

MAY 10 1984

Free State Reporting, Inc.
Attention: Ms. Barbara J. Becker
99 Cathedral Street
Annapolis, Maryland 21401

Dear Ms. Becker:

Subject: Notice of Award and Transmittal of Contract

You are hereby notified that your bid in the amount of \$187,167.50 submitted in response to our Invitation for Bids No. SECY-84-327 on March 9, 1984 to provide stenographic reporting services in the Washington, D.C. area is accepted. The basic contract period is one year with effective date for performance May 16, 1984. Your executed copy of Contract No. NRC-17-84-327 covering the award is enclosed.

Ms. Patricia A. Sullivan and A. Renea Bailey of the NRC Office of the Secretary have been designated as Contracting Officer's Representatives to serve as Project Officers under the contract. They may be reached at 634-3327 or 634-3281. Their responsibilities and the extent of their authority is contained in Article X - Project Officers, on page 44 of the contract. A copy of my written designation of these personnel as Project Officers will be forwarded to you as soon as possible.

Ms. Teresa McLearn of my staff will serve as Contract Administrator. You may reach her at 492-7533.

A member of my staff will contact you shortly to establish a date for our Post-Award Conference. If you have any questions in the interim, please contact me, Ms. McLearn, or Ms. Davis.

The provision of accurate transcripts on a timely basis is vital to the operation of the U.S. Nuclear Regulatory Commission. We are looking forward to working with Free State Reporting during the coming year.

Sincerely,

8505310322 841115
PDR FOIA
RILEY84-734 PDR

Mary Jo Mattia
Contracting Officer

Enclosure:
Contract No. NRC-17-84-327