

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30				1. REQUISITION NUMBER OCHCO-20-0001		PAGE OF 1 48	
2. CONTRACT NO. 47QREA18D000Y		3. AWARD/ EFFECTIVE DATE 01/31/2020	4. ORDER NUMBER 31310020F0009		5. SOLICITATION NUMBER 31310020Q0001		6. SOLICITATION ISSUE DATE 11/15/2019
7. FOR SOLICITATION INFORMATION CALL:		a. NAME JENNIFER DUDEK			b. TELEPHONE NUMBER (No collect calls) 301-415-2257		8. OFFER DUE DATE/LOCAL TIME
9. ISSUED BY US NRC - HQ ACQUISITION MANAGEMENT DIVISION MAIL STOP TWFN-07B20M WASHINGTON DC 20555-0001				10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: % FOR: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS </div> <div> <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM <input type="checkbox"/> EDWOSB <input type="checkbox"/> 8(A) </div> <div> NAICS: 611430 SIZE STANDARD: \$12.0 </div> </div>			
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS 30		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>		13b. RATING	
15. DELIVER TO NUCLEAR REGULATORY COMMISSION NUCLEAR REGULATORY COMMISSION WASHINGTON DC 20555-0001		16. ADMINISTERED BY US NRC - HQ ACQUISITION MANAGEMENT DIVISION MAIL STOP TWFN-07B20M WASHINGTON DC 20555-0001		14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP			
17a. CONTRACTOR/ OFFEROR MANAGEMENT CONCEPTS INC ATTN STEVEN SIMPSON 8230 LEESBURG PIKE STE 800 TYSONS CORNER VA 221822641 TELEPHONE NO. 7037909595		18a. PAYMENT WILL BE MADE BY FISCAL ACCOUNTING PROGRAM ADMIN TRAINING GROUP AVERY STREET A3-G BUREAU OF THE FISCAL SERVICE PO BOX 1328 PARKERSBURG WV 26106-1328		17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER <input type="checkbox"/>			
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/SERVICES		21. QUANTITY		22. UNIT	
		The contractor shall provide services in accordance with the Statement of Work entitled, "U.S. Nuclear Regulatory Commission (NRC) Enterprise-wide Contract for Professional Development Training." Accounting Info: 2020-X0200-FEEBASED-84-84D003-1084-51-N-192-251F-51-N-192-1084 Period of Performance: 01/31/2020 to 01/31/2021 (Use Reverse and/or Attach Additional Sheets as Necessary)					
						23. UNIT PRICE	
						24. AMOUNT	
25. ACCOUNTING AND APPROPRIATION DATA See schedule						26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$1,197,284.00	
27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.							
27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.							
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED.				29. AWARD OF CONTRACT: _____ OFFER DATED _____. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) 			
30b. NAME AND TITLE OF SIGNER (Type or print)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (Type or print) JENNIFER A. DUDEK		31c. DATE SIGNED 01/31/2020	

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT

32a. QUANTITY IN COLUMN 21 HAS BEEN

☐ RECEIVED ☐ INSPECTED ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: _____

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
		32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				
38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY		

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT		42a. RECEIVED BY (<i>Print</i>)	
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		42b. RECEIVED AT (<i>Location</i>)	
		42c. DATE REC'D (YY/MM/DD)	42d. TOTAL CONTAINERS

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B - Continuation Pages**B.1 BRIEF PROJECT TITLE AND WORK DESCRIPTION**

(a) The title of this project is: U.S. Nuclear Regulatory Commission Enterprise-wide Contract for Professional Development Training

(b) Summary work description: Non-technical, Professional Skill Development Instructor-led (ILT), Virtual and/or Blended Training for the U.S. Nuclear Regulatory Commission (NRC)

B.2 CONSIDERATION AND OBLIGATION-DELIVERY ORDERS

(a) The ceiling of this order for the services/supplies is [REDACTED]. The amount will increase upon exercise of Option Periods as shown below:

[REDACTED]	[REDACTED]
Total:	\$1,197,284.00

(b) This order is subject to the minimum and maximum ordering requirements set forth in the contract.

(c) The amount presently obligated with respect to this order is **\$120,000.00**. The obligated amount shall, at no time, exceed the order ceiling as specified in paragraph (a) above. When and if the amount(s) paid and payable to the Contractor hereunder shall equal the obligated amount, the Contractor shall not be obligated to continue performance of the work unless and until the Contracting Officer shall increase the amount obligated with respect to this order, in accordance with FAR Part 43 - Contract Modifications. Any work undertaken by the Contractor in excess of the obligated amount specified above is done so at the Contractor's sole risk and may not be reimbursed by the Government.

(d) The Contractor shall comply with the provisions of FAR 52.232-22 - Limitation of Funds, for incrementally-funded delivery orders or task orders.

B.3 PRICE/COST SCHEDULE

BASE PERIOD: Date of Award – January 31, 2021

Fixed Price Contract Line Items (CLINs)

<i>Internal NRC Course Delivery</i>					
CLIN	Duration	Estimated number of sessions per year	Onsite ILT with participant materials Price per Session (Up to 30 participants)	Virtual Training Course Price per Session	Not to Exceed Amount for CLIN
00001	½ day	1	[REDACTED]	[REDACTED]	[REDACTED]
00002	1 day	1	[REDACTED]	[REDACTED]	[REDACTED]

00003	2 day	1			
00004	3 day	1			
00005	4 day	1			
00006	5 day	1			
TOTAL					

Contractor Provided COTS Course Delivery					
CLIN	Duration	Estimated number of sessions per year	Onsite ILT with participant materials Price per Session (Up to 30 participants)	Virtual Training Course Price per Session	Not to Exceed Amount for CLIN
00007	½ day	2			
00008	1 day	10			
00009	2 days	8			
00010	3 days	2			
00011	4 days	1			
00012	5 days	1			
TOTAL					

Subtotal for Fixed Price CLINs:

Labor Hour Contract Line Items (CLINs)

Contractor Labor Support – Customization of COTS Courses				
CLIN	Labor Category	Labor Rate	Estimated Hours	Total
00013	Instructional Designer Loaded Rate			
00014	Project Manager Loaded Rate			
TOTAL				

Subtotal for Labor Hour CLINs:

Cost Reimbursement Contract Line Items (CLINs)

Travel		
CLIN	Item Description	Total
00015	Travel The government will pay up to the rates specified in the Government Federal Travel Regulations (FTR) for travel destination. NO PAYMENT WILL BE MADE	

	WITHOUT BACKUP DOCUMENTATION/RECEIPTS. *All travel must be approved in advance by the NRC COR*	
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Subtotal for Cost Reimbursement CLINs: [REDACTED]

BASE YEAR TOTAL CEILING AMOUNT: [REDACTED]

OPTION YEAR 1: February 01, 2021 – January 31, 2022

Fixed Price Contract Line Items (CLINs)

<i>Internal NRC Course Delivery</i>					
CLIN	Duration	Estimated number of sessions per year	Onsite ILT with participant materials Price per Session (Up to 30 participants)	Virtual Training Course Price per Session	Not to Exceed Amount for CLIN
10001	½ day	1	[REDACTED]	[REDACTED]	[REDACTED]
10002	1 day	1	[REDACTED]	[REDACTED]	[REDACTED]
10003	2 day	1	[REDACTED]	[REDACTED]	[REDACTED]
10004	3 day	1	[REDACTED]	[REDACTED]	[REDACTED]
10005	4 day	1	[REDACTED]	[REDACTED]	[REDACTED]
10006	5 day	1	[REDACTED]	[REDACTED]	[REDACTED]
TOTAL					[REDACTED]

<i>Contractor Provided COTS Course Delivery</i>					
CLIN	Duration	Estimated number of sessions per year	Onsite ILT with participant materials Price per Session (Up to 30 participants)	Virtual Training Course Price per Session	Not to Exceed Amount for CLIN
10007	½ day	2	[REDACTED]	[REDACTED]	[REDACTED]
10008	1 day	10	[REDACTED]	[REDACTED]	[REDACTED]
10009	2 days	8	[REDACTED]	[REDACTED]	[REDACTED]
10010	3 days	2	[REDACTED]	[REDACTED]	[REDACTED]
10011	4 days	1	[REDACTED]	[REDACTED]	[REDACTED]
10012	5 days	1	[REDACTED]	[REDACTED]	[REDACTED]
TOTAL					[REDACTED]

Subtotal for Fixed Price CLINs: [REDACTED]

Labor Hour Contract Line Items (CLINs)

Contractor Labor Support – Customization of COTS Courses				
CLIN	Labor Category	Labor Rate	Estimated Hours	Total
10013	Instructional Designer Loaded Rate			
10014	Project Manager Loaded Rate			
TOTAL				

Subtotal for Labor Hour CLINs:

Cost Reimbursement Contract Line Items (CLINs)

Travel		
CLIN	Item Description	Total
10015	Travel The government will pay up to the rates specified in the Government Federal Travel Regulations (FTR) for travel destination. NO PAYMENT WILL BE MADE WITHOUT BACKUP DOCUMENTATION/RECEIPTS. *All travel must be approved in advance by the NRC COR*	

Subtotal for Cost Reimbursement CLINs:

OPTION YEAR 1 TOTAL CEILING AMOUNT:

OPTION YEAR 2: February 01, 2022 – January 31, 2023

Fixed Price Contract Line Items (CLINs)

Internal NRC Course Delivery					
CLIN	Duration	Estimated number of sessions per year	Onsite ILT with participant materials Price per Session (Up to 30 participants)	Virtual Training Course Price per Session	Not to Exceed Amount for CLIN
20001	½ day	1			
20002	1 day	1			
20003	2 day	1			
20004	3 day	1			
20005	4 day	1			
20006	5 day	1			
TOTAL					

Contractor Provided COTS Course Delivery					
CLIN	Duration	Estimated number of sessions per year	Onsite ILT with participant materials Price per Session (Up to 30 participants)	Virtual Training Course Price per Session	Not to Exceed Amount for CLIN
20007	½ day	2			
20008	1 day	10			
20009	2 days	8			
20010	3 days	2			
20011	4 days	1			
20012	5 days	1			
TOTAL					

Subtotal for Fixed Price CLINs:

Labor Hour Contract Line Items (CLINs)

Contractor Labor Support – Customization of COTS Courses				
CLIN	Labor Category	Labor Rate	Estimated Hours	Total
20013	Instructional Designer Loaded Rate			
20014	Project Manager Loaded Rate			
TOTAL				

Subtotal for Labor Hour CLINs:

Cost Reimbursement Contract Line Items (CLINs)

Travel		
CLIN	Item Description	Total
20015	Travel The government will pay up to the rates specified in the Government Federal Travel Regulations (FTR) for travel destination. NO PAYMENT WILL BE MADE WITHOUT BACKUP DOCUMENTATION/RECEIPTS. *All travel must be approved in advance by the NRC COR*	

Subtotal for Cost Reimbursement CLINs:

OPTION YEAR 2 TOTAL CEILING AMOUNT:

OPTION YEAR 3: February 01, 2023 – January 31, 2024**Fixed Price Contract Line Items (CLINs)**

<i>Internal NRC Course Delivery</i>					
CLIN	Duration	Estimated number of sessions per year	Onsite ILT with participant materials Price per Session (Up to 30 participants)	Virtual Training Course Price per Session	Not to Exceed Amount for CLIN
30001	½ day	1	██████	██████	██████
30002	1 day	1	██████	██████	██████
30003	2 day	1	██████	██████	██████
30004	3 day	1	██████	██████	██████
30005	4 day	1	██████	██████	██████
30006	5 day	1	██████	██████	██████
TOTAL					██████

<i>Contractor Provided COTS Course Delivery</i>					
CLIN	Duration	Estimated number of sessions per year	Onsite ILT with participant materials Price per Session (Up to 30 participants)	Virtual Training Course Price per Session	Not to Exceed Amount for CLIN
30007	½ day	2	██████	██████	██████
30008	1 day	10	██████	██████	██████
30009	2 days	8	██████	██████	██████
30010	3 days	2	██████	██████	██████
30011	4 days	1	██████	██████	██████
30012	5 days	1	██████	██████	██████
TOTAL					██████

Subtotal for Fixed Price CLINs: ██████

Labor Hour Contract Line Items (CLINs)

<i>Contractor Labor Support – Customization of COTS Courses</i>				
CLIN	Labor Category	Labor Rate	Estimated Hours	Total
30013	Instructional Designer Loaded Rate	██████	██	██████

30014	Project Manager Loaded Rate			
TOTAL				

Subtotal for Labor Hour CLINs:

Cost Reimbursement Contract Line Items (CLINs)

<i>Travel</i>		
CLIN	Item Description	Total
30015	Travel The government will pay up to the rates specified in the Government Federal Travel Regulations (FTR) for travel destination. NO PAYMENT WILL BE MADE WITHOUT BACKUP DOCUMENTATION/RECEIPTS. *All travel must be approved in advance by the NRC COR*	

Subtotal for Cost Reimbursement CLINs:

OPTION YEAR 3 TOTAL CEILING AMOUNT:

OPTION YEAR 4: February 01, 2024 – January 31, 2025

Fixed Price Contract Line Items (CLINs)

<i>Internal NRC Course Delivery</i>					
CLIN	Duration	Estimated number of sessions per year	Onsite ILT with participant materials Price per Session (Up to 30 participants)	Virtual Training Course Price per Session	Not to Exceed Amount for CLIN
40001	½ day	1			
40002	1 day	1			
40003	2 day	1			
40004	3 day	1			
40005	4 day	1			
40006	5 day	1			
TOTAL					

<i>Contractor Provided COTS Course Delivery</i>					
CLIN	Duration	Estimated number of sessions per year	Onsite ILT with participant materials Price per Session (Up to 30 participants)	Virtual Training Course Price per Session	Not to Exceed Amount for CLIN

40007	½ day	2			
40008	1 day	10			
40009	2 days	8			
40010	3 days	2			
40011	4 days	1			
40012	5 days	1			
TOTAL					

Subtotal for Fixed Price CLINs:

Labor Hour Contract Line Items (CLINs)

Contractor Labor Support – Customization of COTS Courses				
CLIN	Labor Category	Labor Rate	Estimated Hours	Total
40013	Instructional Designer Loaded Rate			
40014	Project Manager Loaded Rate			
TOTAL				

Subtotal for Labor Hour CLINs:

Cost Reimbursement Contract Line Items (CLINs)

Travel		
CLIN	Item Description	Total
40015	Travel The government will pay up to the rates specified in the Government Federal Travel Regulations (FTR) for travel destination. NO PAYMENT WILL BE MADE WITHOUT BACKUP DOCUMENTATION/RECEIPTS. *All travel must be approved in advance by the NRC COR*	

Subtotal for Cost Reimbursement CLINs:

OPTION YEAR 4 TOTAL CEILING AMOUNT:

TOTAL CONTRACT CEILING AMOUNT (BASE AND ALL OPTIONS): \$1,197,284.00

C - Contract Clauses**C.1 PACKAGING AND MARKING**

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

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

(c) Additional packaging and/or marking requirements are as follows: N/A.

C.2 BRANDING

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

Work Supported by the U.S. Nuclear Regulatory Commission (NRC), Office of the Chief Human Capital Officer (OCHCO), under Contract/order number 47QREA18D000Y / 31310020F0009.

C.3 INSPECTION AND ACCEPTANCE BY THE NRC (SEP 2013)

Inspection and acceptance of the deliverable items to be furnished hereunder shall be made by the NRC Contracting Officer's Representative (COR) at the destination, accordance with FAR 52.247-34 - F.o.b. Destination.

C.4 PLACE OF DELIVERY-REPORTS

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

a. Contracting Officer's Representative (COR):

Dennise Orlando

U.S. Nuclear Regulatory Commission

11545 Rockville Pike; M/S: T-3B03A

Rockville, MD 20852

Email: Dennise.Orlando@nrc.gov

b. Contracting Officer (CO):

Jennifer A. Dudek

U.S. Nuclear Regulatory Commission

11545 Rockville Pike; M/S: T-7B20

Rockville, MD 20852

Email: Jennifer.Dudek@nrc.gov

(End of Clause)

C.5 TASK/DELIVERY ORDER PERIOD OF PERFORMANCE (SEP 2013)

This order shall commence on **Date of Award** and will expire on **January 31, 2021**. The term of this order may be extended at the option of the Government for an additional four (4) one-year option periods.

Base Period: **Date of Award – January 31, 2021**

Option Period(s):

Option Year 1: **February 01, 2021 – January 31, 2022**

Option Year 2: **February 01, 2022 – January 31, 2023**

Option Year 3: **February 01, 2023 – January 31, 2024**

Option Year 4: **February 01, 2024 – January 31, 2025**

(End of Clause)

C.6 OPTION PERIODS - TASK ORDER/DELIVERY ORDER UNDER A GSA FEDERAL SUPPLY SCHEDULE CONTRACT

The Period of Performance (POP) for this requirement may extend beyond the Offeror's current POP on their GSA Schedule. Offerors may submit proposals for the entire POP as long as their current GSA Schedule covers the requested POP, or their GSA Schedule contains GSA's "Evergreen Clause" (Option to Extend the Term of the Contract), which covers the requested POP if/when the option(s) are exercised. Offerors are encouraged to submit accurate/realistic pricing for the requirement's entire POP, even if the proposed GSA Schedule does not include pricing for the applicable option years, etc.

For proposal evaluation purposes, the NRC assumes that applicable Evergreen Clause Option(s) will be exercised and the NRC will apply price analysis, as applicable. It is in the best interest of the Offeror to explain major deviations in escalation, proposed in any Evergreen Clause option years. Resulting GSA task/delivery order option years subject to the Evergreen Clause will be initially priced utilizing the same rates proposed under the last GSA-priced year of the subject GSA Schedule. Upon GSA's exercise of the GSA Schedule option year(s) applicable to the Evergreen Clause, the NRC will modify the awarded task/delivery order to incorporate either the proposed pricing for the option years or the GSA-approved pricing (whichever is lower).

It is incumbent upon the Offeror to provide sufficient documentation (GSA-signed schedule, schedule modifications, etc.) that shows both the effective dates, pricing and terms/conditions of the current GSA Schedule, as well as Evergreen Clause terms/conditions (as applicable). Failure to provide this documentation may result in the Offeror's proposal being found unacceptable.

C.7 REGISTRATION IN FEDCONNECT® (JULY 2014)

The Nuclear Regulatory Commission (NRC) uses Compusearch Software Systems' secure and auditable two-way web portal, FedConnect®, to communicate with vendors and contractors. FedConnect® provides bi-directional communication between the vendor/contractor and the NRC throughout pre-award, award, and post-award acquisition phases. Therefore, in order to do business with the NRC, vendors and contractors must register to use FedConnect® at <https://www.fedconnect.net/FedConnect>. The individual registering in FedConnect® must have authority to bind the vendor/contractor. There is no charge for using FedConnect®. Assistance with FedConnect® is provided by Compusearch Software Systems, not the NRC. FedConnect®

contact and assistance information is provided on the FedConnect® web site at <https://www.fedconnect.net/FedConnect>.

C.8 ELECTRONIC PAYMENT (DEC 2017)

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

To receive payment, the contractor shall prepare invoices in accordance with NRC's Billing Instructions. Claims shall be submitted through the Invoice Processing Platform (IPP) (<https://www.ipp.gov/>). Back up documentation shall be included as required by the NRC's Billing Instructions.

C.9 GOVERNMENT FURNISHED EQUIPMENT/PROPERTY

(a) The NRC will provide the contractor with the following items for use under this contract:

Upon award of this contract, the contractor shall have the use of the following Government Furnished Material (GFM). This classroom property will be used on site and will not leave the NRC's premises. Training facilities for conducting classroom training in the PDC and NRC regional locations. Each classroom is skype-ready and equipped with:

- DLP laser projectors
- Lecturn with laptop
- Microphones and audio speakers
- Easels and flip charts
- Name tent cards
- Dry eraser white board markers
- If needed, the course materials per each internally developed NRC course
- Sign language interpreters in the classroom and other special disability resources for employees in the classroom with special needs
- Access to NRC subject matter experts (*if needed for a course customization project*)

(b) Only the equipment/property listed above in the quantities shown will be provided by the Government. The contractor shall be responsible and accountable for all Government property provided under this contract and shall comply with the provisions of the FAR Government Property Clause under this contract and FAR Subpart 45.5, as in effect on the date of this contract. The contractor shall investigate and provide written notification to the NRC Contracting Officer (CO) and the NRC Division of Facilities and Security, Physical Security Branch of all cases of loss, damage, or destruction of Government property in its possession or control not later than 24 hours after discovery. The contractor must report stolen Government property to the local police and a copy of the police report must be provided to the CO and to the Division of Facilities and Security, Office of Administration.

(c) All other equipment/property required in performance of the contract shall be furnished by the Contractor.

C.10 ANNUAL AND FINAL CONTRACTOR PERFORMANCE EVALUATIONS

Annual and final evaluations of contractor performance under this contract will be prepared in accordance with FAR Subpart 42.15, "Contractor Performance Information," normally at or near the time the contractor is notified of the NRC's intent to exercise the contract option. If the multi-year contract does not have option years, then an annual evaluation will be prepared annually.

Final evaluations of contractor performance will be prepared at the expiration of the contract during the contract closeout process.

The Contracting Officer will transmit the NRC Contracting Officer's Representative's (COR) annual and final contractor performance evaluations to the contractor's Project Manager, unless otherwise instructed by the contractor. The contractor will be permitted thirty days to review the document and submit comments, rebutting statements, or additional information.

Where a contractor concurs with, or takes no exception to an annual performance evaluation, the Contracting Officer will consider such evaluation final and releasable for source selection purposes. Disagreements between the parties regarding a performance evaluation will be referred to an individual one level above the Contracting Officer, whose decision will be final.

The Contracting Officer will send a copy of the completed evaluation report, marked "Source Selection Information", to the contractor's Project Manager for their records as soon as practicable after it has been finalized. The completed evaluation report also will be used as a tool to improve communications between the NRC and the contractor and to improve contract performance.

The completed annual performance evaluation will be used to support future award decisions in accordance with FAR 42.1502 and 42.1503. During the period the information is being used to provide source selection information, the completed annual performance evaluation will be released to only two parties - the Federal government personnel performing the source selection evaluation and the contractor under evaluation if the contractor does not have a copy of the report already.

C.11 COMPLIANCE WITH U.S. IMMIGRATION LAWS AND REGULATIONS

NRC contractors are responsible to ensure that their alien personnel are not in violation of United States immigration laws and regulations, including employment authorization documents and visa requirements. Each alien employee of the Contractor must be lawfully admitted for permanent residence as evidenced by Permanent Resident Form I-551 (Green Card), or must present other evidence from the U.S. Department of Homeland Security/U.S. Citizenship and Immigration Services that employment will not affect his/her immigration status. The U.S. Citizenship and Immigration Services provides information to contractors to help them understand the employment eligibility verification process for non-US citizens. This information can be found on their website, <http://www.uscis.gov/portal/site/uscis>.

The NRC reserves the right to deny or withdraw Contractor use or access to NRC facilities or its equipment/services, and/or take any number of contract administrative actions (e.g., disallow costs, terminate for cause) should the Contractor violate the Contractor's responsibility under this clause.

C.12 WHISTLEBLOWER PROTECTION FOR NRC CONTRACTOR AND SUBCONTRACTOR EMPLOYEES

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

requirement for prominent posting of notice of Employee Rights at Appendix A to Part 24 entitled: "Your Rights Under the Energy Reorganization Act".

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

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

C.13 CONTRACTOR RESPONSIBILITY FOR PROTECTING PERSONALLY IDENTIFIABLE INFORMATION (PII)

In accordance with the Office of Management and Budget's guidance to Federal agencies and the Nuclear Regulatory Commission's (NRC) implementing policy and procedures, a contractor (including subcontractors and contractor employees), who performs work on behalf of the NRC, is responsible for protecting, from unauthorized access or disclosure, personally identifiable information (PII) that may be provided, developed, maintained, collected, used, or disseminated, whether in paper, electronic, or other format, during performance of this contract.

A contractor who has access to NRC owned or controlled PII, whether provided to the contractor by the NRC or developed, maintained, collected, used, or disseminated by the contractor during the course of contract performance, must comply with the following requirements:

(1) General. In addition to implementing the specific requirements set forth in this clause, the contractor must adhere to all other applicable NRC guidance, policy and requirements for the handling and protection of NRC owned or controlled PII. The contractor is responsible for making sure that it has an adequate understanding of such guidance, policy and requirements.

(2) Use, Ownership, and Nondisclosure. A contractor may use NRC owned or controlled PII solely for purposes of this contract, and may not collect or use such PII for any purpose outside the contract without the prior written approval of the NRC Contracting Officer. The contractor must restrict access to such information to only those contractor employees who need the information to perform work under this contract, and must ensure that each such contractor employee (including subcontractors' employees) signs a nondisclosure agreement, in a form suitable to the NRC Contracting Officer, prior to being granted access to the information. The NRC retains sole ownership and rights to its PII. Unless the contract states otherwise, upon completion of the contract, the contractor must turn over all PII in its possession to the NRC, and must certify in writing that it has not retained any NRC owned or controlled PII except as otherwise authorized in writing by the NRC Contracting Officer.

(3) Security Plan. When applicable, and unless waived in writing by the NRC Contracting Officer, the contractor must work with the NRC to develop and implement a security plan setting forth adequate procedures for the protection of NRC owned or controlled PII as well as the procedures which the contractor must follow for notifying the NRC in the event of any security breach. The plan will be incorporated into the contract and must be implemented and followed by the contractor once it has been approved by the NRC Contracting Officer. If the contract

does not include a security plan at the time of contract award, a plan must be submitted for the approval of the NRC Contracting Officer within 30 days after contract award.

(4) Breach Notification. The contractor must immediately notify the NRC Contracting Officer and the NRC Contracting Officer's Representative (COR) upon discovery of any suspected or confirmed breach in the security of NRC owned or controlled PII.

(5) Legal Demands for Information. If a legal demand is made for NRC owned or controlled PII (such as by subpoena), the contractor must immediately notify the NRC Contracting Officer and the NRC Contracting Officer's Representative (COR). After notification, the NRC will determine whether and to what extent to comply with the legal demand. The Contracting Officer will then notify the contractor in writing of the determination and such notice will indicate the extent of disclosure authorized, if any. The contractor may only release the information specifically demanded with the written permission of the NRC Contracting Officer.

(6) Audits. The NRC may audit the contractor's compliance with the requirements of this clause, including through the use of online compliance software.

(7) Flow-down. The prime contractor will flow this clause down to subcontractors that would be covered by any portion of this clause, as if they were the prime contractor.

(8) Remedies:

(a) The contractor is responsible for implementing and maintaining adequate security controls to prevent the loss of control or unauthorized disclosure of NRC owned or controlled PII in its possession. Furthermore, the contractor is responsible for reporting any known or suspected loss of control or unauthorized access to PII to the NRC in accordance with the provisions set forth in Article 4 above.

(b) Should the contractor fail to meet its responsibilities under this clause, the NRC reserves the right to take appropriate steps to mitigate the contractor's violation of this clause. This may include, at the sole discretion of the NRC, termination of the subject contract.

(9) Indemnification. Notwithstanding any other remedies available to the NRC, the contractor will indemnify the NRC against all liability (including costs and fees) for any damages arising out of violations of this clause.

C.14 COMPLIANCE WITH SECTION 508 OF THE REHABILITATION ACT OF 1973, AS AMENDED (SEP 2013)

In 1998, Congress amended the Rehabilitation Act of 1973 (29 U.S.C. §794d) as amended by the Workforce Investment Act of 1998 (P.L. 105 - 220), August 7, 1998 to require Federal agencies to make their electronic and information technology (EIT) accessible to people with disabilities. Inaccessible technology interferes with an ability to obtain and use information quickly and easily. Section 508 was enacted to eliminate barriers in information technology, open new opportunities for people with disabilities, and encourage development of technologies that will help achieve these goals. The law applies to all Federal agencies when they develop, procure, maintain, or use electronic and information technology. Under Section 508 (29 U.S.C. §794d), agencies must give disabled employees and members of the public access to information that is comparable to access available to others.

Specifically, Section 508 of that Act requires that when Federal agencies develop, procure, maintain, or use EIT, Federal employees with disabilities have access to and use of information

and data that is comparable to the access and use by Federal employees who are not individuals with disabilities, unless an undue burden would be imposed on the agency. (36 C.F.R. §1194 implements Section 508 of the Rehabilitation Act of 1973, as amended, and is viewable at: <http://www.access-board.gov/sec508/standards.htm>)

Exceptions.

All EIT that the government acquires by purchase or by lease/rental under this contract must meet the applicable accessibility standards at 36 C.F.R. Part 1194, unless one or more of the following exceptions at FAR 39.204 applies to this acquisition (applicable if checked):

☐ The EIT is for a national security system.

☐ The EIT is acquired by a contractor incidental to a contract.

☐ The EIT is located in spaces frequented only by service personnel for maintenance, repair or occasional monitoring of equipment.

☐ Compliance with the applicable 36 C.F.R. Part 1194 provisions would impose an undue burden on the agency.

Applicable Standards.

The following accessibility standards from 36 C.F.R. Part 1194 have been determined to be applicable to this contract/order. See www.section508.gov for more information:

☐ 1194.21 Software applications and operating systems.

☐ 1194.22 Web-based intranet and internet information and applications. 16 rules.

☐ 1194.23 Telecommunications products.

☐ 1194.24 Video and multimedia products.

☐ 1194.25 Self contained, closed products.

☐ 1194.26 Desktop and portable computers.

☐ 1194.31 Functional performance criteria.

☐ 1194.41 Information, documentation, and support.

Note: Under the Exceptions paragraph, the Contracting Officer should check the boxes for any exceptions that apply. If no exceptions apply, then the Contracting Officer should, under the Applicable Standards paragraph, check the boxes that indicate which of the standards apply. See FAR Subpart 39.2 and www.section508.gov for additional guidance.

C.15 2052.215-70 KEY PERSONNEL. (JAN 1993)

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

Program Manager:

Instructional Systems Designer:



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

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

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

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

(End of Clause)

C.16 2052.215-71 CONTRACTING OFFICER REPRESENTATIVE AUTHORITY. (OCT 1999) - ALTERNATE I (OCT 1999)

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

Name:	Dennise Orlando
Address:	U.S. Nuclear Regulatory Commission Office of the Chief Human Capital Officer M/S: T-3B03A Washington, DC 20555
Telephone Number:	301-287-0585
Email:	Dennise.Orlando@nrc.gov

Alternate COR:

Name:	Sarah Hoenig
Address:	U.S. Nuclear Regulatory Commission Office of the Chief Human Capital Officer M/S: T-3B07B Washington, DC 20555
Telephone Number:	301-415-3284
Email:	Sarah.Hoenig@nrc.gov

(b) The COR shall:

- (1) Place delivery orders for items required under this contract up to the amount obligated on the contract award document.
- (2) Monitor contractor performance and recommend changes in requirements to the contracting officer.
- (3) Inspect and accept products/services provided under the contract.
- (4) Review all contractor invoices/vouchers requesting payment for products/services provided under the contract and make recommendations for approval, disapproval, or suspension.

(c) The COR may not make changes to the express terms and conditions of this contract.

(End of Clause)

C.17 2052.215-77 TRAVEL APPROVALS AND REIMBURSEMENT. (OCT 1999)

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

(b) The contractor must receive written approval from the NRC Contracting Officer's Representative before taking travel that was unanticipated in the Schedule (i.e., travel not contemplated in the Statement of Work, or changes to specific travel identified in the Statement of Work).

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

(d) It is the responsibility of the contractor to notify the contracting officer in accordance with the Limitations of Cost clause of this contract when, at any time, the contractor learns that travel expenses will cause the contractor to exceed the estimated costs specified in the Schedule.

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

(End of Clause)

C.18 2052.222-70 NONDISCRIMINATION BECAUSE OF AGE. (JAN 1993)

(a) Contractors and subcontractors engaged in the performance of Federal contracts may not, in connection with the employment, advancement, or discharge of employees or in connection with the terms, conditions, or privileges of their employment, discriminate against persons because of their age except upon the basis of a bona fide occupational qualification, retirement plan, or statutory requirement; and

(b) That contractors and subcontractors, or persons acting on their behalf, may not specify, in solicitations or advertisements for employees to work on Government contracts, a maximum age limit for employment unless the specified maximum age limit is based upon a bona fide occupational qualification, retirement plan, or statutory requirement.

(End of Clause)

C.19 2052.227-70 DRAWINGS, DESIGNS, SPECIFICATIONS, AND OTHER DATA. (JAN 1993)

All drawings, sketches, designs, design data, specifications, notebooks, technical and scientific data, and all photographs, negatives, reports, findings, recommendations, other data and memoranda of every description relating thereto, as well as all copies of the foregoing relating to the work or any part thereto, are subject to inspection by the Commission at all reasonable times. Inspection of the proper facilities must be afforded the Commission by the contractor and its subcontractors. These data are the property of the Government and may be used by the Government for any purpose whatsoever without any claim on the part of the contractor and its subcontractors and vendors for additional compensation and must, subject to the right of the contractor to retain a copy of the material for its own use, be delivered to the Government, or otherwise disposed of by the contractor as the contracting officer may direct during the progress of the work or upon completion or termination of this contract. The contractor's right of retention and use is subject to the security, patent, and use of information provisions, if any, of this contract.

(End of Clause)

C.20 52.216-18 ORDERING. (OCT 1995)

(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from the period of performance start date through the period of performance end date.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

(End of clause)

C.21 52.217-8 OPTION TO EXTEND SERVICES. (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days of the contract expiration.

(End of clause)

C.22 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT. (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 15 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years, 6 months.

(End of clause)

D - Contract Documents, Exhibits and Attachments**D.1 Section D Attachment Table**

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2	Instructions - IPP Billing Instructions for Fixed Price Contracts	07/05/2017	2
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DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK

**U.S. Nuclear Regulatory Commission (NRC) Enterprise-Wide Professional
Development Training**

Contents

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STATEMENT OF WORK

C.1 Title of Project

Non-technical, Professional Skill Development Instructor-led (ILT), Virtual and/or Blended Training for the U.S. Nuclear Regulatory Commission (NRC)

C.2 Background

The NRC is an independent agency created by Congress. The mission of the NRC includes licensing and regulation of commercial nuclear power plants; research, testing, and training reactors; nuclear fuel cycle materials; and the transport, storage, and disposal of radioactive materials and waste to protect public health and safety, promote the common defense and security, and protect the environment. In addition, the NRC licenses the import and export of radioactive materials and works to enhance nuclear safety and security throughout the world.

The Office of Chief Human Capital Officer (OCHCO), Human Resources Training and Delivery (HRTD), provides ILT and distance education courses (e.g., Web-based training or virtual training) and/or blended learning for its Federal employees in a variety of professional developmental areas. HRTD works closely with all NRC offices and regions to meet the agency's training needs. The agency's instructor-led courses are either commercial off-the-shelf (COTS) courses, or NRC courses developed internally by contractors and/or in-house staff.

The OCHCO's Professional Development Center (PDC) was established to support the NRC's in-house training requirements at its Headquarters location. The PDC training facility is located at Two White Flint North, 11545 Rockville Pike, Rockville, MD 20852-2738 on the 3rd floor and features seven training rooms which include: three classrooms, two multi-purpose rooms and two multifunctional computer labs with a total capacity of 160 students. In addition, the PDC also includes: a student lounge, kitchen (pantry), an email checking station (touchdown station), a small exhibit area, and staff offices.

The NRC supports and is seeking to increase its use of virtual and just-in-time web-based training; and, on occasion, the PDC provides classroom instructors and materials to the NRC's sites outside the metropolitan DC area, or facilities near those sites. NRC offices are currently located at Rockville, MD (Headquarters), King of Prussia, PA (Region 1), Atlanta, GA (Region 2), Lisle IL (Region 3), Arlington, TX (Region 4), and Chattanooga, TN (Technical Training Center (TTC)). The addresses of these NRC offices are provided in section C8 "Place of Performance".

C.3 Objective

The NRC intends to establish a non-personal services contract for delivery of non-technical, professional skills development training to improve the performance of the NRC's workforce. The objective of this contract is to enable NRC to utilize the contractor's skilled facilitators and instructors to deliver professional development type courses through different modalities including in a face-to-face classroom setting, virtually, blended, or web-based training.

Since the NRC's organizational training needs are constantly changing and emerging, an list

of specific course titles cannot be identified at this time, except for the known need for annual pre-retirement training. However, it is anticipated that the training provided under this contract will include courses in the topic areas below. Note: Courses delivered under this contract do not include nuclear-related technical, scientific, or engineering training.

- **Communications (written/verbal):** Introductory and intermediate level knowledge and skill development in communication design, strategy, and implementation to create verbal and written messages using various media to disseminate information. Plan and develop written and verbal communications that, incorporate audience considerations, clearly provide content, anticipate issues and feedback, and produce effective outcomes.
- **Federal Financial Management and Budgeting:** Introductory and intermediate level knowledge and skill development in the principles, methods, and tools for administering a program budget, understanding Federal financial processes and appropriations law, auditing, conducting financial analysis, and implementing internal financial controls and procedures. Implement budget justification, formulation, and execution activities to successfully fund and manage agency tasks; and use appropriate data analysis tools and techniques to skillfully analyze, interpret, and present data in support of data driven decision-making.
- **Professional Development Skills:** Introductory and intermediate level knowledge and skill development in non-technical, foundational, and soft-skills that support effective job performance, enhanced interpersonal relationships, and increased personal efficiency and effectiveness. Course titles may address influencing skills, team building, aligning work with strategic goals, emotional intelligence, time or stress management, assertiveness, critical thinking, decision-making, skill-based mentoring, facilitation, conflict resolution, interpersonal communications, or negotiations.
- **Program and Business Analysis:** Introductory and intermediate level knowledge and skill development of data analysis and big data analytics tools, methodologies and techniques including data collection, preparation and integration; cost-benefit and statistical analysis, and the effective presentation of findings in support of data-driven decision-making.
- **Project Management:** Introductory and intermediate level knowledge and skill development knowledge of the principles, methods and tools for developing, scoping, scheduling, coordinating, and managing projects, resources and people. Includes monitoring and inspecting costs, work, quality, and contractor performance; as well as maintaining effective communication with internal and external stakeholders.

C.4 Scope of Work/Tasks

The contractor shall provide all resources necessary to accomplish the tasks and deliverables described in this Statement of Work (SOW). The contractor shall complete, at the NRC Contracting Officer Representative's (COR) request, the four tasks listed below.

1. Training Delivery: Instructors
2. Training Delivery: Courses and Course Materials
3. Customization of Commercial Off-the-Shelf Courses (COTS)

4. Off-site Project Management Support

C.4.1 Training Delivery: Instructors

The contractor shall provide qualified instructors to deliver classroom instructor-led training (ILT) courses offered at the PDC or NRC's facilities located at Headquarters or the Regional sites, as well as instructors for virtual or blended learning courses. ILT courses may be delivered in the classroom and may include the use of presentation/web conferencing software, or the NRC's Talent Management System (TMS). Courses will primarily include the contractor's COTS courses but could also include NRC internally developed courses or customized versions of the contractor's COTS courses.

The contractor shall provide at least one primary and one alternate instructor to teach each of the scheduled courses. All instructors must be well versed in the subject area and have strong facilitation skills and experience teaching the topic(s) associated with their teaching assignment (See Section C.11 "Key Personnel and Qualification Requirements"). The NRC COR shall approve in advance each proposed instructor's resume upon initial contract award. If, during the period of performance, a qualified instructor cannot be found for a scheduled session date(s), the contractor shall work with the NRC COR to identify an alternative date(s) at no additional cost to the NRC. All alternative delivery dates must be approved by the COR.

Instructors shall arrive a minimum of 45 minutes before a classroom course to be processed through the NRC Security desk; and become acquainted with the classroom setup, materials and AV equipment. Instructors are expected to follow all NRC security procedures and policies while working at NRC facilities, and begin and end classes on time, as scheduled.

During class

- Instructors shall create a professional learning experience in the classroom by being organized, well-versed in the subject matter, and use the best instructional approach, program devices, techniques, and strategies to suit delivery of the training content. Instructors shall manage distractions tactfully; facilitate discussion and interactive feedback with participants rather than simply disseminating information or presenting the content; and maintain control of the learning time so the presentation of information and exercises remain organized and timely, key points and course objectives are met, and breaks are provided within the overall course schedule.
- Present internally developed courses as designed. If substituting or adding materials to a course delivery, the contractor must furnish one copy of any of the supplemental materials or link to the materials or internet provided materials to the COR for review and approval at least 2 weeks before the session(s) start date. All materials must be approved by the COR prior to use in an NRC course.

During the period of contract performance, all instructors must consistently receive an average rating of 4, based on a scale of 5 (strongly agree) to 1 (strongly disagree) using the NRC's level 1 course evaluation sheets (See Appendix C). If the course evaluations or direct observation by the COR or COR's representative indicates that an instructor cannot satisfy the requirements of the contract or receives ratings below 4 on the student evaluations for three or more courses during a one-year period, the COR may ask the contractor to remove the instructor from the roster and provide a qualified replacement, while maintaining the approved course schedule. If a contractor-provided instructor repeatedly (more than three times a year) arrives late, does not

properly prepare the classroom, or comes to class unprepared to teach the course content, the COR may ask to have that instructor removed from the contract.

C.4.2 Training Delivery: Courses and Course Materials

The contractor shall deliver a variety of classroom, virtual, and or blended ILT classes throughout the period of performance. The courses to be delivered will primarily consist of the contractor's COTS courses; however, on occasion the contractor may be required to provide an instructor to teach an NRC internally developed course. The course content and materials for the NRC internally developed courses are already developed and will be provided electronically to the contractor by the NRC COR.

Most classroom courses delivered at the PDC are scheduled 6 months to 2 years in advance as an open enrollment in the PDC catalogue of courses. However, adhoc sessions may be scheduled for intact groups (such as offices or teams) upon special request by NRC management.

The NRC will endeavor to cancel any scheduled training when there is insufficient enrollment no later than 10 workdays prior to the beginning of the scheduled training date. Should the NRC close due to an emergency or situation beyond the control of the agency (such as weather) the NRC shall reschedule the session for a mutually agreeable date without additional cost to the NRC.

The NRC shall offer Federal retirement courses that must include a Mid-Career and Federal Employees Retirement System (FERS) course delivered at least 2-3 times a year. A Civil Service Retirement System (CSRS) session may be requested if there is significant enrollment.

- Mid-Career Retirement Training (2 days) *
- FERS Pre-Retirement Training (1 day) *
- CSRS Pre-Retirement Training (1 day) *

**Refer to Appendix A for the course descriptions.*

Additional courses, addressing one or more of the topic areas listed in Section C.3 "Objective", will be identified throughout the period of performance by the NRC as new and emerging training needs arise.

NRC anticipates that approximately 30 courses a year will be needed. These estimated deliveries include scheduled open enrollment and regional training, and a limited number of ad hoc, just-in-time (JIT) sessions that may be needed to address emerging training needs. Actual quantity delivered under this contract will vary based on agency need and available funding (see Appendix B).

Classes at the PDC shall begin no sooner than 8:00 a.m. and end no later than 4:30 p.m., unless otherwise stated at the time of scheduling. Most courses delivered under this contract will be held at the PDC or a Headquarters location in the D.C. metropolitan area. On occasion however, the contractor may be asked to deliver an ILT course at NRC's facilities located in Region I, Region II, Region III, Region IV, and the TTC or at another offsite location in these metropolitan areas. Virtual classes shall be delivered between 8:00 a.m. and 4.30 p.m. ET; however, start and end times may be adjusted to accommodate delivery in other time zones.

Classroom size per class can be up to 30 participants for non-computer classes, 16 participants for computer application courses and 25 or more participants for a virtual or blended learning

courses depending upon the course content, instructional design, and amount of instructor-student interaction needed. Under special circumstances, it is possible a course may occasionally be requested to support the one-on-one training requirements of a special needs employee.

The contractor shall follow the NRC's Level 1 course evaluation collection process, and use the information and data collected from the evaluations as feedback for assessing instructor performance and improving course delivery. The NRC reserves the right to make changes to the course evaluation form, or change the evaluation form collection process, as necessary to meet its reporting requirements. See Appendix C for a copy of the Level 1 course evaluation. The contractor cannot use any additional Level 1 evaluation methods of their own.

The contractor shall ensure all courses delivered consistently receive an average rating of four, based on a scale of five (strongly agree) to one (strongly disagree). If the course evaluations or participant feedback indicates that a course cannot satisfy the requirements of the contract, or a course consistently receives ratings below four on the student evaluations for 3 consecutive months, the COR may delete the course from the roster of scheduled courses.

The contractor shall use their own training systems software (such as Adobe or Blackboard) for virtual training courses unless directed otherwise by the NRC COR. The contractor shall provide production or technical system assistance to the instructor, as needed. The NRC PDC staff cannot provide production assistance during virtual training sessions. NRC employees may access virtual classes either through an email link or may access a contractor course via the TMS by way of a URL link to the contractor's virtual classroom.

C.4.3 Customization of Commercial Off-the-shelf Courses (COTS)

As directed by the COR, the contractor shall customize COTS courses to reflect NRC policies, processes and organizational culture. The contractor shall conduct such projects in accordance with project schedules and deliverable requirements established in a written task order.¹ These task orders will include:

- Objectives
- Scope of work
- Deliverables
- Assumptions and Constraints
- Period of Performance
- Price based (upon contractual labor rates and fees)

NRC anticipates that no more than 1-2 course customization projects may be required a year; however, this figure is subject to change based upon emerging agency training needs during the period of performance.

¹ All materials developed specifically for the NRC under this SOW will become the property of the United States Government. The Government will obtain unlimited rights to use, disclose, reproduce, prepare derivative works, distribute copies to the public, and perform publicly and display publicly in any manner and for any purpose and to have or permit others to do so. Proprietary information shall not be incorporated into the materials delivered under the contract without prior written permission of the NRC Contracting Officer (CO).

Course material changes may be minor or major as described below. All changes must be approved by the COR.

Minor Changes: The contractor shall make minor changes to the program courses to maintain accuracy and relevancy of the teaching materials and to reflect participant comments on the value of the topic taught, such as whether more emphasis should be placed on a particular topic or whether a topic has no relevancy or is redundant to material taught in another course of the program (unless purposely included). Examples of minor changes are an organizational change, a date change, the deletion or addition of NRC-provided materials.

Major Changes: The contractor may be requested to make major modifications to a course or program. Examples of major changes are: combining courses or portions of courses, restructuring the course content, or adding content. Major modifications shall be handled pursuant to the specifications in an issued task order.

C.4.4 Off-Site Program Management Support

Throughout the period of performance, the contractor shall provide an off-site program manager (PM) who will be responsible for working with the PDC staff and COR to manage and coordinate the delivery of all courses described in this SOW. The PM, available Monday through Friday, during normal business hours (e.g. 8:00 a.m. to 4:00 p.m. ET), shall implement tasks pertaining to the contract and responding to ad hoc NRC COR requests. These requests could include answering questions about invoicing, scheduling, delivery of materials, and other related contractual matters. The contractor's program manager will serve as a single point of contact for the NRC and be empowered by the contractor to promptly respond to and resolve contractual, billing and (contractor) personnel issues. Note: This is not a full-time commitment.

The Program Manager shall:

- Provide the NRC COR a roster of instructors and a written analysis of each instructor's qualifications per teaching assignment(s) within 30 days after contract award. The roster shall include the instructor's name, email address, telephone number, classes that the instructor teaches, and teaching assignments. On an ongoing basis ensure the roster is accurate and up to date. Within 5 days after a new instructor is hired or an instructor is no longer employed by the contractor, update the roster of instructors.
- Manage and coordinate all the logistics and planning of each course customization project. The contractor shall provide all revised or customized course materials in paper, applicable application file (e.g., Word, PowerPoint, Excel), and or PDF format with content approved by the NRC COR, or his or her designee.
- Work with the COR to prepare, revise, and maintain the annual calendar of scheduled open enrollment courses and session dates.
- Promptly respond to ad hoc training requests.
- Ensure all requirements specified in this SOW are met and maintained throughout the period of performance.

- Communicate on a regular basis with the COR and other designated NRC staff to discuss contractor deliverables and objectives, identify problems and issues, and discuss problem resolution.
- Provide the COR with monthly reports on the status and activities of personnel covered under this contract to ensure that all activities are being properly executed; make suggestions to the COR for improvement of services.

C.5 Reporting Requirements

The contractor shall provide a monthly status report which consists of a technical progress report and financial status report. This report will be used by the Government to assess the adequacy of the resources proposed by the contractor to accomplish the work contained in this SOW and provide status of contractor progress in achieving tasks and producing deliverables under the contract. The financial portion of the report shall display the monthly costs as well as a running total of monthly payments as compared to the total obligated funds to date and the contract ceiling. The report shall include contract/order summary information, work completed during the specified period, problem issue/resolution, and program manager or instructional designer staff hour summary.

C.6 List of Deliverables

Many of the course deliverables will be in the form of the course materials. Per course, the contractor shall provide each NRC participant one complete copy of the course materials. Depending upon the course, this could include a hardcopy or electronic copy of the participant guide, supplemental teaching materials, PowerPoint slides, exercise materials or instruments such as the Myers Briggs Type Indicator (MBTI) instrument. Internally developed NRC courses shall be printed internally and delivered to the classroom or electronically to the course participants by the COR or PDC staff. Course customization project deliverables will be specified in the task order (see C.4.3).

C.7 Required Materials, Facilities, Hardware/Software

Classroom course materials for this contract shall be delivered to the classroom location (NRC headquarters, regional office or TTC) 10 working days prior to the class start date using the addresses identified in C.8 of this SOW. Instruction for virtual ILT classes will be delivered electronically to each participant 1-5 days in advance of the start time of the course. Pre-work course materials, if applicable, will be delivered to the participants as deemed appropriate by the contractor in keeping with their standard practices for delivering such materials to the participants.

C.8 Place of Performance

The contractor will be provided escorted access to the Government's facilities as required. The work to be performed under this contract will be primarily performed at:

The NRC Headquarters White Flint Complex
11545 Rockville Pike
Rockville, MD 20852

Classroom course delivery may be offered at Headquarters (Rockville, MD), Region I (King of Prussia, PA), Region II (Atlanta, GA), Region III (Lisle, IL), Region IV (Arlington, TX) and the TTC (Chattanooga, TN).

For each of the NRC's four regions and the Technical Training Center, the following addresses shall be used until further notice:

REGION I OFFICE:	U.S. NRC, Region I 2100 Renaissance Blvd., Suite 100 King of Prussia, PA 19406-2713
REGION II OFFICE:	U.S. NRC, Region II Marquis One Tower 245 Peachtree Center Avenue N.E., Suite 1200 Atlanta, GA 30303
REGION III OFFICE:	U.S. NRC, RIII 2443 Warrenville Road, Suite 210 Lisle, IL 60532-4352
REGION IV OFFICE:	U.S. NRC, RIV 1600 East Lamar Boulevard Arlington, Texas 76011-4511
NRC TECHNICAL TRAINING CENTER	U.S. NRC, TTC Osborne Office Center 5746 Marlin Road, Suite 2000 Chattanooga, TN 37411-5677

C.9 Recognized Holidays

Contractor personnel shall not be required to perform onsite on the Federal holidays identified below. Contractor personnel shall comply with their company's policies and procedures regarding their work status on these days.

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

C.10 Hours of Operation

The contractor shall provide required personnel during normal work days and hours between 8:00 a.m. to 5:00 p.m., Monday through Friday except Federal holidays or when the Government facility is closed due to local or national emergencies, administrative closings, or similar Government directed facility closings. The contractor shall be available to provide training pertaining to the contract and respond to all NRC course scheduling and logistics requests including answering questions about invoicing, scheduling, delivery of courses materials, instructor availability, and other related contractual matters.

C.11 Key Personnel and Qualification Requirements

1. Program Manager:

At a minimum, the Program Manager shall have the following knowledge, skills, and abilities:

- Five (5) or more years of experience in managing programs similar in scope to the work described in the SOW.
- Experience indicating strong problem-solving and organizational skills, as well as solid customer service and interpersonal skills.
- Proven ability to effectively communicate orally and in writing, as well as handle all aspects of the supervision of instructors (e.g., hiring, firing, rating, training, etc.)

2. Instructors:

At a minimum, each instructor shall have the following knowledge, skills, and abilities:

- Each contractor provided instructor shall possess adequate and appropriate experience teaching the subject matter, or significant expertise with the subject matter in some professional capacity in the public and/or private sector.
- Instructors shall also have adequate and appropriate experience teaching adults in a training environment or classroom in the public, private, or academic sector.
- Preferred credentials include a certificate or academic degree in facilitation, teaching, adult education, or human resources development.
- Instructors who deliver virtual training courses must have demonstrated experience participating virtually via a VTC broadcast or can teach courses in a webinar format or other distance education delivery system.

3. Instructional Systems Designer:

During course customization projects an instructional systems designer may be needed to assist the NRC COR. At a minimum, the instructional systems designer shall have the following knowledge, skills, and abilities:

- A minimum of three (3) years' experience in designing or customizing similar courses for other Federal government agencies, using the instructional systems design (ISD) methodology.
- Instructional Systems Design Certificate

The contractor shall maintain availability of key personnel who are required to successfully perform the work required in this SOW.

C.12 Contractor Travel

The NRC will not reimburse for travel to and from NRC Headquarters White Flint Complex, nor pay for local travel costs such as parking or metro fares. As identified in section C.8 consultants may be authorized travel to regional offices, or the TTC. When domestic travel is needed, the contractor will be authorized travel expenses consistent with the Federal Travel Regulation (FTR). All travel submitted by the contractor for reimbursement shall be documented in the monthly invoice including detailed receipts of all expenses. All travel requires prior written Government approval from the COR. Travel is not expected to exceed \$20,000 a year.

If the instructor is away from his/her place of residence and request flight arrangements be made from a location other than his/her place of residence, the NRC will not be obligated for the increased costs.

C.13 Data Rights

The NRC shall have unlimited rights to and ownership of all deliverables provided under this contract that pertain to program management activities such as monthly reports, and all NRC specific course materials or task order project plans and status reports supplied to the contractor by the NRC or developed or modified by the contractor as part of a course customization project. Course materials containing NRC specific content or instructional materials developed by the NRC and provided to the contractor may not be used or sold by the contractor without prior written authorization from the CO. All materials supplied to the Government shall be the sole property of the Government and may not be used for any other purpose. This right does not abrogate any other Government rights.

APPENDIX A: Course Descriptions

FERS Retirement

This 1-day overview course is especially designed for employees covered under FERS and introduces you to the Federal retirement benefits available to you upon retirement. This course covers the following topics and will help you set your retirement financial goals and plan a smooth transition into retirement: FERS retirement annuity calculations and eligibility, health benefits, life insurance, TSPS and social security, and separating from Federal service.

CSRS Retirement

This 1-day overview course is especially designed for employees covered under CSRS and introduces you to the Federal retirement benefits available to you upon retirement. This course covers the following topics and will help you set your retirement financial goals and plan a smooth transition into retirement: CSRS retirement annuity calculations and eligibility, health benefits, life insurance, TSPS and social security, and separating from Federal service.

Mid-Career Retirement Planning

This 2-day classroom course is designed for employee's mid-way through their career and highlights the foundations of benefits available within the Federal service and explores options to maximize them. The course covers all aspects of FERS, TransFERS, CSRS, CSRS offsets, and uses a common-sense approach to enable employees to take the fear out of financial planning and become a wise financial consumer.

APPENDIX B: Estimated Number of Courses Delivered Per Year by Course Length and Type







<i>Internal NRC Course Delivery</i>		
Item #	Duration	Estimated number of sessions a year
1	½ day	1
2	1 day	1
3	2 day	1
4	3 day	1
5	4 day	1
6	5 day	1

<i>Contractor Provided COTS Course Delivery</i>		
Item #	Duration	Estimated number of sessions a year
1	½ day	2
2	1 day	10
3	2 days	8
4	3 days	2
5	4 days	1
6	5 days	1







APPENDIX C: NRC Level 1 Course Evaluation Sheet

Following are the questions on the electronic course evaluation surveys that NRC employees complete in the agency's talent management system after they have attended an HRTD class. Course Managers run a report that summarizes the students' answers to these questions. Please note that questions 15-16 are text boxes on the electronic form.







1. The course met all stated objectives.

NA	Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree
					







2. The course allowed enough time to learn the subject matter that was covered.

NA	Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree
					







3. The course presentation was logically organized and easy to follow.

NA	Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree
					







4. The course participant handouts supported the learning experience.

NA	Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree
					







5. I feel that I had sufficient prior knowledge and experience to prepare me for this course.

NA	Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree
					







6. I feel that I expect what I learned to improve my current or future job performance.

NA	Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree
					







7. I feel that I am overall satisfied with the course.

NA	Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree
					







8. The Instructional Method(s) used was (were) an effective way for me to learn.

NA	Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree
					

9. The Instructor was knowledgeable about the subject matter.







NA	Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree
					

10. The Instructor clearly stated the course objectives.







NA	Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree
					

--	--	--	--	--	--







11. The Instructor presented material in a manner that was easily understood.

NA	Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree
					







12. The Instructor asked questions to periodically check for learning.

NA	Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree
					

13. The Instructor encouraged course participation and interactions among participants.

NA	Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree
					

14. The Instructor helped participants relate the material to their job.

NA	Strongly disagree	Disagree	Neither agree nor disagree	Agree	Strongly agree
					

15. What were the most valuable aspects of this course?

16. What were the least valuable aspects of this course?

**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).

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

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).

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

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?

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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.

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

- 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>
---------------------------	-------------------------	---------------------------------	--------------	------------------------------------

- 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.

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

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.

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

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>		(a)
		<u>Current Period</u>	<u>Cumulative</u>	
<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

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

\$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
	<u>\$2,000</u>

- 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	= <u>\$20,000</u>
	\$30,000

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

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

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

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.