

OCT 29 1984

MEMORANDUM FOR: A. Renea Bailey, Project Officer  
Office of the Secretary of the Commission

FROM: Timothy F. Hagan, Chief  
Contract Negotiation Section  
Administrative Contracts Branch  
Division of Contracts  
Office of Administration

SUBJECT: DESIGNATION OF AUTHORIZED REPRESENTATIVE - PROJECT  
OFFICER

You are hereby designated as Project Officer for Letter Contract No. NRC-17-85-207 with Ace-Federal Reporters, Inc., 444 North Capitol Street, N.W., #402, Washington, D.C. 20001. The responsibilities and authorities of the NRC Project Officer are described in Section G.2., page 18 of RFP RS-SEC-85-207, Attachment 1 to the Letter Contract, copies of which are attached.

Additionally, you are required to be familiar with NRC Manual Chapter 5101, NRC Procurement Handbook, particularly Part V, Contract Administration and Close Out. As a minimum, however, you are required to forward copies of all correspondence with contractors to the Contracting Officer. Prior Contracting Officer concurrence may be required for some correspondence and others may be forwarded to the contractor only over the Contracting Officer's signature. Mutual cooperation and agreement between the Project Officer and the Contracting Officer will be the key to these determinations.

Further, you are required to comply with the provisions of NRC Manual Chapter 5103, NRC Review of Contractor Invoices. While this Manual Chapter and the NRC Form 292 included therein require your assessment of the contractor's overall performance in the review of submitted contractor invoices, it is suggested that any potential contractor problems be brought to the attention of the Contracting Officer as early as possible so that positive corrective action can be initiated.

The Contract Administrator responsible for the administration of the contract is Mrs. Teresa McLearn. She should be advised in advance of

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PDR FOIA  
BIRDB4-B53 PDR

OFFICE									
SURNAME									
DATE									

A. Renea Bailey

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any scheduled meetings with the contractor. Should you have any questions regarding this delegation of authority, or require any assistance, please contact Mrs. McLearn on 492-7533.

Timothy F. Hagan, Chief  
Contract Negotiation Section  
Administrative Contracts Branch  
Division of Contracts  
Office of Administration

Attachment:  
Letter Contract No. NRC-17-85-207  
with One Attachment

cc: Teresa McLearn

OFFICE	ADM:DC:ACB	ADM:DC:ACB					
SURNAME	KDavis:pg	TFHagan					
DATE	11/14/84	11/14/84					

U.S. NUCLEAR REGULATORY COMMISSION

NRC Form  
SMALL BUSINESS/LABOR SURPLUS SET/ASIDE REVIEW

CONTRACT/DR Number  
RFPA SECY-85-207

ITEM TITLE/DESCRIPTION

*Stenographic Reporting Service in the Washington, D.C. Metropolitan Area for the period 10/30/84 through 5/15/85. Services are replacement of that portion of Contract no. NRC-17-84-327 with Free State Reporting, Inc. which is terminated for default effective 10/26/84.*

PROGRAM OFFICE: *Office of the Secretary*

SB/LS PARTICIPATION WAS CONSIDERED IN THE PREPARATION OF THIS PROCUREMENT ITEM AND FOLLOWING IS RECOMMENDED (Program Officer and Contract Specialist/Procurement Agent)

- ☐ Small Business Set-Aside \_\_\_\_\_ % \$ \_\_\_\_\_
- ☐ Labor Surplus Set-Aside \_\_\_\_\_ % \$ \_\_\_\_\_
- ☐ SBA Section 8(a) Procurement
- ☒ Set-Aside Action Not Recommended

NAME AND LOCATION OF PROPOSOR SOURCE: (If Sole Source)

- ☒ Small Business
- ☐ Labor Surplus Firm
- ☐ Minority
- ☐ Other

*Acc. Federal Executive, Inc.  
444 N. Capitol St., N.W., #4  
Washington, D.C. 20001*

SET-ASIDE NOT FEASIBLE BECAUSE:

- ☐ No Reasonable Expectation of Receiving Sufficient Offers from SB/LS Firms to Assure Award\*
- ☐ Procurement is for Completion or Within-Scope Expansion of Current Contract\*
- ☐ Funding of Unsolicited Proposal
- ☒ Sole Source Award

*Single Standard:  
SIC Manual Code 7399.  
\*3.5 million*

\*Explanation Required

EXPLANATION/ADDITIONAL COMMENT (Use additional paper if necessary)

*see D+F dated 10/26/84 for additional comments/explanation of necessity to solicit and award on a non-competitive basis.*

CONTRACTING OFFICER/BRANCH CHIEF'S ACTION

- ☒ Set-Aside Not Initiated
- ☐ Set-Aside Feasible
- ☐ Other Actions (properly noted) Have Been Taken

SIGNATURE

DATE

10/26 - 2:46 P.M.

347-3700

1. **OU** RFP -

2. Crisis Telephones? by this PM -

3. Letter Contract -

4. Luns to begin Monday -

getting list now of Work Orders -

Proposal:

*Week Ending  
November 2, 1984*

*Kathy*

PROPOSALS UNDER EVALUATION- Cont'd

RFP No.: ORI-84-397

Title: "OIP Requirement Study"

Description: The NRC requires services to analyze the Office of International Programs (IP) current data and word processing techniques. The contractor shall review and analyze IP's procedures/functions with the view of recommending future automated techniques.

Period of Performance: 75 working days

Sponsor: Office of Resource Management

Status: Addenda to proposals due on November 7, 1984

CONTRACTS CLOSED-OUT

NRC-04-82-021	Atom Sciences, Inc.
NRC-05-81-243	Rockwell International Corp.
NRC-33-83-452-01	Automation Industries, Inc.
NRC-33-83-452-02	Advanced Technology, Inc.
NRC-33-83-452-03	Boeing Computer Services Co.
NRC-33-83-452-04	Arthur Young and Company
NRC-33-83-452-05	Booz-Allen and Hamilton, Inc.
NRC-33-83-452-06	Control Data Corporation
NRC-33-83-452-07	Rehab Group, Inc.
NRC-03-79-126	Aerospace Corporation
NRC-05-80-289	Mississippi State Department of Health
NRC-04-77-065	Boeing Computer Services Co.

ADMINISTRATIVE MATTERS

The bid protest lodged with the General Accounting Office (GAO) under solicitation no. RS-AD-85-212, for "Word Processing Services" was withdrawn by the protester on October 29, 1984.

Contract No. NRC-17-84-327 with Free State Reporting, Inc. for "Stenographic Reporting Services, Washington, D.C. Metropolitan Area" was terminated for default on October 26, 1984. To preclude disruption of these essential services, a letter contract (NRC-17-85-207) was awarded to Ace-Federal Reporters, Inc. on October 29, 1984.

FOIA-84-853

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