



OFFICE OF THE
SECRETARY

UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D.C. 20555

January 13, 1984

MEMORANDUM FOR: John C. Hoyle, SECY
John Cho, ASLAP
Charles Fitti, ASLBP
William M. Dorie, ADM
Austin L. Newsom, ACRS

FROM: Samuel J. Chilk, Secretary

SUBJECT: SOURCE EVALUATION PANEL (SEP) FOR REPORTING
SERVICES CONTRACT (WASHINGTON AREA)

Pursuant to the provisions of Chapter NRC-5101, I hereby appoint John C. Hoyle as Chairman of the Source Evaluation Panel (SEP) for subject procurement. The members of the SEP are shown below:

John C. Hoyle, Chairman
John Cho, ASLAP
Charles Fitti, ASLBP
William M. Dorie, ADM
Austin L. Newsom, ACRS

All members are required to make a "panel member's certification statement" after receipt of proposals but prior to the evaluation of proposals. The Chairman will provide copies of the form to all members and enclose the completed forms in the Competitive Range Recommendation Report.

The Source Evaluation Panel will conduct its business in accordance with the provisions of Chapter NRC-5101 and applicable policies and procedures of the Federal Procurement Regulations. The Chairman will be responsible for insuring that each panel member is conversant with instructions contained in the manual chapter. Please note that SEP duties take precedence over the normal duties of the panel members.

The panel may not disclose information concerning this procurement unless such disclosure is necessary for the proper conduct of its duties, and then only to the extent, and only to those persons, considered essential for that purpose. The right to information on a need-to-know basis does not extend to the normal chain of supervision affecting any member of the panel or arising out of technical responsibility

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PDR FOIA
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C/9

for the action being evaluated except as specifically provided by Paragraph B.3 of Part III of NRC Appendix 5101.

cc: Mary Jo Mattia, ACB/ADM
Kathryn A. Davis, ACB/ADM

ROUTING AND TRANSMITTAL SLIP

Date

1/20/84

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

1 John C. Hoyle, SECY

2 M/S H-1149

3

4

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| Action | File | Note and Return |
|--------------|----------------------|------------------|
| Approval | For Clearance | Per Conversation |
| As Requested | For Correction | Prepare Reply |
| Circulate | For Your Information | See Me |
| Comment | Investigate | Signature |
| Coordination | Justify | |

REMARKS

Milestone schedule attached. Also attached is a copy of your memo regarding non-use by Contractors of "direct recording" for Commission meetings. Our statements still valid.

A copy of the MS schedule for the outside DC area is attached for your info.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

K. Davis
ACB, D/C

Phone No.

27125

5041-102

U.S. GPO: 1969-341-629/26

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

FOIA - 84-734 c/10

SCHEDULE A - Competitive Procurement Milestone Schedule
for RFPA No. SELY-84-327

Original 1/18/84
(date)
Revision # _____
(date)

TITLE STENOGRAPHIC REPORTING SERVICES,
WASHINGTON, D.C. METROPOLITAN AREA

Negotiator KATHY DAVIS, ACB, D/C - X-27125

| MILESTONES | PROJECTED DATE | ACTUAL DATE |
|--|----------------|-------------|
| 1. Initial Division of Contracts Contact with Program Office | | 12/5/83 |
| 2. Receipt of RFPA in DC | 12/16/83 | 1/9/84 |
| 3. Milestone Chart Completion | 1/18/84 | 1/18/84 |
| 4. Statement of Work Agreed Upon | 1/18/84 | 1/18/84 |
| 5. RFP Drafted by Negotiator | 1/18/84 | |
| 6. Panel Meeting on RFP Draft | 1/18/84 | 1/18/84 |
| 7. CBD Synopsis Mailed | 1/5/84 | 1/5/84 |
| 8. Special Approvals (specify) <u>ELD REVIEW</u> | 1/20/84 | |
| <u>SCS REVIEW</u> | 1/20/84 | |
| | | |
| 9. RFP Issued <u>IFB</u> | 1/27/84 | |
| 10. Preproposal Conference | 2/8/84 | |
| 11. RFP Closing Date | 2/28/84 | |
| 12. Technical Evaluation of Individual Panel Members | N/A | |
| 13. Cost Evaluation <u>PRICE</u> | 2/29/84 | |
| 14. Panel Meeting on Competitive <u>Range LOW BIDDER</u> | 3/1/84 | |
| 15. Competitive Range Recommendation Report Issued | N/A | |
| 16. Notification to Offerors of Competitive Range | N/A | |

7. Audit Report(s) Requested

N/A

8. Audit Information Received

9. Discussions Initiated

10. Discussions Completed

11. Best and Final Offers Requested

12. Best and Final Offers Received

13. Technical Evaluation of Individual Panel Members

14. Panel Meeting to Evaluate Best and Final Offers

15. Final Evaluation Report Received

16. Preaward Approvals (specify)

RESPONSIBILITY CHECK

3/2/84

PRE-AWARD SURVEY

3/6/84

17. Contract Mailed for Contractor Signature

N/A

18. Contract Execution/Distribution

3/12/84

19. CBD Award Notification/Award Notification to Unsuccessful Offerors

3/15/84

20. Post-Award Orientation

3/15/84

Panel Chairman

SEP Members

Contract Negotiator

Kathryn G. Davis

1/18/84