

NOV 19 1984

Branch Manager  
Defense Contract Audit Agency  
Philadelphia Region, District Branch Office  
Attention: Mr. Marc Zakuto  
8181 Professional Place, Suite 101  
Landover, Maryland 20785

Dear Mr. Zakuto:

Subject: Request for Audit Assistance

It is requested your office conduct an audit of the proposal submitted by Ace-Federal Reporters, Inc. in response to our Request for Proposals No. RS-SEC-85-207. The RFP covers requirements of the U.S. Nuclear Regulatory Commission (NRC) for stenographic reporting services in the Washington, D.C. metropolitan area. The performance period for the required services is approximately seven months and represents reprourement of services under Contract No. NRC-17-84-327 which was terminated for default on October 26, 1984.

Because of the critical need for continuing service, without lapse or risk of technical deficiencies, Letter Contract No. NRC-17-85-207 was awarded to Ace-Federal Reporters, Inc. for the period October 30, 1984 through May 15, 1985 without competition. Your review and comments regarding all aspects of the Ace-Federal cost/price proposal necessary for determination of reasonableness of price is requested. Any other comments which you consider important for negotiation purposes should also be included.

The following documents necessary for performance of your review are enclosed:

- A. Proposal submitted by Ace-Federal Reporters, Inc., dated November 13, 1984, which includes the completed RFP No. RS-SEC-85-207.
- B. NRC Letter Contract No. NRC-17-85-207 executed October 29, 1984, together with a copy of Ace-Federal letter, November 14, 1984, and Modification One to the Letter Contract, November 14, 1984, which increases the amount of Government liability and extends the target date for definitization of the contract.
- C. NRC Contract No. NRC-17-84-327 and an extract of bids received under the solicitation.

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SURNAME									
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Mr. Marc Zakuto, DCAA

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Ace-Federal Reporters, Inc. is located at 444 North Capitol Street, N.W., Suite 402, Washington, D.C. 20001. Their designated point of contact is Mr. Robert (Rob) James Monick, Vice President and Treasurer, telephone 347-3700. As indicated in Modification One to the Letter Contract, negotiations are scheduled to begin December 10, 1984. Confirming your discussion with Mrs. Kathryn Davis of my staff, your office will provide verbal comments by December 7, 1984 with the written report to follow by December 17, 1984. The report should be forwarded in three copies to:

U.S. Nuclear Regulatory Commission  
Attention: Mr. Timothy F. Hagan  
Division of Contracts, AR 2223  
Washington, D.C. 20555

If you have any questions or need additional information, please contact Mrs. Davis at 492-7125. Your assistance in providing this essential support with minimum notice is appreciated.

Sincerely,

Timothy F. Hagan  
Contracting Officer

Enclosures:  
As Stated in A, B, and C

OFFICE	ADM:DC:ACB	ADM:DC:ACB					
SURNAME	KDavis:pg	TFHagan					
DATE	11/16/84	11/16/84					