



UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D.C. 20555-0001

December 18, 1996

OFFERORS:

SUBJECT: REQUEST FOR PROPOSAL NO. RS-PER-97-282 ENTITLED,
"CAREER COUNSELING SERVICES"

The U.S. Nuclear Regulatory Commission (NRC) is issuing a solicitation for Commercial Services for the project entitled above. The full scope of work anticipated is as set forth in Parts A and B.

It is our intention by this solicitation to secure the best qualified organization available to perform this project, cost and other factors considered. A fixed price requirements type contract is anticipated with a period of performance of 1 year with two (2) one-year option periods.

Proposals for this requirement may be submitted by all concerns, i.e., large businesses, small businesses, and small businesses owned and controlled by socially and economically disadvantaged individuals.

The solicitation package is enclosed. If you desire to respond, your proposal should address the proposal requirements set forth in Sections D.1 and D.2 of the solicitation. Please note the instructions provided in Section D.1(b), "Submission of offers" regarding mailing and hand-delivery instructions for proposals.

All proposals will be evaluated against the evaluation criteria shown in Section D.6.

If you have any questions concerning the requirements of this solicitation, please contact Mona Selden, Contract Specialist, on (301) 415-7907 (collect calls will not be accepted).

Sincerely,

Elois J. Wiggins
Elois J. Wiggins, Contracting Officer
Division of Contracts

Enclosure:
As stated

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PDR CONTR
GENERAL PDR

230013

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS				1. REQUISITION NUMBER PER-97-282		PAGE OF PAGES 1 51	
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30							
2. CONTRACT NUMBER		3. AWARD/EFF. DATE		4. ORDER NUMBER		5. SOLICITATION NUMBER RS-PER-97-282	
7. FOR SOLICITATION INFORMATION CALL -->		a. NAME Mona C. Selden		b. TELEPHONE NUMBER (No Collect Calls) (301) 415-7907		8. OFFER DUE DATE/LOCAL TIME 01/17/97 3:30 P.M.	
9. ISSUED BY CODE		10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE: 000 % FOR <input type="checkbox"/> SMALL BUSINESSES <input type="checkbox"/> SMALL DISADV. BUSINESSES <input type="checkbox"/> 8(A) SIC: 8299 FSC: SIZE STANDARD: \$5.0 million		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input checked="" type="checkbox"/> SEE SCHEDULE <input type="checkbox"/> 13a. THIS CONTRACT RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING 14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP		12. DISCOUNT TERMS	
U.S. Nuclear Regulatory Commission Division of Contracts - TAB2 MailStop: TWF-7-1-2 Washington, D. C. 20555							
15. DELIVER TO ALL OFFERORS CODE				16. ADMINISTERED BY CODE			
17a. CONTRACTOR/OFFEROR CODE FACILITY CODE				18a. PAYMENT WILL BE MADE BY CODE U.S. Nuclear Regulatory Commission Division of Accounting and Finance GOV/COM Acctg. Section, TWFN-19H4 Washington, D. C. 20555			
TELEPHONE NO.							
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER				18b. SUBMIT INVOICE TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
19. ITEM NO	20. SCHEDULE OF SUPPLIES/SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
000	SEE ADDENDA A.1 FOR SCHEDULE OF SUPPLIES/SERVICES Project Title: "Career Counseling Services" Type of Contract: Fixed Price Requirements Period of Performance: 1 year with two (2) one-year option periods. (Attach Additional Sheets as Necessary)						
25. ACCOUNTING AND APPROPRIATION DATA						26. TOTAL AWARD AMOUNT (For Govt Use Only)	
<input checked="" type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, 52.212-3 AND 52.212-5 ARE ATTACHED.						ADDENDA <input checked="" type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.	
<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, 52.212-5 IS ATTACHED.						ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.	
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.				29. AWARD OF CONTRACT: REFERENCE OFFER DATED YOUR OFFER ON SOLICITATION (BLOCK 5) INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN IS ACCEPTED AS TO ITEMS:			
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) Elois J. Wiggins			
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT)		31c. DATE SIGNED	
32a. QUANTITY IN COLUMN 21 HAS BEEN <input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT, ACCEPT AS NOTED				33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. VOUCHER NUMBER	
32b. SIGNATURE OF AUTHORIZED GOVT. REPRESENTATIVE				36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		37. CHECK NUMBER	
32c. DATE				38. S/R ACCOUNT NUMBER		39. S/R VOUCHER NUMBER	
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT				42a. RECEIVED BY (Print)		40. PAID BY	
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER				42b. RECEIVED AT (Location)			
41c. DATE				42c. DATE REC'D (YY/MM/DD)		42d. TOTAL CONTAINERS	

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ADDENDA

CONTINUATION OF SF1449 BLOCKS 19, 20, 21, 22, 23, AND 24

A.1 SCHEDULE OF ITEMS AND PRICES

Upon receipt of a delivery order from the NRC Project Officer or designee, the Contractor shall provide career counseling services in accordance with Section B.2 at the prices stated below. All line items, with the exception of travel, are firm fixed price and include all direct and indirect costs to perform the work specified in Section B.2.

A.1.1 BASE YEAR

Item No.	Supplies/Services	Est. Quan- tity	Unit	Fixed Unit Price	Amount
A. SUPPORT FOR HQ OFCS					
1.	Initial One-Hour Sessions (See Sec. B.2.5)	75	HRS	\$ _____	\$ _____
2.	Subsequent One-Hour Sessions (See Sec. B.2.5)	300	HRS	\$ _____	\$ _____
3.	Cancellation Fee For No-Shows (See Sec. B.3)	25	HRS	\$ _____	\$ _____
4.	Headquarters Liaison (See Sec. B.2.10)	20	HRS	\$ _____	\$ _____
5.	Group Follow-up Sessions to One-on-One (See Sec. B.2.5)	4	HRS	\$ _____	\$ _____
6.	Group Educational Sessions (See Sec. B.2.5)				
	(a) Small Group	20	HRS	\$ _____	\$ _____
	(b) Large Group	20	HRS	\$ _____	\$ _____
7.	Transition Sessions (Includes Regions)	380	HRS	\$ _____	\$ _____

A.1.1 (Continued)

(See Sec. B.2.6)

B. SUPPORT FOR REGIONAL OFFICES

- | | | | | | |
|----|---|---|------|----------|----------|
| 1. | Assist in Selection
of Regional Career
Counselors
(See Sec. B.2.9) | 4 | EA | \$ _____ | \$ _____ |
| 2. | Travel to Regions
for Transition Sessions
(See Sec. B.2.6) | | | | |
| | a. Region I
(King of Prussia,
Pennsylvania) | 1 | TRIP | \$ _____ | \$ _____ |
| | b. Region II
(Atlanta, Georgia) | 1 | TRIP | \$ _____ | \$ _____ |
| | c. Region III
(Lisle, Illinois) | 1 | TRIP | \$ _____ | \$ _____ |
| | d. Region IV
(Arlington, Texas) | 1 | TRIP | \$ _____ | \$ _____ |

C. ORAL PRESENTATIONS

- | | | | | |
|---|---|----|----------|----------|
| Oral presentation to NRC
Management (See Sec. B.7) | 3 | EA | \$ _____ | \$ _____ |
|---|---|----|----------|----------|

TOTAL DIRECT LABOR FOR THE BASE YEAR: \$ _____

D. OTHER DIRECT COSTS (Direct Material)

- | | | | | | |
|----|---|-----|------|----------|----------|
| 1. | Counseling Materials
for Headquarters
(See Sec. B.2.7) | 75 | SETS | \$ _____ | \$ _____ |
| 2. | Counseling Materials
for Regional Offices
(See Sec. B.2.11) | 100 | SETS | \$ _____ | \$ _____ |

TOTAL DIRECT MATERIALS FOR THE BASE YEAR: \$ _____

TOTAL AMOUNT FOR THE BASE YEAR: \$ _____

A.1.2

OPTION YEAR 1

Item No.	Supplies/Services	Est. Quan- tity	Unit	Fixed Unit Price	Amount
A. SUPPORT FOR HQ OFCS					
1.	Initial One-Hour Sessions (See Sec. B.2.5)	75	HRS	\$ _____	\$ _____
2.	Subsequent One-Hour Sessions (See Sec. B.2.5)	300	HRS	\$ _____	\$ _____
3.	Cancellation Fee For No-Shows (See Sec. B.3)	25	HRS	\$ _____	\$ _____
4.	Headquarters Liaison (See Sec. B.2.10)	20	HRS	\$ _____	\$ _____
5.	Group Follow-up Sessions to One-on-One (See Sec. B.2.5)	4	HRS	\$ _____	\$ _____
6.	Group Educational Sessions (See Sec. B.2.5)				
	(a) Small Group	20	HRS	\$ _____	\$ _____
	(b) Large Group	20	HRS	\$ _____	\$ _____
7.	Transition Sessions (Includes Regions) (See Sec. B.2.6)	380	HRS	\$ _____	\$ _____

B. SUPPORT FOR REGIONAL OFFICES

1.	Assist in Selection of Regional Career Counselors (See Sec. B.2.9)	4	EA	\$ _____	\$ _____
2.	Travel to Regions for Transition Sessions (See Sec. B.2.6)				

A.1.2 (Continued)

a. Region I (King of Prussia, Pennsylvania)	1	TRIP	\$ _____	\$ _____
b. Region II (Atlanta, Georgia)	1	TRIP	\$ _____	\$ _____
c. Region III (Lisle, Illinois)	1	TRIP	\$ _____	\$ _____
d. Region IV (Arlington, Texas)	1	TRIP	\$ _____	\$ _____

C. ORAL PRESENTATIONS

Oral presentation to NRC Management (See Sec. B.7)	3	EA	\$ _____	\$ _____
---	---	----	----------	----------

TOTAL DIRECT LABOR FOR OPTION YEAR 1: \$ _____

D. OTHER DIRECT COSTS (Direct Material)

1. Counseling Materials for Headquarters (See Sec. B.2.7)	75	SETS	\$ _____	\$ _____
2. Counseling Materials for Regional Offices (See Sec. B.2.11)	100	SETS	\$ _____	\$ _____

TOTAL DIRECT MATERIALS FOR OPTION YEAR 1: \$ _____

TOTAL AMOUNT FOR OPTION YEAR 1: \$ _____

A.1.3

OPTION YEAR 2

Item No.	Supplies/Services	Est. Quan- tity	Unit	Fixed Unit Price	Amount
A. SUPPORT FOR HQ OFCS					
1.	Initial One-Hour Sessions (See Sec. B.2.5)	75	HRS	\$ _____	\$ _____
2.	Subsequent One-Hour Sessions (See Sec. B.2.5)	300	HRS	\$ _____	\$ _____
3.	Cancellation Fee For No-Shows (See Sec. B.3)	25	HRS	\$ _____	\$ _____
4.	Headquarters Liaison (See Sec. B.2.10)	20	HRS	\$ _____	\$ _____
5.	Group Follow-up Sessions to One-on-One (See Sec. B.2.5)	4	HRS	\$ _____	\$ _____
6.	Group Educational Sessions (See Sec. B.2.5)				
	(a) Small Group	20	HRS	\$ _____	\$ _____
	(b) Large Group	20	HRS	\$ _____	\$ _____
7.	Transition Sessions (Includes Regions) (See Sec. B.2.6)	380	HRS	\$ _____	\$ _____

B. SUPPORT FOR REGIONAL OFFICES

1.	Assist in Selection of Regional Career Counselors (See Sec. B.2.9)	4	EA	\$ _____	\$ _____
2.	Travel to Regions for Transition Sessions (See Sec. B.2.6)				

A.1.3 (Continued)

a. Region I (King of Prussia, Pennsylvania)	1	TRIP	\$ _____	\$ _____
b. Region II (Atlanta, Georgia)	1	TRIP	\$ _____	\$ _____
c. Region III (Lisle, Illinois)	1	TRIP	\$ _____	\$ _____
d. Region IV (Arlington, Texas)	1	TRIP	\$ _____	\$ _____

C. ORAL PRESENTATIONS

Oral presentation to NRC Management (See Sec. B.7)	3	EA	\$ _____	\$ _____
---	---	----	----------	----------

TOTAL DIRECT LABOR FOR OPTION YEAR 2: \$ _____

D. OTHER DIRECT COSTS (Direct Material)

1. Counseling Materials for Headquarters (See Sec. B.2.7)	75	SETS	\$ _____	\$ _____
2. Counseling Materials for Regional Offices (See Sec. B.2.11)	100	SETS	\$ _____	\$ _____

TOTAL DIRECT MATERIALS FOR OPTION YEAR 2: \$ _____

TOTAL AMOUNT FOR OPTION YEAR 2: \$ _____

TOTAL ESTIMATED AMOUNT (BASE & OPTION YEARS): \$ _____

CONTRACT CLAUSES

B.1 BACKGROUND

The Office of Personnel (OP) of the U.S. Nuclear Regulatory Commission (NRC) plans, develops, implements, and monitors comprehensive agency-wide training and development programs. As part of these programs, Career Counseling is offered to NRC employees, providing career and life planning counseling activities. In addition to providing individual and group career counseling for NRC Headquarters employees, the contract effort provides for limited support to the four NRC regional offices to ensure that all career counseling methods and procedures used are consistent throughout the agency.

The NRC desires to expand the career counseling program to incorporate the current reality of the federal workplace, where job opportunities and advancement are in a downward spiral rather than upward, reflecting a downsizing and reengineering of jobs environment. The program would enable counselees to discover their unique set of traits and characteristics that can be measured reliably and validly; and to identify occupations within NRC that fit counselees' skills and abilities, thus resulting in greater career success, productivity, and satisfaction. Such counseling involves three separate entities: one-on-one sessions, small and large group career counseling/career development sessions, and transition career counseling sessions for displaced or surplus employees.

In the case of a reduction in force, the Contractor shall provide career transition services to all surplus and displaced employees and assist in special selection priority for eligible employees.

B.2 SCOPE OF WORK

B.2.1 Program Description

The Contractor shall provide the necessary qualified personnel, materials, and services to provide one-on-one career counseling to a maximum of seventy-five (75) NRC Headquarters counselees a year. Each counselee shall receive five (5) individual counseling sessions, lasting a period of sixty (60) minutes. Periodically, but no more than twice in any one year, the Contractor shall conduct group counseling sessions in order to reinforce individual counseling activities. In addition, the Contractor shall conduct, as required, small and large group educational sessions related to career enhancement to maintain currency on career strategies/techniques. The Contractor shall also provide limited support to the NRC's regional offices' career counseling program. Finally, the Contractor shall provide career transition services agency-wide to all surplus or displaced

B.2.1 (Continued)

NRC employees.

B.2.2 Contract Objectives

With built-in flexibility to meet individual needs, the Contractor shall provide the following services to all participants:

1. Assist employees in exploring career options within NRC.
2. Heighten employee awareness of qualifications for positions of interest, including experience and education, and the ability to communicate them to others.
3. Assist employees in clarifying their traits, characteristics, priorities, and interests, related to career choices.
4. Provide information and resources related to career and occupational planning and job requirements for the position an individual holds now or aspires to attain.
5. Assist employees in understanding how to bring more of their skill, talents, and energy to the work they do today and how to plan for applying their capabilities to work in the future.
6. Assist employees in understanding career opportunities and limitations available within the NRC, other federal agencies, and the private sector.
7. Provide employees with the knowledge and skill in resume preparation and interview techniques.
8. Assist employees in establishing their short-term and long-term goals to achieve optimum career and personal growth.
9. Assist employees in increasing their knowledge of job search techniques.
10. Provide assistance and guidance in developing Individual Development Plans (IDP). (See Attachment 2)
11. Provide group career counseling sessions where best practices, current thinking on career development techniques are taught.

B.2.3 Location of the Career Counseling Sessions

The Contractor shall conduct all career counseling sessions in office space provided by the NRC in the Two White Flint North Building, located at 11545 Rockville Pike, Rockville, MD.

B.2.4 Participation in the Program

Participation of NRC personnel in the one-on-one counseling program is strictly voluntary. All career counseling sessions are considered confidential between the counselor and the counselee. In the event an individual participant elects to terminate his/her participation in the program before completing five sessions, the Government will be obligated to pay only for those sessions actually completed. Such unused hours may be pooled and, at the NRC's option, additional participants may be selected for counseling within the number and monetary value of this pool of hours. Rates to be paid for these additional participants shall be the same as those for initial and subsequent one-hour sessions as stipulated in the Schedule of Items and Prices.

B.2.5 Types of Sessions

I. INDIVIDUAL SESSIONS

The NRC Project Officer will issue a delivery order to the Contractor that includes a list of interested counselees and a phone book. The Contractor shall make all of the career counseling appointments within three (3) working days of issuance of the delivery order. The Contractor can schedule blocks of time, if so desired, as long as it is not too restrictive for allowing flexible scheduling of appointments by employees.

- a. Each participant will complete five (5) individual counseling sessions, each lasting 60 minutes.
- b. If a participant does not require all five (5) sessions, the Contractor shall stop at the appropriate number mutually agreed upon by the counselee and counselor. Unused counseling time may be utilized to counsel other employees. (See Attachment 3 for required form used in tracking counselee attendance).
- c. Contractor shall allow sufficient intervals between sessions as mutually agreed upon between counselee and counselor so that counselee may accomplish tasks assigned in the previous counseling session.
- d. From six to eight months after completion of the initial five counseling sessions, the NRC Project Officer may request the Contractor to conduct group follow-up sessions. The purpose of these sessions is to ensure that counseled employees have stayed on track and are committed to their short-term and long-term goals and shall be designed to provide further assistance to the counselee. These sessions will be two hours in length, with a maximum of ten employees per group. It is estimated that there will be two sessions offered per year depending on the level of interest. These sessions will be designed to provide further assistance to the counselee.

B.2.5 (Continued)

As a minimum, Session 1 of the one-on-one counseling shall include the following:

1. Review of the program's format and content.
2. Articulation of the career counseling goals by the counselor.
3. Review of prior education and work experience.
4. Development of mutual goals and expectations.
5. Identification of personal traits and characteristics applicable to the job requirements presently held or aspired to and provide measures to validate.
6. Assign materials for counselee's self-assessment.
7. As appropriate, give instructions for self-administration of the interest and/or personality preference inventories.
8. Provide a realistic discussion of Federal employment in a downsizing, reengineering environment and provide innovative solutions for Federal employees to attain career success and job satisfaction.

At the end of Session 1, the counselor shall direct the counselee to be responsible for completing the following prior to Session 2:

1. Self-assessment assignments.
2. As appropriate, completion of any interest and/or personality preference inventories, and return to counselor.

As a minimum, Sessions 2 through 5 of the one-on-one counseling shall include the following:

1. Assist counselee in the preparation of the Standard Form 171, Optional Form 612, or resume, if desired by the counselee.
2. Provide information and discussion of the Merit Selection process.
3. Assist counselee with interview techniques, i.e., mock interviews.
4. Identify training and educational sources.

B.2.5 (Continued)

5. Identify "realistic" short and long-term goals.
6. Provide direction relating to career goals.
7. Assist counselee in exploring their personal attributes through tests, inventories, and probing questions; discover more about jobs and occupational information; learn about decision making; relate jobs to self; identify the pros and cons of job/occupational information; and take direct action to achieve career success.
8. Provide a close-out session making sure session goals were met.

II. GROUP EDUCATIONAL SESSIONS

The Contractor shall conduct small and large group sessions designed to provide career information to NRC employees. Small group sessions will consist of 25-30 employees; large group sessions will consist of 30 or more employees. These sessions will include employees of varying skills or employees with specific skills such as all secretaries, all nuclear engineers, etc. These sessions shall, at a minimum, last from one to two hours. Session topics may vary depending upon current agency needs, and shall be approved by the NRC Project Officer.

As a minimum, participants in the small and large group of career counseling/development sessions shall be taught to:

- a. shift their thinking from entitlement to seeking new opportunities within today's federal organizational realities;
- b. realize the sources of power within their career and the value they bring to the workplace by leveraging these sources;
- c. bring who they are to what they do;
- d. understand the federal organization career system and how individuals can best use tools and resources; and
- e. realistically understand the underlying relationship between personal skills and motivators and organizational direction.

B.2.6 Transition Career Counseling Sessions

It is anticipated that the Contractor shall provide transition career counseling to eligible employees. It is estimated that

B.2.6 (Continued)

no more than thirty (30) employees per year will be involved. Each employee shall receive no more than ten (10) hours of career counseling with the counseling being a mix of one-on-one and small group sessions.

Should it be necessary to provide the transition career counseling services for surplus or displaced NRC employees to the regional offices, the NRC Headquarters Contractor shall provide the counseling services.

B.2.7 Headquarters Career Counseling Program Materials

Counseling materials shall be distributed to each participant during individual and group sessions. The Contractor shall develop, reproduce, and distribute all materials as appropriate. Materials are to be printed so that graphic items are reproduced in a clean, clear, and legible manner. Participant materials shall be approved by the NRC Project Officer.

As a minimum, career counseling materials shall consist of the following:

1. A workbook distributed to each counselee. This workbook shall contain information about self-assessment activities, occupational search techniques, career decision making approaches, communication and interview guidelines, and a bibliography and source material helpful to the counselee.
2. Self-assessment instruments provided to each counselee (e.g. Myers-Briggs Type Indicator, Strong-Campbell Assessment Instrument, etc.). While these instruments can be useful assessment tools, they must not be relied upon solely because of the possibility of relating women's scores to traditionally female careers and men's scores to traditionally male careers. The NRC desires to go beyond this concept and introduce threshold trait analysis to provide a broader basis for equal employment and career choices.

Traits fall into five domains such as social, motivational, learned, mental problem solving, and physical. The Contractor shall discuss similar ideas on how to achieve success in career development.

3. Appropriate career handout materials may be distributed at one-on-one small group counseling sessions and during small and large group educational programs.

B.2.8 Career Counseling Program Evaluation Questionnaire

Within ten (10) working days of the effective date of the

B.2.8 (Continued)

contract, the Contractor shall submit a participant evaluation form to the NRC Project Officer for approval. The form shall have questions to indicate the degree to which a counselee was able to fulfill his/her individual goals during the career counseling. Such evaluation shall ensure the anonymity of each participant and shall provide some of the data for the reporting requirements. Upon completion of the counseling, each counselee will complete the approved evaluation form and give it to the counselor.

B.2.9 Regional Career Counseling Services

The NRC provides career counseling services in each of its four regional offices. The four regional offices are located in: King of Prussia, Pennsylvania (Region I); Atlanta, Georgia (Region II); Lisle, Illinois (Region III); and Arlington, Texas (Region IV). The independent career counselors perform under separate, individual purchase orders with the NRC. At the request of the Headquarters Project Officer, the Contractor shall provide limited service to the regional program as follows:

1. At the request of the NRC Project Officer, the Contractor shall provide a list of at least three (3) qualified career counselors to provide the services called for in this Statement of Work and located in close proximity to the regional office. The Headquarters Contractor shall provide the names, addresses, and telephone numbers of the identified counselors.
2. Upon appointment of new regional counselors, the Headquarters Contractor shall meet (the regional counselor will come to NRC Headquarters) with the regional counselor to provide orientation and information related to Career Counseling Program consistency.

B.2.10 Liaison Between Headquarters and Regions

The NRC Headquarters Contractor shall be responsible for performing the services listed below on a quarterly basis where counseling has been conducted by the regional career counselor in any of the four NRC regional offices:

1. Integrate statistical data and reports provided from each regional career counselor.
2. Analyze client evaluation forms and quarterly reports submitted by (as well as information derived from telephone contacts with) the regional counselors, identify potential problem areas and inconsistencies in methods or career counseling procedures used in counseling regional personnel, discuss resolutions, and provide recommendations to NRC

B.2.10 (Continued)

(OP/ODT) for overall improvement of the NRC Career Counseling Program.

3. Provide evaluation of regional counseling program through analysis of the counselee evaluation forms and regional reports to assure conformance with NRC Headquarters counseling program.

B.2.11 Contractor-Furnished Career Counseling Materials for the Regions

To ensure consistency of the Career Counseling Program throughout NRC, the Contractor shall provide to each regional career counselor, copies of the Career Counseling guidebook and self-diagnostic instruments to be administered by the regional career counselor. The NRC Project Officer shall be furnished with a list of the materials provided to the regional career counselor.

It is anticipated that each Region will have the following number of participants per year:

Region I	25 per year
Region II	25 per year
Region III	25 per year
Region IV	25 per year

B.3 CANCELLATION OF SESSION(S)

If a counselee is unable to attend a scheduled session and the counselee has not provided the Contractor with a twenty-four hour advance notification, the cancellation fee shown in Section A.1 shall apply.

B.4 PACKAGING AND MARKING (MAR 1987)

The Contractor shall package material for shipment to the NRC in such a manner that will ensure acceptance by common carrier and safe delivery at destination. Containers and closures shall comply with the Interstate Commerce Commission Regulations, Uniform Freight Classification Rules, or regulations of other carriers as applicable to the mode of transportation. On the front of the package, the Contractor shall clearly identify the contract number under which the product is being provided.

B.5 POOR WORKMANSHIP AND/OR FAILURE TO MEET DEADLINES

B.5 (Continued)

The NRC Project Officer will review Contractor-furnished career counseling materials for appropriateness, quality and quantity. Should errors occur such as omissions, incorrect collation, illegibility, and packaging, that are caused by the Contractor, the NRC will reject the material and the Contractor shall correct all errors.

**B.6 DURATION OF CONTRACT PERIOD (MAR 1987)
ALTERNATE 1 (JUN 1988)**

The ordering period for this contract shall commence on ** and will expire on **. Any orders issued during this period shall be completed within the time specified in the order, unless otherwise specified herein. (See 52.216-18 - Ordering).

B.7 REPORTS, DOCUMENTATION AND OTHER DELIVERABLE END ITEMS

Reports shall clearly distinguish between activities by NRC Headquarters and the Regions. Three (3) copies of each report shall be submitted to the NRC Project Officer within 30 calendar days following the end of the reporting period. The first reporting period begins on the effective date of the contract, with the first quarter ending September 30, 1997. The Contractor shall provide the following required reports:

I. QUARTERLY REPORTS

Reports shall contain:

- a. Number of all counseling sessions completed.
- b. A brief discussion of session results for those counselees whose sessions were completed. The Contractor shall not identify any individuals in these reports.
- c. Statistics on each counselee entering the program, including gender, ethnic background, and office of participants.
- d. A brief analysis and discussion of trends related to employee career concerns, status of contract activities, and problems or issues the Contractor has encountered.
- e. Summary report of the participant evaluation form, including the original evaluation form.
- f. Number of attendees in group career counseling and group educational career development sessions with purpose, goals, and discussion topics delineated and what was achieved during the session based on feedback from attendees.

B.7 (Continued)

Statistical data and reports from regional counselors shall be integrated into the reports to include a summary of activities and findings resulting from career counseling services. Further, a summary of liaison services shall be provided in support of the regional offices.

II. YEARLY REPORTS

A report shall be submitted to the NRC Project Officer within fifteen (15) calendar days before the contract year ends. Reports shall cover all counseling activities and include the following:

- a. the number of sessions, the number of voluntary counselees counseled, and the results of the counselees' evaluations of counseling provided for the preceding twelve-month period. The third year report shall cover the entire three-year period analyzing and providing career counseling results.
- b. a statistical summary of activities, to include number of sessions, gender, ethnic background, and office of participants; summary description of activities, trends and problems encountered, etc.

Statistical data and reports from regional counselors shall be integrated into the reports to include a summary of activities and findings resulting from career counseling services. Further, a summary of liaison services shall be provided in support of the regional offices.

III. ORAL PRESENTATIONS

The NRC Project Officer may call upon the Contractor to present an oral presentation to higher management on any quarterly report submitted. This requirement will not exceed nine times during the life of the contract. The presentation shall be approximately one hour in length. Such presentation will take place in the Two White Flint North Building. Scheduling for such a presentation will be at a mutually agreed upon time. If the NRC Project Officer determines the presentation is necessary, it will be within thirty (30) calendar days after receipt of the applicable quarterly report.

B.8 MEETINGS AND TRAVEL FOR CONTRACT ADMINISTRATION

All meetings will take place in the NRC Headquarters Building, located at 11545 Rockville Pike, Rockville, MD 20852.

1. Within ten (10) working days after the effective date of the contract, the Contractor shall participate in 1 one hour

B.8 (Continued)

post-award orientation meeting with NRC Division of Contracts and Office of Personnel. No more than three (3) Contractor personnel shall be in attendance.

2. During the first year of the contract, it is anticipated that five (5) one-day meetings between the Contractor and the NRC Project Officer may be necessary to make certain that the Contractor understands the culture and environment of the NRC workplace. No more than two (2) Contractor personnel shall attend these fact-finding meetings.
3. If the option is exercised for the second and third year of the contract, it is anticipated that two (2) meetings per year may be necessary to coordinate and discuss current career development and counseling techniques. No more than one (1) Contractor staff member shall attend these meetings.

B.9 NRCAR 2052.204 SITE ACCESS BADGE REQUIREMENTS (JAN 1993)

During the life of this contract, the rights of ingress and egress for Contractor personnel must be made available as required. In this regard, all Contractor personnel whose duties under this contract require their presence on-site shall be clearly identifiable by a distinctive badge furnished by the Government. The NRC Project Officer shall assist the Contractor in obtaining the badges for the Contractor personnel. It is the sole responsibility of the Contractor to ensure that each employee has proper identification at all times. All prescribed identification must be immediately delivered to the Security Office for cancellation or disposition upon the termination of employment of any Contractor personnel. Contractor personnel must have this identification in their possession during on-site performance under this contract. It is the Contractor's duty to assure that Contractor personnel enter only those work areas necessary for performance of contract work, and to assure the safeguarding of any Government records or data that Contractor personnel may come into contact with.

B.10 SITE ACCESS BADGE PROCEDURES

The Contractor shall ensure that all its employees, including any subcontractor employees and any subsequent new employees who are assigned to perform the work herein, are approved by the Government for building access.

Within ten working days after award of a contract, execution of a modification of a contract or proposal of new personnel for contract tasks, the firm so notified must furnish properly completed security applications for employees. Timely receipt of properly completed security applications is a contract

B.10 (Continued)

requirement. Failure of the Contractor to comply with this condition within the ten work-day period may be a basis to void the notice of selection. In that event, the Government may select another firm for award.

The Government shall have and exercise full and complete control over granting, denying, withholding, or terminating building access approvals for individuals performing work under this contract. Individuals performing work under this contract shall be required to complete and submit to the Contractor representative an acceptable Form 176 (Statement of Personal History), and two FD-258 (Fingerprint Charts) at least 48 hours prior to performing services at the NRC. The Contractor representative will submit the documents to the NRC Project Officer who will give them to the Division of Security. Since the NRC/Government approval process takes 45 to 60 days or longer from receipt of acceptable security applications, the NRC may, among other things, grant or deny temporary building access approval to an individual based upon its review of the information contained in the GSA Form 176. Also, in the exercise of its authority, GSA may, among other things, grant or deny permanent building access approval based on the results of its investigation and adjudication guidelines. This submittal requirement also applies to the officers of the firm who, for any reason, may visit the work sites for an extended period of time during the term of the contract. In the event that NRC and GSA are unable to grant a temporary or permanent building access approval, to any individual performing work under this contract, the Contractor is responsible for assigning another individual to perform the necessary function without any delay in the contract's performance schedule, or without adverse impact to any other terms or conditions of the contract. The Contractor is responsible for informing those affected by this procedure of the required building access approval process (i.e., temporary and permanent determinations), and the possibility that individuals may be required to wait until permanent building access approvals are granted before beginning work in NRC's buildings.

The Contractor will advise the NRC Project Officer, who, in turn, will advise the Division of Security, of the termination or dismissal of any employee who has applied for, or has been granted, NRC building access approval. It is the responsibility of the Contractor to obtain and return to the Division of Security, any photo-identification or temporary badge of an individual who no longer requires access to NRC space.

B.11 GOVERNMENT FURNISHED EQUIPMENT/PROPERTY (JUNE 1988)

- (a) The NRC will provide the Contractor with the following items for use under this contract:

B.11 (Continued)

Office space in which to conduct the career counseling sessions, including general office equipment which will be identified prior to occupancy of the space by the Contractor.

- (b) Only the equipment/property listed above in the quantities shown will be provided by the Government. This property is subject to the provisions of the Government Property clause under this contract. All other equipment/property required in performance of the contract shall be furnished by the Contractor.

B.12 NRCAR 2052.215-83 TRAVEL APPROVALS (JAN 1993)

- (a) All domestic travel requires the prior approval of the project officer.
- (b) All foreign travel must be approved in advance by the NRC on NRC Form 445 and must be in compliance with FAR 52.247-63 Preference for U.S. Flag Air Carriers. Foreign travel approval must be communicated in writing through the contracting officer.

[End of Clause]

**B.13 NRCAR 2052.215-82 TRAVEL REIMBURSEMENT
- ALTERNATE 1 (JAN 1993)**

- (a) The contractor is encouraged to use Government contract airlines, AMTRAK rail services, and discount hotel/motel properties in order to reduce the cost of travel under this contract. The contracting officer shall, upon request, provide each traveler with a letter of identification which is required in order to participate in this program. The Federal Travel Directory (FTD) identifies carriers, contract fares, schedules, payment conditions, and hotel/motel properties which offer their services and rates to Government contractor personnel traveling on official business under this contract. The FTD, which is issued monthly, may be purchased from the U.S. Government Printing Office, Washington, DC 20402.
- (b) The contractor will be reimbursed for reasonable travel costs incurred directly and specifically in the performance of this contract. The cost limitations for travel costs are determined in accordance with the specific travel regulations cited in FAR 31.205-46, as are in effect on the date of the trip. Travel costs for research and related activities performed at State and nonprofit institutions, in accordance with Section 12 of Pub. L. 100-679, shall be charged in accordance with the contractor's institutional policy to the

B.13 (Continued)

degree that the limitations of Office of Management and Budget (OMB) guidance are not exceeded. Applicable guidance documents include OMB Circular A-87, Cost Principles for State and Local Governments; OMB Circular A-122, Cost Principles for Nonprofit Organizations; and OMB Circular A-21, Cost Principles for Educational Institutions.

- (c) When the Government changes the Federal Travel Regulations, or other applicable regulations, it is the responsibility of the contractor to notify the contracting officer in accordance with the Limitations of Cost clause of this contract if the contractor will be unable to make all of the approved trips and remain within the cost and fee limitations of this contract due to the changes.

(End of Clause)

B.14 52.212-4 CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (AUG 1996)

- (a) Inspection/Acceptance. The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The Government reserves the right to inspect or test any supplies or services that have been tendered for acceptance. The Government may require repair or replacement of nonconforming supplies or reperformance of nonconforming services at no increase in contract price. The Government must exercise its postacceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.
- (b) Assignment. The Contractor or its assignee's rights to be paid amounts due as a result of performance of this contract, may be assigned to a bank, trust company, or other financing institution, including any Federal lending agency in accordance with the Assignment of Claims Act (31 U.S.C. 3727).
- (c) Changes. Changes in the terms and conditions of this contract may be made only by written agreement of the parties.
- (d) Disputes. This contract is subject to the Contract Disputes Act of 1978, as amended (41 U.S.C. 601-613). Failure of the parties to this contract to reach agreement on any request for equitable adjustment, claim, appeal or action arising under or relating to this contract shall be a dispute to be resolved in accordance with the clause at FAR 52.233-1, Disputes, which is incorporated herein by reference. The Contractor shall proceed diligently with performance of this contract, pending final resolution of any dispute arising

B.14 (Continued)

under the contract.

- (e) Definitions. The clause at FAR 52.202-1, Definitions, is incorporated herein by reference.
- (f) Excusable delays. The Contractor shall be liable for default unless nonperformance is caused by an occurrence beyond the reasonable control of the Contractor and without its fault or negligence such as, acts of God or the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, and delays of common carriers. The Contractor shall notify the Contracting Officer in writing as soon as it is reasonably possible after the commencement of any excusable delay, setting forth the full particulars in connection therewith, shall remedy such occurrence with all reasonable dispatch, and shall promptly give written notice to the Contracting Officer of the cessation of such occurrence.
- (g) Invoice. The Contractor shall submit an original invoice and three copies (or electronic invoice, if authorized,) to the address designated in the contract to receive invoices. An invoice must include--
 - (1) Name and address of the Contractor;
 - (2) Invoice date;
 - (3) Contract number, contract line item number and, if applicable, the order number;
 - (4) Description, quantity, unit of measure, unit price and extended price of the items delivered;
 - (5) Shipping number and date of shipment including the bill of lading number and weight of shipment if shipped on Government bill of lading;
 - (6) Terms of any prompt payment discount offered;
 - (7) Name and address of official to whom payment is to be sent; and
 - (8) Name, title, and phone number of person to be notified in event of defective invoice.

Invoices will be handled in accordance with the Prompt Payment Act (31 U.S.C. 3903) and Office of Management and Budget (OMB) Circular A-125, Prompt Payment.

- (h) Patent indemnity. The Contractor shall indemnify the Government and its officers, employees and agents against liability, including costs, for actual or alleged direct or contributory infringement of, or inducement to infringe, any United States or foreign patent, trademark or copyright, arising out of the performance of this contract, provided the Contractor is reasonably notified of such claims and proceedings.
- (i) Payment. Payment shall be made for items accepted by the Government that have been delivered to the delivery destinations set forth in this contract. The Government will make payment in accordance with the Prompt Payment Act (31 U.S.C. 3903) and Office of Management and Budget (OMB) Circular A-125, Prompt Payment. Unless otherwise provided by an addendum to this contract, the Government shall make payment in accordance with the clause at FAR 52.232.33, Mandatory Information for Electronic Funds Transfer Payment, which is incorporated herein by reference.

In connection with any discount offered for early payment, time shall be computed from the date of the invoice. For the purpose of computing the discount earned, payment shall be considered to have been made on the date which appears on the payment check or the specified payment date if electronic funds transfer payment is made.

- (j) Risk of loss. Unless the contract specifically provides otherwise, risk of loss or damage to the supplies provided under this contract shall remain with the Contractor until, and shall pass to the Government upon:
 - (1) Delivery of the supplies to a carrier, if transportation is f.o.b. origin; or
 - (2) Delivery of the supplies to the Government at the destination specified in the contract, if transportation is f.o.b. destination.
- (k) Taxes. The contract price includes all applicable Federal, State, and local taxes and duties.
- (l) Termination for the Government's convenience. The Government reserves the right to terminate this contract, or any part hereof, for its sole convenience. In the event of such termination, the Contractor shall immediately stop all work hereunder and shall immediately cause any and all of its suppliers and subcontractors to cease work. Subject to the terms of this contract, the Contractor shall be paid a percentage of the contract price reflecting the percentage of

the work performed prior to the notice of termination, plus reasonable charges the Contractor can demonstrate to the satisfaction of the Government using its standard record keeping system, have resulted from the termination. The Contractor shall not be required to comply with the cost accounting standards or contract cost principles for this purpose. This paragraph does not give the Government any right to audit the Contractor's records. The Contractor shall not be paid for any work performed or costs incurred which reasonably could have been avoided.

- (m) Termination for cause. The Government may terminate this contract, or any part hereof, for cause in the event of any default by the Contractor, or if the Contractor fails to comply with any contract terms and conditions, or fails to provide the Government, upon request, with adequate assurances of future performance. In the event of termination for cause, the Government shall not be liable to the Contractor for any amount for supplies or services not accepted, and the Contractor shall be liable to the Government for any and all rights and remedies provided by law. If it is determined that the Government improperly terminated this contract for default, such termination shall be deemed a termination for convenience.
- (n) Title. Unless specified elsewhere in this contract, title to items furnished under this contract shall pass to the Government upon acceptance, regardless of when or where the Government takes physical possession.
- (o) Warranty. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.
- (p) Limitation of liability. Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the Government for consequential damages resulting from any defect or deficiencies in accepted items.
- (q) Other compliances. The Contractor shall comply with all applicable Federal, State and local laws, executive orders, rules and regulations applicable to its performance under this contract.
- (r) Compliance with laws unique to Government contracts. The Contractor agrees to comply with 31 U.S.C. 1352 relating to limitations on the use of appropriated funds to influence certain Federal contracts; 18 U.S.C. 431 relating to officials not to benefit; 40 U.S.C 327, et seq., Contract Work Hours and Safety Standards Act; 41 U.S.C. 51-58, Anti-Kickback Act of 1986; 47 U.S.C. 251 related to whistle blower protections; and

B.14 (Continued)

49 U.S.C 40118, Fly American.

- (s) Order of precedence. Any inconsistencies in this solicitation or contract shall be resolved by giving precedence in the following order: (1) the schedule of supplies/services; (2) the Assignments, Disputes, Payments, Invoice, Other Compliances, and Compliance with Laws Unique to Government Contracts paragraphs of this clause; (3) the clause at 52.212-5; (4) addenda to this solicitation or contract, including any license agreements for computer software; (5) solicitation provisions if this is a solicitation; (6) other paragraphs of this clause; (7) the Standard Form 1449; (8) other documents, exhibits, and attachments; and (9) the specification.

B.15 CONSIDERATION AND OBLIGATION--DELIVERY ORDERS
(JUN 1988)

- (a) The total estimated amount of this contract (ceiling) for the products/services ordered, delivered, and accepted under this contract is ____*____. The Contracting Officer may unilaterally increase this amount as necessary for orders to be placed with the contractor during the contract period provided such orders are within any maximum ordering limitation prescribed under this contract.
- (b) The amount presently obligated with respect to this contract is ____*____. The Contracting Officer may issue orders for work up to the amount presently obligated. This obligated amount may be unilaterally increased from time to time by the Contracting Officer by written modification to this contract. The obligated amount shall, at no time, exceed the contract ceiling as specified in paragraph a above. When and if the amount(s) paid and payable to the Contractor hereunder shall equal the obligated amount, the Contractor shall not be obligated to continue performance of the work unless and until the Contracting Officer shall increase the amount obligated with respect to this contract. Any work undertaken by the Contractor in excess of the obligated amount specified above is done so at the Contractor's sole risk.

[End of Clause]

*To be incorporated into any resultant contract

B.16 52.216-18 ORDERING (OCT 1995)

- (a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from effective date of contract

B.16 (Continued)

through contract expiration.

- (b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.
- (c) If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

[End of Clause]

B.17 52.216-19 ORDER LIMITATIONS (OCT 1995)

- (a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than \$1.00, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.
- (b) Maximum order. The Contractor is not obligated to honor--
 - (1) Any order for a single item in excess of contract ceiling amount;
 - (2) Any order for a combination of items in excess of contract ceiling amount; or
 - (3) A series of orders from the same ordering office within 120 working days that together call for quantities exceeding the limitation in subparagraph (1) or (2) above.
- (c) If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) above.
- (d) Notwithstanding paragraphs (b) and (c) above, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 5 working days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

B.17 (Continued)

[End of Clause]

B.18 52.216-21 REQUIREMENTS (OCT 1995) ALTERNATE I
(APR 1984)

- (a) This is a requirements contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies or services specified in the Schedule are estimates only and are not purchased by this contract. Except as this contract may otherwise provide, if the Government's requirements do not result in orders in the quantities described as "estimated" or "maximum" in the Schedule, that fact shall not constitute the basis for an equitable price adjustment.
- (b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. Subject to any limitations in the Order Limitations clause or elsewhere in this contract, the Contractor shall furnish to the Government all supplies or services specified in the Schedule and called for by orders issued in accordance with the Ordering clause. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.
- (c) The estimated quantities are not the total requirements of the Government activity specified in the Schedule, but are estimates of requirements in excess of the quantities that the activity may itself furnish within its own capabilities. Except as this contract otherwise provides, the Government shall order from the Contractor all of that activity's requirements for supplies and services specified in the Schedule that exceed the quantities that the activity may itself furnish within its own capabilities.
- (d) The Government is not required to purchase from the Contractor requirements in excess of any limit on total orders under this contract.
- (e) If the Government urgently requires delivery of any quantity of an item before the earliest date that delivery may be specified under this contract, and if the Contractor will not accept an order providing for the accelerated delivery, the Government may acquire the urgently required goods or services from another source.
- (f) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent

B.18 (Continued)

as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after contract expiration date.

[End of Clause]

B.19 ORDERING PROCEDURES (MAY 1991)

- (a) In addition to the contracting officer, contract administrator, and project officer, the following individuals are authorized to issue delivery orders under this contract:

_____*_____
_____*_____

- (b) All delivery orders shall be prepared in accordance with FAR 16.506 and may be issued in writing, orally, or by written telecommunications.

[End of Clause]

B.20 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 1989)

- (a) The Government may extend the term of this contract by written notice to the Contractor, provided that the Government shall give the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.
- (b) If the Government exercises this option, the extended contract shall be considered to include this option provision.
- (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed three years.

[End of Clause]

**B.21 USE OF AUTOMATED CLEARING HOUSE (ACH)
ELECTRONIC PAYMENT**

It is the policy of the U.S. Nuclear Regulatory Commission to pay Government vendors by the Automated Clearing House (ACH) electronic funds transfer payment system in lieu of a U.S. Treasury check. The electronic system is known as Vendor Express. Payment shall be made in accordance with FAR 52.232-28, entitled "Electronic Funds Transfer Payment Methods."

To receive payment by Vendor Express, the contractor shall

B.21 (Continued)

complete the "Company Information" portion of Form SF 3881, entitled "Payment Information Form - ACH Vendor Payment System" found in Section B. The contractor shall take the form to the ACH Coordinator at the financial institution that maintains its company's bank account. The contractor shall discuss with the ACH Coordinator how the payment identification information (addendum record) will be passed to them once the payment is received by the financial institution. The contractor must ensure that the addendum record will not be stripped from the payment. The ACH Coordinator will fill out the "Financial Institution Information" portion of the form and return it to the Office of the Controller at the following address: Nuclear Regulatory Commission, ATTN: ACH/Vendor Express, Division of Accounting and Finance, Mailstop T-9-E-2, Washington, DC 20555. Once the Office of the Controller has processed the contractor's sign-up form, the contractor will begin to receive payments electronically via Vendor Express/ACH.

If the offerors/bidders have questions concerning ACH/Vendor Express, they may call the Commercial Payments staff on (301) 415-7520.

[End of Clause]

B.22 NRCAR 2052.215-70 KEY PERSONNEL (JAN 1993)

- (a) The following individuals are considered to be essential to the successful performance of the work hereunder:

*

The contractor agrees that personnel may not be removed from the contract work or replaced without compliance with paragraphs (b) and (c) of this section.

- (b) If one or more of the key personnel, for whatever reason, becomes, or is expected to become, unavailable for work under this contract for a continuous period exceeding 30 work days, or is expected to devote substantially less effort to the work than indicated in the proposal or initially anticipated, the contractor shall immediately notify the contracting officer and shall, subject to the concurrence of the contracting officer, promptly replace the personnel with personnel of at least substantially equal ability and qualifications.
- (c) Each request for approval of substitutions must be in writing and contain a detailed explanation of the circumstances

B.22 (Continued)

necessitating the proposed substitutions. The request must also contain a complete resume for the proposed substitute and other information requested or needed by the contracting officer to evaluate the proposed substitution. The contracting officer or his/her authorized representative shall evaluate the request and promptly notify the contractor of his or her approval or disapproval in writing.

- (d) If the contracting officer determines that suitable and timely replacement of key personnel who have been reassigned, terminated, or have otherwise become unavailable for the contract work is not reasonably forthcoming, or that the resultant reduction of productive effort would be so substantial as to impair the successful completion of the contract or the service order, the contract may be terminated by the contracting officer for default or for the convenience of the Government, as appropriate. If the contracting officer finds the contractor at fault for the condition, the contract price or fixed fee may be equitably adjusted downward to compensate the Government for any resultant delay, loss, or damage.

[End of Clause]

*To be incorporated into any resultant contract

B.23 NRCAR 2052.215-72 PROJECT OFFICER AUTHORITY
ALTERNATE 1 (JAN 1993)

- (a) The contracting officer's authorized representative, hereinafter referred to as the project officer for this contract is:

Name: ____ *

Address: ____ *

Telephone Number: ____ *

- (b) The project officer shall:

- (1) Monitor contractor performance and recommend to the contracting officer changes in requirements.
- (2) Inspect and accept products/services provided under the contract.

B.23 (Continued)

- (3) Review all contractor invoices/vouchers requesting payment for products/services provided under the contract and make recommendations for approval, disapproval, or suspension.

- (c) The project officer may not make changes to the express terms and conditions of this contract.

[End of Clause]

*To be incorporated into any resultant contract

B.24 52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL ITEMS (AUG 1996)

- (a) The Contractor agrees to comply with the following FAR clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

- (1) 52.222-3, Convict Labor (E.O. 11755); and

- (2) 52.233-3, Protest After Award (31 U.S.C 3553).

- (b) The Contractor agrees to comply with the FAR clauses in this paragraph (b) which the contracting officer has indicated as being incorporated in this contract by reference to implement provisions of law or executive orders applicable to acquisitions of commercial items or components:

- XX (1) 52.203-6, Restrictions on Subcontractor Sales to the Government, with Alternate I (41 U.S.C. 253g and 10 U.S.C. 2402).

- XX (2) 52.203-10, Price or Fee Adjustment for Illegal or Improper Activity (41 U.S.C. 423).

- XX (3) 52.219-8, Utilization of Small Business Concerns and Small Disadvantaged Business Concerns (15 U.S.C. 637 (d)(2) and (3));

- (4) 52.219-9, Small, Small Disadvantaged and Women-Owned Small Business Subcontracting Plan (15 U.S.C. 637 (d)(4));

- (5) 52.219-14, Limitation on Subcontracting (15 U.S.C. 637(a)(14)).

- XX (6) 52.222-26, Equal Opportunity (E.O. 11246).

B.24 (Continued)

- XX (7) 52.222-35, Affirmative Action for Special Disabled and Vietnam Era Veterans (38 U.S.C. 4212).
 - XX (8) 52.222-36, Affirmative Action for Handicapped Workers (29 U.S.C. 793).
 - XX (9) 52.222-37, Employment Reports on Special Disabled Veterans and Veterans of the Vietnam Era (38 U.S.C. 4212).
 - (10) 52.225-3, Buy American Act-Supplies (41 U.S.C. 10).
 - (11) 52.225-9, Buy American Act-Trade Agreements Act-Balance of Payments Program (41 U.S.C. 10, 19 U.S.C. 2501-2582).
 - (12) Reserved.
 - (13) 52.225-18, European Union Sanction for End Products (E.O. 12849).
 - (14) 52.225-19, European Union Sanction for Services (E.O. 12849).
 - (15) (i) 52.225-21, Buy American Act-North American Free Trade Agreement Implementation Act-Balance of Payments Program (41 U.S.C 10, Pub. L. 103-187).
 - (ii) Alternate I of 52.225-21.
 - (16) 52.239-1, Privacy or Security Safeguards (5 U.S.C. 552a).
 - (17) 52.247-64, Preference for Privately Owned U.S.- Flag Commercial Vessels (46 U.S.C. 1241).
- (c) The Contractor agrees to comply with the FAR clauses in this paragraph (c), applicable to commercial services, which the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or executive orders applicable to acquisitions of commercial items or components:
- (1) 52.222-41, Service Contract Act of 1965, As amended (41 U.S.C. 351, et seq.).
 - (2) 52.222-42, Statement of Equivalent Rates for Federal Hires (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).
 - (3) 52.222-43, Fair Labor Standards Act and Service

B.24 (Continued)

Contract Act-Price Adjustment (Multiple Year and Option Contracts) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

(4) 52.222-44, Fair Labor Standards Act and Service Contract Act-Price Adjustment (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

— (5) 52.222-47, SCA Minimum Wages and Fringe Benefits Applicable to Successor Contract Pursuant to Predecessor Contractor Collective Bargaining Agreement (CBA) (41 U.S.C. 351, et seq.).

(d) Comptroller General Examination of Record. The Contractor agrees to comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records--Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c) or (d) of this clause, the Contractor is not required to include any FAR clause, other than those listed below (and as may be required by an addenda to this paragraph

B.24 (Continued)

to establish the reasonableness of prices under Part 15), in a subcontract for commercial items or commercial components--

- (1) 52.222-26, Equal Opportunity (E.O. 11246);
- (2) 52.222-35, Affirmative Action for Special Disabled and Vietnam Era Veterans (38 U.S.C. 2012(a)); and
- (3) 52.222-36, Affirmative Action for Handicapped Workers (29 U.S.C. 793).
- (4) 52.247-64, Preference for Privately Owned U.S.-Flagged Commercial Vessels (46 U.S.C. 1241) (flow down not required for subcontracts awarded beginning May 1, 1996).

B.25 ATTACHMENTS (MAR 1987)

<u>Attachment Number</u>	<u>Title</u>
01	Billing Instructions
02	Individual Development Plan (IDP) Form
03	Attendance Form
04	ACH Vendor Enrollment Form

SOLICITATION PROVISIONS

D.1 52.212-1 INSTRUCTIONS TO OFFERORS--COMMERCIAL ITEMS (OCT 1995)

- (a) Standard industrial classification (SIC) code and small business size standard. The SIC code and small business size standard for this acquisition appear in Block 10 of the solicitation cover sheet (SF 1449). However, the small business size standard for a concern which submits an offer in its own name, but which proposes to furnish an item which it did not itself manufacture, is 500 employees.
- (b) Submission of offers. Submit signed and dated offers to the office specified in this solicitation at or before the exact time specified in this solicitation. Offers sent through the U.S. Mail (including U.S. Postal Service Express Mail Next Day Service - Post Office to Addressee) must be addressed to the place specified in Block 8 of the SF 1449 for receipt of sealed offers. All hand-carried offers including those made by private delivery services (e.g., Federal Express and Airborne Express) must be delivered to 11545 Rockville Pike, Rockville, Maryland 20852-2738 and received in the depository located in Room T-7-I-2 (call 415-7427 from the reception area for proposal pick-up). NRC is a secure facility with perimeter access-control and NRC personnel are not available to receive hand-carried offers except during normal working hours, 7:30 AM - 3:30 PM, Monday through Friday, excluding federal holidays. Offerors should be aware that many private carriers only make deliveries to the central mail room located at 11555 Rockville Pike. All offerors should allow extra time for internal mail distribution or for pick up of hand-carried deliveries.

Offers may be submitted on the SF 1449, letterhead stationery, or as otherwise specified in the solicitation.

As a minimum, offers must show--

- (1) The solicitation number;
- (2) The time specified in the solicitation for receipt of offers;
- (3) The name, address, and telephone number of the offeror;
- (4) Terms of any express warranty;
- (5) Price and any discount terms;
- (6) "Remit to" address, if different than mailing address;

D.1 (Continued)

- (7) A completed copy of the representations and certifications at FAR 52.212-3;
 - (8) Acknowledgment of Solicitation Amendments;
 - (9) Past performance information, when included as an evaluation factor, shall include recent and relevant contracts for the same or similar services and other references (including contract numbers, points of contact with current telephone numbers and other relevant information); and
 - (10) If the offer is not submitted on the SF 1449, include a statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation. Offers that fail to furnish required representations or information, or reject the terms and conditions of the solicitation may be excluded from consideration.
- (c) Period for acceptance of offers. The offeror agrees to hold the prices in its offer firm for 120 calendar days from the date specified for receipt of offers, unless another time period is specified in an addendum to the solicitation.
- (d) Multiple offers. Offerors are encouraged to submit multiple offers presenting alternative terms and conditions or commercial items for satisfying the requirements of this solicitation. Each offer submitted will be evaluated separately.
- (e) Late offers. Offers or modifications of offers received at the address specified for the receipt of offers after the exact time specified for receipt of offers will not be considered.
- (f) Contract award (not applicable to Invitation for Bids). The Government intends to evaluate offers and award a contract without discussions with offerors. Therefore, the offeror's initial offer should contain the offeror's best terms from a price and technical standpoint. However, the Government reserves the right to conduct discussions if later determined by the Contracting Officer to be necessary. The Government may reject any or all offers if such action is in the public interest; accept other than the lowest offer; and waive informalities and minor irregularities in offers received.
- (g) Multiple awards. The Government may accept any item or group of items of an offer, unless the offeror qualifies the offer by specific limitations. Unless otherwise provided in

D.1 (Continued)

the Schedule, offers may not be submitted for quantities less than those specified. The Government reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit prices offered, unless the offeror specifies otherwise in the offer.

[End of Provision]

D.2 PROPOSAL PRESENTATION AND FORMAT

A. GENERAL

Proposals must be typed, legible and printed or reproduced on letter-size paper. PROPOSALS SHALL NOT EXCEED 50 PAGES (if both sides of a page are used, each side is counted as one page). ALL PAGES IN EXCESS OF THIS LIMIT WILL NOT BE EVALUATED. THEREFORE, THE FIRST 50 PAGES OF THE PROPOSAL WILL BE COUNTED AND ANY PAGES BEYOND THE FIRST 50 WILL NOT BE CONSIDERED IN THE EVALUATION. All charts, graphs and other information will be counted in the page limitation. Foldouts and sales brochures are prohibited.

All technical questions concerning this RFP must be submitted in writing and must be received within 10 calendar days after the issue date of this solicitation. Questions must be received at the address identified for receipt of proposals. The Contracting Officer will not respond in writing to questions received after the deadline for receipt of questions.

Proposals in response to this solicitation must be submitted in the following three separate and distinct parts:

- (1) Two original signed copies of this entire solicitation package. All applicable sections must be completed by the Offeror.
- (2) One original and five copies of the "Cost Proposal" shall be submitted.
- (3) One original and five copies of the "Technical and Management Proposal" shall be submitted.

B. CORRECTNESS OF THE PROPOSAL

Caution--Offerors are notified that all information provided in their proposals, including all resumes, must be accurate, truthful, and complete to the best of the Offeror's knowledge and belief. The Commission will rely upon all such representations made by the Offeror both in the evaluation process and for the performance of the work by the Offeror selected for award. The Commission may require the Offeror to substantiate the credentials, education and employment history of its employees,

D.2 (Continued)

subcontractor personnel and consultants, through submission of copies of transcripts, diplomas, licenses, etc.

C. PRICE PROPOSAL

The Offeror shall submit proposed prices in Section A of this solicitation. Although not required for the proposal, the Offeror should be prepared to submit--upon the Contracting Officer's request--information such as proposed labor hours and labor rates, cost of equipment and materials, etc.

D. TECHNICAL AND MANAGEMENT PROPOSAL

The Technical and Management Proposal shall not contain any reference to prices. The Offeror shall submit with its Technical Proposal full and complete information, in the order set forth below, to permit the NRC to perform a thorough evaluation and make a sound determination of whether the offeror will have a reasonable likelihood of meeting the requirements and objectives of this procurement.

Statements which paraphrase the Statement of Work without communicating the Offeror's approach for meeting the NRC's requirements, or statements to the effect that the Offeror's understanding can or will comply with the Statement of Work may be construed as an indication of the Offeror's lack of understanding of the Statement of Work and objectives.

IMPORTANT: The technical proposal shall be fully self-contained, and shall specifically address the technical evaluation criteria set forth in Section D.6, with due consideration of the Statement of Work. The proposal shall be divided into the following three major sections and must set forth as a minimum the following:

I. CORPORATE EXPERIENCE/PAST PERFORMANCE

The offeror should provide the following information concerning corporate experience/past performance:

a. CORPORATE EXPERIENCE

1. Identify and discuss contracts similar in size and scope to this requirement that your firm has been awarded within the past three years in the areas of one-on-one career counseling, small and large group career counseling, and career transition counseling to surplus or

D.2 (Continued)

displaced employees. Identify and discuss contracts with directly related experience in providing the services described in the SOW, particularly, experience in career planning/development and transitioning in both government and the private sector. In addition, identify those contracts that are specifically related to providing career counseling services to other federal government agencies, particularly highly scientific/technical agencies. Provide samples of counseling materials that were used in these contracts. Identify the type of contract, title (which includes a brief description of services provided), sponsoring agency (firm), and contract number.

b. PAST PERFORMANCE

1. Provide pertinent details regarding your firm's performance history on contracts similar in scope to this requirement. Include letters of commendation and any other available factual documentation to support your firm's performance history.

Also, provide any other pertinent information that will aid in the evaluation of the offeror's performance record. Each offeror is REQUIRED to submit synopses of ALL corporate experience directly relevant to this solicitation and discuss significant accomplishments.

2. Identify ALL contracts that your firm has been awarded that were terminated for convenience or default, or subject to any disputes.
3. Provide the following specific details for five contracts that your firm has been awarded that are similar in scope to this procurement:
 1. Contract Number
 2. Client's name
 3. Client's address
 4. Current telephone number for the technical representative and contract administrator/contracting officer
 5. Period of Performance
 6. Description of the services being provided.

D.2 (Continued)

The NRC intends to contact these references and request the completion of a performance survey questionnaire. This information will be used only in the evaluation of offerors' proposals included in the Competitive Range.

II. KEY PERSONNEL QUALIFICATIONS

- a. Identify the "Key Career Counselor Personnel," and the "Alternate Career Counselor Personnel," to be utilized in the performance of any resulting contract. Submit resumes of the proposed key personnel, as well as, the alternate key personnel, who will perform the work described under this proposed contract. At a minimum, each resume should contain the following information:
 1. Position (position description; proposed duties and responsibilities)
 2. Name
 3. Education (degrees/year/specialization/granting institution)
 4. Years of employment with firm
 5. Experience history (experience directly related to performance of this contract)
 6. Training/Education and accomplishments

In the event any proposed personnel are not currently employed by the offeror, the offeror should provide letters of commitment from these individuals to join the offeror's organization in the event of award.

D.3 52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a Fixed Price Requirements contract resulting from this solicitation.

[End of Provision]

D.4 NRCAR 2052.222-70 NONDISCRIMINATION BECAUSE OF AGE (JAN 1993)

It is the policy of the Executive Branch of the Government that:

- (a) Contractors and subcontractors engaged in the performance of Federal contracts may not, in connection with the employment,

D.4 (Continued)

advancement, or discharge of employees or in connection with the terms, conditions, or privileges of their employment, discriminate against persons because of their age except upon the basis of a bona fide occupational qualification, retirement plan, or statutory requirements; and

- (b) That contractors and subcontractors, or person acting on their behalf, may not specify, in solicitations or advertisements for employees to work on Government contracts, a maximum age limit for employment unless the specified maximum age limit is based upon a bona fide occupational qualification, retirement plan, or statutory requirement.

[End of Provision]

D.5 EVALUATION--COMMERCIAL ITEMS

- (a) The Government will evaluate an offeror's proposal from the perspective of the technical merits of the proposal, qualifications of the offeror, experience of offeror's key personnel and alternate key personnel, written evidence of successful past performance in one-on-one career counseling, group career counseling/career development, transition career counseling for displaced or surplus employees, and price. Although cost is a factor, technical qualifications/past performance shall be weighted more heavily than price.
- (b) Options. The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).
- (c) A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

[End of Provision]

D.6 EVALUATION CRITERIA

The Offeror should ensure that its technical proposal contains full and complete information as required by Sections D.1 and D.2. The following evaluation criteria are listed in their relative order of importance.

D.6 (Continued)

I. CORPORATE EXPERIENCE/PAST PERFORMANCE (50 POINTS)

- a. Extent of the offeror's corporate experience in the areas of one-on-one career counseling, small and large group career counseling, and career transition counseling to surplus or displaced employees that are similar in size and scope to this procurement. (25 points)
- b. Extent to which the offeror has demonstrated successful performance on contracts similar in scope to this procurement. (25 points)

II. PERSONNEL QUALIFICATIONS (50 POINTS)

Key personnel qualifications, including related education, experience, and training.

D.7 52.212-3 OFFEROR REPRESENTATIONS AND CERTIFICATIONS
COMMERCIAL ITEMS (JUN 1996)

(a) Definitions. As used in this provision:

Emerging small business means a small business concern whose size is no greater than 50 percent of the numerical size standard for the standard industrial classification code designated.

Small business concern means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and size standards in this solicitation.

Small disadvantaged business concern means a small business concern that--

- (1) Is at least 51 percent unconditionally owned by one or more individuals who are both socially and economically disadvantaged, or a publicly owned business, having at least 51 percent of its stock unconditionally owned by one or more socially and economically disadvantaged individuals, and
- (2) Has its management and daily business controlled by one

D.7 (Continued)

or more such individuals. This term also means a small business concern that is at least 51 percent unconditionally owned by an economically disadvantaged Indian tribe or Native Hawaiian organization, or a publicly owned business having at least 51 percent of its stock unconditionally owned by one or more of these entities, which has its management and daily business controlled by members of an economically disadvantaged Indian tribe or Native Hawaiian organization and which meets the requirements of 13 CFR Part 124.

Women-owned small business concern means a small business concern-

- (1) Which is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and
- (2) Whose management and daily business operations are controlled by one or more women.

Women-owned business concern means a concern which is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and whose management and daily business operations are controlled by one or more women.

(b) Taxpayer identification number (TIN) (26 U.S.C. 6050M).

(1) Taxpayer Identification Number (TIN).

☐ TIN: _____.

☐ TIN has been applied for.

☐ TIN is not required because:

☐ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the U.S. and does not have an office or place of business or a fiscal paying agent in the U.S.;

☐ Offeror is an agency or instrumentality of a foreign government;

☐ Offeror is an agency or instrumentality of a Federal, state, or local government;

☐ Other. State basis. _____

D.7 (Continued)

(2) Corporate Status.

☐ Corporation providing medical and health care services, or engaged in the billing and collecting of payments for such services;

☐ Other corporate entity;

☐ Not a corporate entity:

☐ Sole proprietorship

☐ Partnership

☐ Hospital or extended care facility described in 26 CFR 501(c)(3) that is exempt from taxation under 26 CFR 501(a).

(3) Common Parent.

☐ Offeror is not owned or controlled by a common parent.

Name and TIN of common parent:

Name _____

TIN _____

(c) Offerors must complete the following representations when the resulting contract is to be performed inside the United States, its territories or possessions, Puerto Rico, the Trust Territory of the Pacific Islands, or the District of Columbia. Check all that apply.

(1) Small business concern. The offeror represents as part of its offer that it ☐ is, ☐ is not a small business concern.

(2) Small disadvantaged business concern. The offeror represents and certifies that it ☐ is, ☐ is not a small disadvantaged business concern.

(3) Women-owned small business concern. The offeror represents that it ☐ is, ☐ is not a women-owned small business concern.

Note: Complete paragraphs (c)(4) and (c)(5) only if this solicitation is expected to exceed the simplified acquisition threshold.

D.7 (Continued)

- (4) Women-owned business concern. The offeror represents that it ☐ is, ☐ is not, a women-owned business concern.
- (5) Tie bid priority for labor surplus area concerns. If this is an invitation for bid, small business offerors may identify the labor surplus areas in which costs to be incurred on account of manufacturing or production (by offeror or first-tier subcontractors) amount to more than 50 percent of the contract price:
- (6) Small Business Size for the Small Business Competitiveness Demonstration Program and for the Targeted Industry Categories under the Small Business Competitiveness Demonstration Program. [Complete only if the offeror has certified itself to be a small business concern under the size standards for this solicitation.]
- (i) (Complete only for solicitations indicated in an addendum as being set-aside for emerging small businesses in one of the four designated industry groups (DIGs).) The offeror represents as part of its offer that it ☐ is, ☐ is not an emerging small business.
- (ii) (Complete only for solicitations indicated in an addendum as being for one of the targeted industry categories (TICs) or four designated industry groups (DIGs).) Offeror represents and certifies as follows:
- (A) Offeror's number of employees for the past 12 months (check the Employees column if size standard stated in the solicitation is expressed in terms of number of employees); or
- (B) Offeror's average annual gross revenue for the last 3 fiscal years (check the Average Annual Gross Number of Revenues column if size standard stated in the solicitation is expressed in terms of annual receipts)

(Check one of the following):

Number of Employees

Average Annual Gross Revenues

☐ 50 or fewer
☐ 51-100

☐ \$1 million or less
☐ \$1,000,001-\$2 million

D.7 (Continued)

— 101-250	— \$2,000,001-\$3.5 million
— 251-500	— \$3,500,001-\$5 million
— 501-750	— \$5,000,001-\$10 million
— 751-1,000	— \$10,000,001-\$17 million
— Over 1,000	— Over \$17 million

(d) Certifications and representations required to implement provisions of Executive Order 11246--

- (1) Certification of non-segregated facilities. (Applies only if the contract amount is expected to exceed \$10,000) --

By submission of this offer, the offeror certifies that it does not and will not maintain or provide for its employees, any facilities that are segregated on the basis of race, color, religion, or national origin because of habit, local custom, or otherwise and that it does not and will not permit its employees to perform their services at any location where segregated facilities are maintained. The offeror agrees that a breach of this certification is a violation of the Equal Opportunity clause in the contract.

- (2) Previous Contracts and Compliance. The offeror represents that--

(i) It [] has, [] has not, participated in a previous contract or subcontract subject either to the Equal Opportunity clause of this solicitation, the clause originally contained in Section 310 of Executive Order 10925, or the clause contained in Section 201 of Executive Order 11114; and

(ii) It [] has, [] has not, filed all required compliance reports.

- (3) Affirmative Action Compliance. The offeror represents that--

(i) It [] has developed and has on file, [] has not developed and does not have on file, at each establishment, affirmative action programs required by rules and regulations of the Secretary of Labor (41 CFR Subparts 60-1 and 60-2), or

(ii) It [] has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

D.7 (Continued)

- (e) Certification Regarding Payments to Influence Federal Transactions (31 U.S.C. 1352). (Applies only if the contract is expected to exceed \$100,000.) By submission of its offer, the offeror certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress on his or her behalf in connection with the award of any resultant contract.
- (f) Buy American Act-Trade Agreements-Balance of Payments Program Certificate. (Applies only if FAR clause 52.225-9, Buy American Act-Trade Agreement-Balance of Payments Program, is included in this solicitation.)

- (1) The offeror hereby certifies that each end product, except those listed in paragraph (f)(2) of this provision, is a domestic end product (as defined in the clause entitled "Buy American Act-Trade Agreements Balance of Payments Program") and that components of unknown origin have been considered to have been mined, produced, or manufactured outside the United States, a designated country, a North American Free Trade Agreement (NAFTA) country, or a Caribbean Basin country, as defined in section 25.401 of the Federal Acquisition Regulation.

- (2) Excluded End Products:

LINE ITEM NO.	COUNTRY OF ORIGIN
---------------	-------------------

_____	_____
_____	_____

(List as necessary)

- (3) Offers will be evaluated by giving certain preferences to domestic end products, designated country end products, NAFTA country end products, and Caribbean Basin country end products over other end products. In order to obtain these preferences in the evaluation of each excluded end product listed in paragraph (f)(2) of this provision, offerors must identify and certify below those excluded end products that are designated or NAFTA country end products, or Caribbean Basin country end products. Products that are not identified and certified below will not be deemed designated country end products, NAFTA country end products, or Caribbean Basin country end

D.7 (Continued)

products. Offerors must certify by inserting the applicable line item numbers in the following:

- (i) The offeror certifies that the following supplies qualify as "designated or NAFTA country end products" as those terms are defined in the clause entitled "Buy American Act-Trade Agreements-Balance of Payments Program:"

(Insert line item numbers)

- (ii) The offeror certifies that the following supplies qualify as "Caribbean Basin country end products" as that term is defined in the clause entitled "Buy American Act-Trade Agreements--Balance of Payments Program":

(Insert line item numbers)

(4) Offers will be evaluated in accordance with FAR Part 25.

- (g) (1) Buy American Act-North American Free Trade Agreement Implementation Act-Balance of Payments Program Certificate. (Applies only if FAR clause 52.225-21, Buy American Act-North American Free Trade Agreement Implementation Act-Balance of Payments Program, is included in this solicitation.)

- (i) Each end product being offered, except those listed in paragraph (g)(1)(ii) of this provision, is a domestic end product (as defined in the clause entitled "Buy American Act--North American Free Trade Agreement Implementation Act--Balance of Payments Program" Components of unknown origin have been considered to have been mined, produced, or manufactured outside the United States.

- (ii) Excluded End Products:

LINE ITEM NO.	COUNTRY OF ORIGIN
---------------	----------------------

(List as necessary)

- (iii) Offers will be evaluated by giving certain preferences to domestic end products or NAFTA country end products over other end products. In order to obtain these preferences in the evaluation of each excluded end product listed in paragraph (g)(1)(ii) of this provision, offerors must identify below those excluded end products that are NAFTA country end products. Products that are not identified below will not be deemed NAFTA country end products. The following supplies qualify as "NAFTA country end products" as that term is defined in the clause entitled "Buy American Act--North American Free Trade Agreement Implementation Act--Balance of Payments Program:"

(Insert line item numbers)

- (iv) Offers will be evaluated in accordance with FAR Part 25 of the Federal Acquisition Regulation. In addition, if this solicitation is for supplies for use outside the United States, an evaluation factor of 50 percent will be applied to offers of end products that are not domestic or NAFTA country end products.
- (2) Alternate I. If Alternate I to the clause at 52.225-21 is included in this solicitation, substitute the following paragraph (g)(1)(iii) for paragraph (g)(1)(iii) of this provision:
- (g) (1) (iii) Offers will be evaluated by giving certain preferences to domestic end products or Canadian end products over other end products. In order to obtain these preferences in the evaluation of each excluded end product listed in paragraph (b) of this provision, offerors must identify below those excluded end products that are Canadian end products. Products that are not identified below will not be deemed Canadian end products. The following supplies qualify as "Canadian end products" as that term is defined in the clause entitled, "Buy American Act--North American Free

D.7 (Continued)

Trade Agreement Implementation Act--Balance of
Payments Program":

(Insert line item numbers)

(h) Certification Regarding Debarment, Suspension or Ineligibility for Award (Executive Order 12549). The offeror certifies, to the best of its knowledge and belief, that--

(1) The offeror and/or any of its principals ☐ are, ☐ are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency, and

(2) ☐ Have, ☐ have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and ☐ are, ☐ are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.

(i) Procurement Integrity Certification (41 U.S.C. 423). (Applies only if the contract is expected to exceed \$100,000.)

I, the undersigned, am the officer or employee responsible for the preparation of this offer. I certify, to the best of my knowledge and belief, that either--

☐ I have no information, or

☐ I have disclosed information to the Contracting Officer concerning a violation or possible violation of subsection (a), (b), (d) or (f) of 41 U.S.C. 423, Procurement Integrity, or its implementing regulations that may have occurred during the conduct of this procurement.

Signature of the officer or employee responsible
for the offer and date.

D.8 52.233-2 SERVICE OF PROTEST (AUG 1996)

- (a) Protests, as defined in Section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

U.S. Nuclear Regulatory Commission
Division of Contracts - MailStop T-7-I-2
Technical Acquisition Branch 2
Washington, D.C. 20555

Hand carried address:

U.S. Nuclear Regulatory Commission
Division of Contracts - TAB2
Two White Flint North
11545 Rockville Pike
Rockville, MD 20852-2738

- (b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(MARCH 1996)
Page 1 of 3

BILLING INSTRUCTIONS FOR
FIXED PRICE CONTRACTS

General: The contractor shall prepare vouchers or invoices as prescribed herein. FAILURE TO SUBMIT VOUCHERS/INVOICES IN ACCORDANCE WITH THESE INSTRUCTIONS WILL RESULT IN REJECTION OF THE VOUCHER/INVOICES AS IMPROPER.

Form: Claims shall be submitted on the payee's letterhead, voucher/invoices, or on the Government's Standard Form 1034, "Public Voucher for Purchases and Services Other than Personal," and Standard Form 1035, "Public Voucher for Purchases Other than Personal--Continuation Sheet." These forms are available from the U.S. Government Printing Office, 710 North Capitol Street, Washington, DC 20401.

Number of Copies: An original and three copies shall be submitted. Failure to submit all the required copies will result in rejection of the voucher/invoice as improper.

Designated Agency Billing Office: Vouchers/Invoices shall be submitted to the following address:

U.S. Nuclear Regulatory Commission
Division of Contracts - T-7-I-2
Washington, DC 20555-0001

A copy of any invoice which includes a purchase of property valued at the time of purchase at \$5000 or more, shall additionally be sent to:

Chief, Property Management Branch
Division of Facilities and Property Management
Mail Stop - T-7-D-27
Washington, DC 20555-0001

HAND-DELIVERY OF VOUCHERS/INVOICES IS DISCOURAGED AND WILL NOT EXPEDITE PROCESSING BY THE NRC. However, should you choose to deliver vouchers/invoices by hand, including delivery by any express mail service or special delivery service which uses a courier or other person to deliver the vouchers/invoices in person to the NRC, such vouchers/invoices must be addressed to the above Designated Agency Billing Office and will only be accepted at the following location:

U.S. Nuclear Regulatory Commission
One White Flint North - Mail Room
11555 Rockville Pike
Rockville, MD 20852

HAND-CARRIED SUBMISSIONS WILL NOT BE ACCEPTED AT OTHER THAN THE ABOVE ADDRESS

Note that the official receipt date for hand-delivered vouchers/invoices will be the date it is received by the official agency billing office in the Division of Contracts.

Agency Payment Office: Payment will continue to be made by the office designated in the contract in Block 12 of the Standard Form 26 or Block 25 of the Standard Form 33, whichever is applicable.

Frequency: The contractor shall submit a voucher or invoice only after the NRC's final acceptance of services rendered or products delivered in performance of the contract unless otherwise specified in the contract.

Preparation and Itemization of the Voucher/Invoice: The voucher/invoice shall be prepared in ink or by typewriter (without strike-overs). Corrections or erasures must be initialed. To be considered a proper voucher/invoice, all of the following elements must be included:

1. Contract number.
2. Sequential voucher/invoice number.
3. Date of voucher/invoice.
4. Payee's name and address. (Show the name of the contractor and its correct address. In addition, when an assignment of funds has been made by the contractor, or a different payee has been designated, include the name and address of the payee). Indicate the name and telephone number of the individual responsible for answering questions which the NRC may have regarding the voucher/invoice.
5. Description of articles or services, quantity, unit price, and total amount.
6. For contractor acquired property list each item purchased costing \$50,000 or more and having a life expectancy of more than 1 year and provide: (1) an item description, (2) manufacturer, (3) model number, (4) serial number, (5) acquisition cost, (6) date of purchase, and (7) a copy of the purchasing document.
7. Weight and zone of shipment, if shipped by parcel post.
8. Charges for freight or express shipments. Attach prepaid bill if shipped by freight or express.
9. Instructions to consignee to notify the Contracting Officer of receipt of shipment.

10. For Indefinite Delivery contracts or contracts under which progress payments are authorized, the final voucher/invoice shall be marked "FINAL VOUCHER" OR "FINAL INVOICE."

Currency: Billings may be expressed in the currency normally used by the contractor in maintaining his accounting records and payments will be made in that currency. However, the U.S. dollar equivalent for all vouchers/invoices paid under the contract may not exceed the total U.S. dollars authorized in the contract.

Supersession: These instructions supersede any previous billing instructions.

R:\BILLING.396

INDIVIDUAL DEVELOPMENT PLAN (IDP) NRC FORM 321

GENERAL INFORMATION

All NRC employees may complete an Individual Development Plan (IDP). Your IDP should be based upon discussions between you and your supervisor regarding your career development; your performance appraisal should be the foundation of your IDP. When describing your goals and developmental objectives, identify the knowledge, skills, competencies, and the variety of developmental/training activities necessary to obtain these goals. As you progress, update your IDP. You may choose not to fill out the entire form, as not all parts of it may apply to you.

You and your supervisor will use this information as a guide for development and training planning purposes; Management Development and Training Staff (MDTS) will use it when assistance is requested in making arrangements for developmental assignments, and will also use the formal training information as an important input to the NRC training plan and budget formulation process. The original IDP should be retained by the employee with a copy to the supervisor. Participants in formal developmental programs must send a copy of their IDP to MDTS.

It is NRC policy to encourage every employee to develop short- and long-range development goals and to pursue self-development activities. NRC attempts to provide, to the maximum extent possible within available funding and workloads, opportunities for employees to participate in training. **HOWEVER, THE FACT THAT TRAINING AND DEVELOPMENT ACTIVITIES ARE IDENTIFIED ON THIS IDP CANNOT BE CONSTRUED AS EITHER FORMAL NRC APPROVAL OR AUTHORIZATION TO UNDERTAKE THEM.** Implementation of the plan must be in accordance with the provisions established in Manual Chapter 4150 "Employee Development and Training."

INSTRUCTIONS TO BOTH THE INDIVIDUAL AND THEIR SUPERVISOR FOR PREPARING INDIVIDUAL DEVELOPMENT PLANS

Items 1-3 Self-explanatory.

Item 4 Enter employee's career goals, (be as frank and practical as possible); specify position titles, series, and grades, if appropriate; short-range (one to two years) and long-range (about five years).

Item 5 Enter specific developmental objectives which are to be met by one or a combination of experiences or activities. State as clearly and concisely as possible knowledge, skills and competencies to be obtained in support of identified goals.

Item 6-8 For each developmental objective, enter the information requested in these columns horizontally across the page. Include scheduled dates during which (or by which) developmental activities should occur:

Developmental Assignments: State intra- and interagency details or assignments; also include on-the-job assignments.

Formal Classroom Training: State courses at Government and non-government facilities.

Other Activities: Supplemental readings and other self-development activities.

PRIVACY ACT STATEMENT

Pursuant to 5 U.S.C. 552a(e)(3), enacted into law by section 3 of the Privacy Act of 1974 (Public Law 93-579), the following statement is furnished to individuals who supply information to the Nuclear Regulatory Commission on NRC Form 321, Individual Development Plan. This information is maintained in systems of records designated as NRC-19 and described at 40 Federal Register 45337 and 45341 (October 1, 1975), 41 FR 20228 (May 17, 1976), and 42 FR 16492 (March 28, 1977), 42 FR 49086 and 49090 (September 26, 1978).

1. **AUTHORITY** — Section 161(d) of the Atomic Energy Act of 1954, as amended (42 U.S.C. 2201(d)).
2. **PRINCIPAL PURPOSES** — Information entered on this form is used in planning development programs for NRC employees. It provides a basis for identifying training needs of employees and for monitoring the employees' progress.
3. **ROUTINE USES** — Information in these records may be made available to supervisors and NRC employees having training and personnel development responsibilities. Information in these records may also be made available to the Office of Personnel Management, other Government agencies, State and local governments, and to educational institutions for use in training programs related to NRC employees.
4. **WHETHER DISCLOSURE IS MANDATORY OR VOLUNTARY, AND EFFECT ON INDIVIDUAL OF NOT PROVIDING INFORMATION** — Employees are not required to supply the information requested on this form. However failure to provide all or part of the information may result in an employee's being overlooked, or not being adequately considered, for a developmental program and training; lack of training could limit future promotional opportunities.
5. **SYSTEM MANAGER AND ADDRESS**
 Director, Management Development and Training Staff
 Office of Administration
 U.S. Nuclear Regulatory Commission
 Washington, D.C. 20555

U.S. NUCLEAR REGULATORY COMMISSION

1. EMPLOYEE'S NAME (Last, First and Middle Initials)

SERIES AND GRADE

2. POSITION TITLE

3. ORGANIZATION (Office, Division, Branch, etc.)

INDIVIDUAL DEVELOPMENT PLAN (IDP)

(Please Print Legibly or Type)

(See Attachment for Privacy Act Statement and Instructions)

4. CAREER GOALS (Include Positions)

B. LONG RANGE GOALS (About 5 years)

A. SHORT RANGE GOALS (1-2 years)

Overall career development
More effective performance in present position

Developmental experiences needed for:

Footnote/double footnote each
entry in columns 6-8, as appropriate.

5. DEVELOPMENTAL OBJECTIVES

6. SUPPORTING DEVELOPMENTAL
ASSIGNMENTS

7. SUPPORTING FORMAL TRAINING

8. OTHER ACTIVITIES

CONTINUATION - ITEMS 5-8

5. DEVELOPMENTAL OBJECTIVES	6. SUPPORTING DEVELOPMENTAL ASSIGNMENTS	7. SUPPORTING FORMAL TRAINING	8. OTHER ACTIVITIES		
9. REMARKS					
				10. PRINTED NAME AND SIGNATURE OF EMPLOYEE	DATE
				11. PRINTED NAME AND SIGNATURE OF SUPERVISOR	DATE
				12. PRINTED NAME AND SIGNATURE (As required for formal developmental programs)	DATE

CAREER COUNSELING PROGRAM

Name of Counselee:	_____		
Type of Counseling:	Date Attended/ Duration of Session	Initials of Attendee	
Career (one-on-one)	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Career Development	_____	_____	_____
(Large Group)	_____	_____	_____
(Small Group)	_____	_____	_____
Career Transition	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Name of Counselor:	_____		
Signature of Counselor:	_____		

Counselor signs upon
completion of counseling
and forwards form to NRC
Project Manager.

This information is for recordkeeping purposes only. It is confidential and
must not be disseminated beyond the NRC Project Manager.

ELECTRONIC FUNDS TRANSFER

ADDENDA SAMPLES

Remember...ACH addenda records can be up to 94 characters long. The first 3 positions are "705". The next 80 positions are available to provide information about the payment. The last 11 positions are reserved for the special addendum sequence number (4 positions) and the entry detail sequence number (7 positions). Below are sample addenda records that you will receive:

Sample 1 LATE INVOICE PAYMENT with Prompt Pay Interest Penalty Notice

705RMT*IV*01234*****Includes Interest of \$25.00 at 12% for 6 days\00019876543

where, *RMT* is ANSI Segment Identifier Code for Remittance Advice
 *** separates the data elements; multiple *** indicate intermediate data elements not used in the segment
 IV is ANSI Reference Number Qualifier Code for Seller's Invoice Number
 01234 (Reference Number) represents the seller invoice number
 Includes Interest of ... (Description) clarifies the related data elements and their content
 ^ terminates the segment

Sample 2 UTILITY PAYMENT

705RMT*CR*9999.999999\00019876544

where, *CR* is ANSI Reference Number Qualifier Code for Customer Reference Number
 9999.999999 represents the customer reference number

Sample 3 CONTRACT PAYMENT

705RMT*CT*7890987\00019876545

where, *CT* is ANSI Reference Number Qualifier Code for Contract Number
 7890987 represents the contract number

Sample 4 LOCKBOX PAYMENT

705RMT*IV*12345\REF*LB*269\00019876546

where, *12345* represents the invoice number
 REF is ANSI Segment Identifier Code for Reference Numbers
 LB is ANSI Reference Number Qualifier Code for Lockbox
 269 represents the lockbox number

Sample 5 INVOICE PAYMENT (DATED)

705RMT*IV*43265\DTM*003*891227\00019876547

where, *43265* represents the invoice number
 DTM is ANSI Segment Identifier Code for Date/Time Reference
 003 is ANSI Date/Time Qualifier Code for Invoice
 891227 (Date) represents the invoice date, formatted "YYMMDD"

ACH Vendor/MISCELLANEOUS PAYMENT ENROLLMENT FORM

Attachment 3

OMB No. 1510-0058
Expiration Date 06-30-04

This form is used for Automated Clearing House (ACH) payments with an addendum record that contains payment related information processed through the Vendor Express Program. Recipients of these payments should bring this information to the attention of their financial institution when presenting this form for completion.

PRIVACY ACT STATEMENT

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this form is required under the provisions of 31 U.S.C. 3322 and 31 CFR 210. This information will be used by the Treasury Department to transmit payment data, by electronic means, to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.

AGENCY INFORMATION

FEDERAL PROGRAM AGENCY

U.S. NUCLEAR REGULATORY COMMISSION

AGENCY IDENTIFIER

NRC

AGENCY LOCATION CODE (ALC)

31000001

ACH FORMAT

☒ CCD+☐ CTX☐ CTP

ADDRESS

DIVISION OF ACCOUNTING AND FINANCE, MAIL STOP T-9 H4

WASHINGTON, DC 20555-0001

CONTACT PERSON NAME

FINANCIAL OPERATIONS SECTION

TELEPHONE NUMBER

(301) 415 - 7520

PAYEE/COMPANY INFORMATION

NAME

SSN NO. OR TAXPAYER ID NO.

ADDRESS

CONTACT PERSON NAME

TELEPHONE NUMBER

()

FINANCIAL INSTITUTION INFORMATION

NAME

ADDRESS

ACH COORDINATOR NAME

TELEPHONE NUMBER

()

NINE-DIGIT ROUTING TRANSIT NUMBER

DEPOSITOR ACCOUNT TITLE

DEPOSITOR ACCOUNT NUMBER

LOCK BOX NUMBER

ACH FORMAT

☐ CHECKING☐ SAVINGS☐ LOCK BOX

SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL

TELEPHONE NUMBER

()

Instructions for Completing SF 3881 Form

1. Agency Information Section -- Federal agency prints or types the name and address of the Federal Program agency originating the vendor/miscellaneous payment, agency identifier, agency location code, contact person name and telephone number of the agency. Also, the appropriate box for ACH format is checked.
2. Payee/Company Information Section -- Payee prints or types the name of the payee/company and address that will receive ACH vendor/miscellaneous payments, social security or taxpayer ID number, and contact person name and telephone number of the payee/company. Payee also verifies depositor account number, account title, and type of account entered by your financial institution in the Financial Institution Information Section.
3. Financial Institution Information Section -- Financial institution prints or types the name and address of the payee/company's financial institution who will receive the ACH payment, ACH coordinator name and telephone number, nine-digit routing transit number, depositor (payee/company) account title and account number. Also, the box for type of account is checked, and the signature, title, and telephone number of the appropriate financial institution official are included.

Burden Estimate Statement

The estimated average burden associated with this collection of information is 15 minutes per respondent or record keeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Financial Management Service, Facilities Management Division, Property and Supply Branch, Room B-101, 3700 East-West Highway, Hyattsville, MD 20782, and the Office of Management and Budget, Paperwork Reduction Project (1510-0056), Washington, DC 20503.