

cc: T. McLearen, DC
Carol Rowe, ACRS
Michele Kelton, ACRS

NOV 15 1984

MEMORANDUM FOR: Barbara Jo White, ACRS

FROM: M. J. Mattia, Chief
Administrative Contracts Branch
Division of Contracts

SUBJECT: DESIGNATION OF AUTHORIZED REPRESENTATIVE -
PROJECT OFFICER

You are hereby designated as the Project Officer for Contract No. NRC-21-85-207 with Ace-Federal Reporters, Inc., 444 N. Capitol Street, N.W., Washington, D. C. 20001. A copy of the contract is enclosed. The responsibilities and authorities of NRC Project Officers are described in Section G.2. of the contract. Please insure that the Project Officer alternates, Carol A. Rowe and Michele S. Kelton are familiar with the provisions of Section G.2.

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 problem 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 Ms. Teresa McLearen. The Contract Administrator should be advised in advance of any scheduled meetings with the Contractor. Should you have any questions regarding this delegation of authority or require any assistance, please contact Ms. McLearen on Extension No. 27533.

M. J. Mattia, Contracting Officer
Administrative Contracts Branch
Division of Contracts

FOIA-84-853

B/16

Enclosure:
Copy of Contract No. NRC-21-84-207

8506050630 B41214
PDR FOIA
BIRDB4-853 PDR

DIVISION OF CONTRACTS
U.S. NUCLEAR REGULATORY COMMISSION
WASHINGTON, D.C. 20555

NOTIFICATION OF CONTRACT EXECUTION

CONTRACT NUMBER

NRC-17-85-207

MODIFICATION NUMBER

☒ NEW ☐ MODIFICATION

OTHER (Specify)

TO: Samuel J. Chilk, Secretary
(Title)
Office of the Secretary of the Commission
U.S. Nuclear Regulatory Commission

(Organization)

CONTRACT BASED ON:

AUTHORIZATION NUMBER

RFPA No. SECY-85-207

DATE

10/12/84

FROM: Kathryn A. Davis
Kathryn A. Davis 11/15/84
Contract Negotiator, Contract Negotiation Section
Administrative Contracts Branch

DIVISION OF CONTRACTS, ADM

CONTRACT CHANGES PER THIS ACTION

Initial Letter Contract

CONTRACTOR (Name & Location)

Ace-Federal Reporters, Inc.
444 North Capitol Street, N.W., Suite 402
Washington, D.C. 20001

EXECUTION DATE

10/29/84

TYPE OF CONTRACT

Fixed Price Requirements

PROJECT TITLE

Stenographic Reporting Services within the Washington,
D.C. Metropolitan Area

PERIOD OF PERFORMANCE

10/30/84 - 5/15/85

PRINCIPAL INVESTIGATOR

N/A

NRC AUTHORIZED REPRESENTATIVE

A. Renea Bailey, 634-3231

FUNDING

B&R NUMBER
70-19-02

NEW NRC FUNDS

TOTAL FY 85 FUNDING

TOTAL NRC OBLIGATIONS

AMOUNT

\$ 18,000.00

\$ 18,000.00

\$ 18,000.00

GOVERNMENT PROPERTY

As set forth in Section H.15.1, Page 26 of RFP No.
RS-SEC-85-207, Attachment to the Letter Contract

ATTACHMENT(S):

NRC-17-85-207

CONTRACT DOCUMENT (1 copy)

8411280163

FFPE-BID/INDIVIDUAL CONTRACT ACTION REPORT (OVER \$10,000)

OPTIONAL FORM NO. 347-101-01

1. REPORTING AGENCY (FFPE Designation Designation Code Manual)		2. CONTRACT NUMBER (FFPE Designation Code Manual)		3. MODIFICATION NUMBER		4. NAME OF REPORTING AGENCY	
NU 00		NRC 1785207				U.S. Nuclear Regulatory Commission	
5. CONTRACTING OFFICE ORDER NUMBER				6. PURCHASING OR CONTRACTING OFFICE (FFPE Purchasing Office Code Manual)			
				N.R.C.H.Q. NRC Headquarters			
7. DATE OF THIS ACTION		8. TYPE OF DATA ENTRY		9. NAME			
8/4/80		ORIGINAL 1- REVERSING 2- CORRECTING		NRC Headquarters			
10. REPORT PERIOD		11. DUNS CONTRACTOR ESTABLISHMENT CODE		12. ESTABLISHMENT AND COMPLETE ADDRESS			
8/5/80				Ace-Federal Reporters, Inc. 444 North Capitol Street, N.W., #402 Washington, D.C. 20001			
13. PRINCIPAL PLACE OF PERFORMANCE (STATE OR U.S. OUTLYING AREA OR COUNTRY--FFPE 3 or NRS 1C 1007) (CITY OR PLACE IN 50 STATES ONLY--FFPE 13)							
Same							
14. TOTAL DOLLARS OBLIGATED OR DEOBLIGATED (FFPE 14 or NRS 1C 1007) (CITY OR PLACE IN 50 STATES ONLY--FFPE 13)				15. TYPE OF OBLIGATION			
0000000180000				1- OBLIGATED 2- DEOBLIGATED 3- INITIAL LOAD OF BOA TYPE CONTRACT (NO DOLLARS)			
				A. Walsh Healey Act, Manufacturer B. Walsh Healey Act, Regular Dealer C. (Service Contract Act) D. Davis Bacon Act E. Not Subject to Walsh Healey F. Service Contract or Davis Bacon Act			
16. For Agency Use							
17. KIND OF CONTRACT ACTION							
1- Initial Letter Contract 2- Definitive Contract 3- Supplemental Letter Contract 4- Order Under Agency's Contract 5- Modification 6- GSA Schedule 7- Order Under another Agency's Contract 8- Termination for Default 9- Termination for Convenience							
18. MULTI-YEAR CONTRACT							
19. LABOR SURPLUS AREA (LSA) PREFERENCE							
20. Continued Small Business/Partial Labor Surplus Area Set Aside Preference (DoD only) 21. Total Labor Surplus Area/Small Business Set Aside Preference (P.L. 96-207) 22. Total Labor Surplus Area Set Aside Preference (P.L. 96-207)							
23. CONSULTANT TYPE AWARD							
24. PRINCIPAL PRODUCT OR SERVICE (FFPE Product/Service Code Manual)							
25. DESCRIPTION Stenographic Reporting Services							
26. METHOD OF CONTRACTING							
27. EXTENT OF COMPETITION IN NEGOTIATION							
28. NEGOTIATION EXCEPTION AUTHORITY							
29. TYPE OF CONTRACT OR MODIFICATION							
30. TYPE OF BUSINESS							
31. WOMAN OWNED BUSINESS							
32. For Agency Use							
33. SYNOPSIS OF PROCUREMENT PRIOR TO AWARD							
34. FOREIGN TRADE DATA							

CONTRACTING OFFICE OR REPRESENTATIVE (Typed name and Signature)
Kathryn A. Davis, Contract Negotiator, ACB, Division of Contracts

TELEPHONE NO. 492-7125

DATE SUBMITTED 11/15/84

K. Kathryn A. Davis