due Date	Task Completion Rate
1.a	Draft EIS – 1 st Round Edits (through PM Review)	NLT 10 working days after receipt of final input from COR	25% complete
1.b	Draft EIS – 2 nd Round Edits (through Branch Chief Review)	NLT 5 working days after receipt of final input from COR	50% complete
1.c	Draft EIS – 3 rd Round Edits (through Division Director Review)	NLT 5 working days after receipt of final input from COR	75% complete
1.d	Draft EIS – Final Edits (Final Deliverable for NUREG publication)	NLT 5 working days after receipt of final input from COR	100% complete
2.a	Final EIS – 1 st Round Edits (through PM Review)	NLT 10 working days after receipt of final input from COR	25% complete
2.b	Final EIS – 2 nd Round Edits (through Branch Chief/OGC Review)	NLT 5 working days after receipt of final input from COR	50% complete
2.c	Final EIS – 3 rd Round Edits (through Division Director Review)	NLT 5 working days after receipt of final input from COR	75% complete

2.d	Final EIS – Final Edits (Final Deliverable for NUREG publication)	NLT 5 working days after receipt of final input from COR	100% complete
3.a	SER with Open Items – 1 st Round Edits (through PM Review)	NLT 10 working days after receipt of final input from COR	25% complete
3.b	SER with Open Items – 2 nd Round Edits (through Branch Chief/OGC Review)	NLT 5 working days after receipt of final input from COR	50% complete
3.c	SER with Open Items – 3 rd Round Edits (through Division Director Review)	NLT 5 working days after receipt of final input from COR	75% complete
3.d	SER with Open Items – Final Edits (Final Deliverable for issuance as public document)	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 2010. 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 document for Tasks 1, 2, and 3 shall:

- Be provided in the NRC-approved version of Microsoft® Office Word 2010 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 2010 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 LRA, SEIS template, SER framework, and 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 each 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 LRAs and staff SEISs and SERs.

<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. PLACE OF PERFORMANCE

Meetings for Task Order kick-offs may be held at NRC Headquarters, if requested by the COR. All other work will be performed at the contractor's site.

9. PERIOD OF PERFORMANCE

Refer to Section F – Deliveries or Performance

10. 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 June 27, 2019 and will expire on December 31, 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 (JULY 2017)	2
Attachment 2: Billing Instructions for Time-and-Material Contracts (AUG 2017)	6

**BILLING INSTRUCTIONS FOR
FIXED-PRICE TYPE CONTRACTS (JULY 2017)**

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 the Invoice Processing Platform (IPP) system and for any liability resulting from the Government's reliance on inaccurate or incomplete SAM and/or IPP 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.

Electronic Invoice/Voucher Submissions: Invoices/vouchers shall be submitted electronically to the U.S. Nuclear Regulatory Commission (NRC) through the Invoice Processing Platform (IPP) at www.ipp.gov.

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 \(MD\) 11.1](#), NRC Acquisition of Supplies and Services.

Agency Payment Office: Payment will 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.

Supporting Documentation: Any supporting documentation required to substantiate the amount billed shall be included as an attachment to the invoice created in IPP. If the necessary supporting documentation is not included, the invoice will be rejected.

Task Order Contracts: The contractor must submit a separate invoice/voucher for each individual task order with pricing information.

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 (JAN 2015).

Does my company need to register in IPP?

If your company is currently registered in IPP and doing business with other Federal Agencies in IPP, you will not be required to re-register.

If your company is not currently registered in IPP, please note the following:

- You will be receiving an invitation to register for IPP from IPP Customer Support, STLS.IPPHELPDESK@stls.frb.org.
- IPP Customer Support will send you two emails: the first email will contain the initial administrative IPP User ID and the second email, sent within 24 hours of receipt of the first email, will contain a temporary password.
- Please add the Customer Support email address (STLS.IPPHELPDESK@stls.frb.org) to your address book so you do not disregard these emails or mistake them for spam.
- During registration, one initial administrative user account will be created for your company and this user will be responsible for setting up all other user accounts including other administrators.
- Registration is complete when the initial administrative user logs into the IPP web site with the User ID and password provided by Treasury and accepts the rules of behavior.

What type of is training provided?

Vendor training materials, including a first time login tutorial, user guides, a [quick reference guide](#), and [frequently asked questions](#) are available on Treasury's IPP [website](#). **Individuals within your company responsible for submitting invoices should review these materials before work begins on the contract.**

How do I receive assistance with IPP?

Treasury's IPP Customer Support team provides vendor assistance related to the IPP application, and is also available to assist IPP users and to answer any questions related to accessing IPP or completing the registration process. IPP application support is also available via phone at (866) 973-3131, Monday through Friday from 8:00 am to 6:00 pm ET, and via email at IPPCustomerSupport@fiscal.treasury.gov.

Specific questions regarding your contract or task order should be directed to the appropriate NRC Contracting Officer.

**BILLING INSTRUCTIONS FOR
TIME-AND-MATERIALS/LABOR-HOUR TYPE CONTRACTS (AUG 2017)**

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 the Invoice Processing Platform (IPP) system and for any liability resulting from the Government's reliance on inaccurate or incomplete SAM and/or IPP 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.

Electronic Invoice/Voucher Submissions: Invoices/vouchers shall be submitted electronically to the U.S. Nuclear Regulatory Commission (NRC) through the Invoice Processing Platform (IPP) at www.ipp.gov.

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 \(MD\) 11.1](#), NRC Acquisition of Supplies and Services.

Agency Payment Office: Payment will 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 claims for reimbursement once each month, unless otherwise authorized by the Contracting Officer.

Supporting Documentation: Any supporting documentation required to substantiate the amount billed shall be included as an attachment to the invoice created in IPP. If the necessary supporting documentation is not included, the invoice will be rejected.

Task Order Contracts: The contractor must submit a separate invoice/voucher for each individual task order with detailed cost information included as Supporting Documentation. This includes all applicable cost elements and other items discussed in paragraphs (a) through (j) of the attached instructions.

Billing of Costs after Expiration of Contract: If costs are incurred during the contract period and claimed 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 Time-and-Materials/Labor-Hour Type Contracts (JAN 2015).

Does my company need to register in IPP?

If your company is currently registered in IPP and doing business with other Federal Agencies in IPP, you will not be required to re-register.

If your company is not currently registered in IPP, please note the following:

- You will be receiving an invitation to register for IPP from IPP Customer Support, STLS.IPPHELPDESK@stls.frb.org.
- IPP Customer Support will send you two emails: the first email will contain the initial administrative IPP User ID and the second email, sent within 24 hours of receipt of the first email, will contain a temporary password.
- Please add the Customer Support email address (STLS.IPPHELPDESK@stls.frb.org) to your address book so you do not disregard these emails or mistake them for spam.
- During registration, one initial administrative user account will be created for your company and this user will be responsible for setting up all other user accounts including other administrators.
- Registration is complete when the initial administrative user logs into the IPP web site with the User ID and password provided by Treasury and accepts the rules of behavior.

What type of is training provided?

Vendor training materials, including a first time login tutorial, user guides, a [quick reference guide](#), and [frequently asked questions](#) are available on Treasury's IPP [website](#). **Individuals within your company responsible for submitting invoices should review these materials before work begins on the contract.**

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Specific questions regarding your contract or task order should be directed to the appropriate NRC Contracting Officer.

**INVOICE/VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL
(SAMPLE FORMAT – INVOICE ATTACHMENT)**

- a. 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.
- b. Labor Hours Expended. Provide a general summary description of the services performed and associated labor hours utilized during the invoice period. Specify the Contract Line Item Number (CLIN) or SubCLIN, as applicable, and information pertaining to the contract's labor categories/positions, and corresponding authorized hours.
- c. Property. For contractor acquired property, list each item with an initial acquisition cost of \$50,000 or more and provide: (1) an item description, (2) manufacturer, (3) model number, (4) serial number, (5) acquisition cost, (6) date of purchase, and (7) a copy of the purchasing document.
- d. Shipping. Insert weight and zone of shipment, if shipped by parcel post.
- e. Charges for freight or express shipments. Attach prepaid bill if shipped by freight or express.
- f. Instructions. Include instructions to consignee to notify the Contracting Officer of receipt of shipment.
- g. 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 (Burdened) Labor. This consists of salaries and wages paid (or accrued) for direct performance of the contract itemized, including a burden (or load) for indirect costs (i.e., fringe, overhead, General and Administrative, as applicable), and profit component, as follows:

<u>Labor Category</u>	<u>Hours Billed</u>	<u>Burdened Hourly Rate</u>	<u>Total</u>	<u>Cumulative Hours Billed</u>
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2. 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.
3. Contractor-acquired property (under \$50,000), Materials, and Supplies. These are equipment other than that described in (2) 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.

4. Materials Handling Fee. Indirect costs allocated to direct materials in accordance the contractor's usual accounting procedures.
5. 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).
6. 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.)

7. Subcontracts. Include separate detailed breakdown of all costs paid to approved subcontractors during the billing period.
- h. Total Amount Billed. Insert columns for total amounts for the current and cumulative periods.
- i. Adjustments. Insert columns for any adjustments, including outstanding suspensions for unsupported or unauthorized hours or costs, for the current and cumulative periods.
- j. Grand Totals.

3. Sample Invoice/Voucher Information (to be included as an attachment)

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

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

		<u>Amount Billed</u>	
		<u>Current Period</u>	<u>Cumulative</u>
(a)	<u>Direct Costs</u>		
(1)	Direct burdened labor	\$ _____	\$ _____
(2)	Government property (\$50,000 or more)	\$ _____	\$ _____
(3)	Government property, Materials, and Supplies (under \$50,000 per item)	\$ _____	\$ _____
(4)	Materials Handling Fee	\$ _____	\$ _____
(5)	Consultants Fee	\$ _____	\$ _____
(6)	Travel	\$ _____	\$ _____
(7)	Subcontracts	\$ _____	\$ _____
Total Direct Costs:		\$ _____	\$ _____
(b)	Total Amount Billed	\$ _____	\$ _____
(c)	Adjustments (+/-)	\$ _____	\$ _____
(d)	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 Burdened Labor - \$4,800

Labor Category	Hours Billed	Burdened Rate	Total	Cumulative Hours Billed
Senior Engineer I	100	\$28.00	\$2,800	975
Engineer	50	\$20.00	\$1,000	465
Computer Analyst	100	\$10.00	\$1,000	320
			\$4,800	1,760 hrs.

Burdened labor rates must come directly from the contract.

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

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

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

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

4) Materials Handling Fee - \$40

(2% of \$2,000 in item #3)

5) Consultants' Fee - \$100

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

6) 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

7) Subcontracting - \$30,000

Company A	= \$10,000
Company B	= \$20,000
	\$30,000

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

Total Amount Billed	\$99,580
Adjustments (+/-)	- 0
Grand Total	\$99,580

4. Definitions

Material handling costs. When included as part of material costs, material handling costs shall include only costs clearly excluded from the labor-hour rate. Material handling costs may include all appropriate indirect costs allocated to direct materials in accordance with the contractor's usual accounting procedures.