

JUL 23 1984

Mr. Robert J. Monick, President  
Acc-Federal Reporters, Inc.  
444 No. Capital Street, N.W., #402  
Washington, D.C. 20001

Dear Mr. Monick:

Subject: Submission of Subcontracting Plan, IFB No. ASB-84-352,  
Stenographic Reporting Services Outside the Washington,  
D.C. Metropolitan Area and Notice of Pre-Award Survey

Confirming your telephone conversation with Mrs. Kathryn Davis of my staff on July 19, 1984, it is requested that your plan for subcontracting to small and small disadvantaged business concerns if awarded a contract under the above solicitation be submitted to the U.S. Nuclear Regulatory Commission by July 23, 1984.

The subcontracting plan must provide maximum practicable opportunity to small and small disadvantaged businesses to participate in performance of the contract. References in the IFB regarding the content and submission of the plan follow:

- a. Page 14, Part II.B.12., "Subcontracting Plan for Utilization of Small and Small Disadvantaged Businesses."
- b. Page 46, Article IX, "Subcontracting Plan for the Utilization of Small and Small Disadvantaged Businesses."
- c. Page 62, General Provision No. 55, "Small Business and Small Disadvantaged Business Subcontracting Plan (Advertised)."
- d. Attachment No. 2, Page 21, General Provision No. 43, "Utilization of Small Business Concerns and Small Business Concerns Owned and Controlled by Socially and Economically Disadvantaged Individuals (FPR Temporary Regulation No. 50)."
- e. Attachment 7, Format for Small Business and Small Disadvantaged Business Subcontracting Plan."

Proper completion of each section of the format provided in Attachment 7 is required to satisfy the applicable requirements of Public Law 95-507. Section 1(d) must include the names and locations of principal proposed

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Mr. Robert J. Monick

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small business and small disadvantaged business subcontractors, types of services to be subcontracted, and dollar value to be awarded to each principal subcontractor. This information will be used for evaluation of the plan only and you will not be contractually bound to enter into the proposed subcontracts nor will the names of the firms appear in the subcontracting plan incorporated into the contract, if awarded.

The size standard for determining whether a concern is small is \$2 million as set forth in Part II.8.9., page 11 of the IFB. The term "Small Disadvantaged Business" is defined in General Provision No. 43, page 21, Attachment 2 of the IFB.

As you indicated to Mrs. Davis, Ace-Federal Reporters, Inc. has not submitted a formal subcontracting plan under any prior government contract. The names and addresses of the small businesses who had indicated an interest to NRC in subcontracting opportunities under the prospective contract or who indicated that they had subcontracted NRC requirements in the past (Enclosure 1) were furnished for expansion of your source list. Additional sources may be obtained by accessing data within the PASS system maintained by the Small Business Administration. Your point of contact for obtaining a listing of possible subcontractors from the PASS system is Mr. Bill Fedyna, SBA Region III, telephone 596-0172 (area code 215).

As discussed between Mr. Alan Penn and Mrs. Davis, July 23, 1984, a pre-award survey of your facilities is scheduled to be conducted July 26, 1984 beginning at 2:00 p.m. The NRC members who will participate in the survey and the information and/or data required to be available at the time of the survey are shown in Enclosure 2. Deficiencies, if any, in your subcontracting plan will be identified at that time for correction.

Sincerely,

Mary Jo Mattia  
Contracting Officer

Enclosures:

1. List of Firms Interested  
in Subcontracting Opportunities
2. List of Information/Data Required  
to be Available at the Time of  
the Pre-Award Survey

OFFICE ▶							
SURNAME ▶							
DATE ▶							

LIST OF FIRMS INTERESTED IN SUBCONTRACTING OPPORTUNITIES

Blackstone Reporting  
1470 Slade Avenue, Suite 302  
Columbus, Ohio 43220

Tayloe Associates  
1625 I Street, N.W., Suite 1004  
Washington, D.C. 20006

Neal R. Gross & Co., Inc.  
1323 Rhode Island Avenue, N.W.  
Washington, D.C. 20005

Glorioso Communications, Inc.  
6801 Whittier Avenue, Suite 370  
McLean, Virginia 22101

York Stenographic Services  
34 North George Street  
York, Pennsylvania 17401-1266

Pauline James & Associates  
53 West Jackson Boulevard, Room 318  
Chicago, Illinois 60604

Waga and Spinelli  
405 Northfield Avenue  
West Orange, New Jersey 07052

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SBA PASS System Contact:  
Mr. Bill Fedyna, Region III  
Telephone: (215) 596-0172

Pre-Award Survey - IFB No. ASB-84-352

ACE-Federal Reporters, Inc.  
July 26, 1984

NRC Pre-Award Survey Team

Charles J. Fitti, Atomic Safety and Licensing Board Panel  
Elva W. Leins, Atomic Safety and Licensing Board Panel  
Thomas G. McCreless, Advisory Committee on Reactor Safeguards  
Kathryn A. Davis, Division of Contracts  
James A. Shields, Division of Data Automation and Management Information  
Lewis Robertson, Division of Security

Information/Data Required in Support of Pre-Award Survey

Organizational chart(s) showing staffing of ACE-Federal Reporters, Inc., and lines of authority. Describe operational control procedures and quality assurance program, to include ACE-Federal training program.

List of personnel, equipment and facilities to support the proposed contract effort or the ability to obtain them. Personnel listing should indicate name, position/skill(s), and background of individuals to be assigned to the NRC contract.

Demonstration and brief discussion of how ACE-Federal Reporters, Inc., will produce and deliver magnetic tape record of hearings.

Listing of all current and projected business commitments, both Government and commercial with name and telephone number of agency/organization point of contact. Contract number, performance period (including options) and dollar value of commitments should be available.

Financial data: Audited financial statements, i.e., balance sheets and profit and loss statements, financial history, cash flow forecasts and cognizant Government audit agency, if any.

Written commitment of availability of financial assistance, if required, for performance of the contract.

Statement regarding performance, past or present, of classified Government contracts, existence of facility security clearance, level of classification, and cognizant security office.

Written statement or commitment concerning subcontracting arrangements. Determination of the responsibility of subcontractors is the responsibility of the prospective prime contractor. Basis for determination of subcontractor responsibility must be furnished for NRC review. (Reference Article VII, P., page 45 of the IFB.)