

AUG 22 1979

Binder, Elster, Mendelson and Wheeler, Inc.
Old Georgetown Building, Suite 202
4948 St. Elmo Avenue
Bethesda, MD 20014

Gentlemen:

Subject: Request For Proposal (RFP) RS-ADM-79-387, "Career Counseling"

Confirming telephone conversations of August 20-21, 1979, between Ms. Elois Wiggins of NRC and Elaine Binder of your staff, regarding cost areas of your proposal, negotiations under the subject RFP are being conducted.

You are hereby requested to submit your Best and Final Offer pursuant to the subject solicitation on or before 1:00 PM, August 28, 1979. Such offer shall be submitted to the U.S. Nuclear Regulatory Commission, Attn: Elois Wiggins, Division of Contracts, Washington, DC 20555. Hand-carried Best and Final Offers should be addressed as indicated and delivered to 7915 Eastern Avenue, Room 286, Silver Spring, Maryland.

Six (6) copies of each of the revisions to any portion of your proposal must be submitted by the deadline stated above. Any revision received after the deadline will be treated as a late proposal in accordance with the "Late Proposals, Modifications of Proposals and Withdrawals of Proposals" provisions of the solicitation. Neither telegraphic revisions to your proposal nor telephone Best and Final Offers are permitted.

Your Best and Final Offer must respond to the questions attached hereto. These questions focus on the omissions, ambiguities, and deficiencies of your proposal as submitted. You may, of course, revise your proposal, either in its technical or its cost terms, in any way you perceive to be advantageous.

In order to provide a uniform format to facilitate the handling of the information, and to allow for a system to be established to assure that your proposal, as you may wish to revise it, is properly graded, we request that any revisions to your proposal you may wish to make in your Best and Final Offer, be submitted in the following format:

OFFICE	ADM:DC	ADM:DC			
SURNAME	EWIGGINS:md	M. J. Mattia	Mary Jo Mattia		
DATE	8/22/79	8/22/79	Contracting Officer		

ENCLOSURES: AS stated
FORM 318 (9-76) NRCM 0240

★ U.S. GOVERNMENT PRINTING OFFICE: 1975 - 255 - 755

8507200005 850503

PDR FOIA

SATERN85-182 PDR

FOIA-85-182 A187

Format for Technical, Management, Personnel or Other Areas Exclusive of Cost

- a. Four (4) copies of replacement pages shall be provided for incorporation in your original proposal. The entire page shall be retyped with new or revised material inserted.
- b. Where a revision of your proposal results in a deletion, and no new material is inserted, the deletion shall be identified by a vertical line in the margin and the word "Deletion" at the approximate place where the material which has been deleted originally appeared. (For example, see margin at right.)
- c. Where additional pages are necessary, they shall be numbered (Page No. A), (Page No. B), etc.
- d. Resource information such as data concerning categories of labor and hours, materials, travel, computer time, if any, etc. shall be included in the technical proposal. Do not furnish in the technical proposal any reference to cost elements, e.g., labor rates, overhead rates, profit, etc.

Format for Cost Proposal

- a. Four (4) copies of an updated Optional Form 60 or other format utilized under the original submission of the proposal including updated subcontract information and data.
- b. Where a labor category is shown as a class or category (e.g., Project Director, Classification Specialist, Resource Consultant), please include the names of the personnel to be utilized.

No information relative to the RFP shall be furnished to any offeror subsequent to the submission of the Best and Final Offer prior to contract award. It is expected that award(s) shall be made by September 14, 1979.

Your best and Final Offer should also include a statement that no changes to your proposal as it now exists with clarification have been made or are intended except as noted in writing and in your Best and Final Offer. Any personnel changes or substitutions should be clearly identified and their resumes included in your Best and Final Offer.

It should be noted that this is a request for Best and Final Offer and not merely a request to confirm or reconfirm prior orders.

Sincerely,

OFFICE →	ADM:DC	ADM:DC				
SURNAME →	EWIGGINS:md	MJM:md	Mary Jo Mattia			
DATE →	8/22/79	8/21/79	Contracting Officer			

ENCLOSURES: AS STATED
FORM 318 (9-76) NRCM 0240

Binder, Elster, Mendelson and Wheeler, Inc.

Cost and Fee

1. There are two mathematical errors on page 2 of the optional form 60 of your cost proposal, under "OTHER DIRECT COSTS." Secretarial Services - \$296 (32 hours @ \$8) should be \$256. Clerical support - \$90 (16 hours @ \$5) should be \$80.
2. In accordance with discussions held with Elaine Binder of your staff, to insure effective pricing of the services to be provided under the proposed contract, Section E of any resulting contract shall include the following: (THIS INFORMATION MUST BE PROVIDED IN YOUR BEST & FINAL OFFER)

"The fixed rates for the services to be provided herein shall be as follows:

	Quantity (Estimated one hour sessions)	Unit	Unit Price	Amount
(a) Initial session for each participant	100	EA	\$ _____	\$ _____
(b) Subsequent sessions for each participant	300	EA	\$ _____	\$ _____

The fixed rates for the optional one (1) year extension of the services shall be as follows:

(a) Initial session for each participant	100	EA	\$ _____	\$ _____
(b) Subsequent sessions for each participant	300	EA	\$ _____	\$ _____

Appropriate changes shall be made to Section E of any resultant contract.

3. Section J, Subsection J.1 will be changed to read as follows in any resulting contract:

The number of career counseling sessions reflected in Section E is a minimum of the services to be provided hereunder. The Contractor shall furnish such stated minimum and, if and as ordered, any additional quantities not to exceed 500 sessions at the fixed rates set forth therein.

4. You are requested to extend the acceptance period for the RFP until September 14, 1979.
5. Please confirm that the changes indicated above and all terms and conditions of the solicitation are acceptable.

1. CONTRACT (Proc Inst Ident) NO. NRC-10-79-387		2. EFFECTIVE DATE 9/17/79	3. ACQUISITION/PURCHASE REQUEST/PROJECT NO. KFAA No. ADM-79-387	4. CERTIFIED FOR NATIONAL DEFENSE UNDER REG. 2 AND/OR DMS REG. 1. RATING:	
5. ISSUED BY U. S. Nuclear Regulatory Commission Division of Contracts Washington, DC 20555		6. ADMINISTERED BY (If other than block 5)		7. DELIVERY FOR DESTINATION <input checked="" type="checkbox"/> X OTHER (See below) <input type="checkbox"/>	
8. CONTRACTOR NAME AND ADDRESS Binder, Elster, Mendelson and Wheeler, Incorporated 4948 St. Elmo Avenue Bethesda, Maryland 20014 (Street, city, county, State, and ZIP code)		FACILITY CODE		9. DISCOUNT FOR PROMPT PAYMENT N/A	
				10. SUBMIT INVOICES (4 copies unless otherwise specified) TO ADDRESS SHOWN IN BLOCK 12 (See Section K, Subsection K.2)	

11. SHIP TO/MARK FOR U.S. Nuclear Regulatory Commission Attn: Kathryn E. Taylor Management Development and Training Staff Office of Administration Washington, D. C. 20555	12. PAYMENT WILL BE MADE BY U. S. Nuclear Regulatory Commission Office of the Controller Division of Accounting Washington, DC 20555
---	--

13. THIS PROCUREMENT WAS ☐ ADVERTISED, ☒ NEGOTIATED, PURSUANT TO:
☐ 10 U.S.C. 2304 (a)(1)
☒ 41 U.S.C. 252 (c)(1)

14. ACCOUNTING AND APPROPRIATION DATA

B & R No. 41-22-00-202

Appropriation Symbol: 31X0200.409

\$15,682.00

15. ITEM NO.	16. SUPPLIES/SERVICES	17. QUANTITY	18. UNIT	19. UNIT PRICE	20. AMOUNT
	The Government hereby accepts your offer for "Career Counseling" in accordance with Binder, Elster, Mendelson and Wheeler, Incorporated's proposal dated May 21, 1979, as modified by clarification letter dated August 2, 1979 and Best and Final letter dated August 24, 1979, incorporated herein by reference, for Item 1a, 1b, 2a and 2b as set forth herein for the total amount set forth in Block 21. SECTION E - SUPPLIES/SERVICES AND PRICES is revised as follows:				

21. TOTAL AMOUNT OF CONTRACT \$ 15,682.00

CONTRACTING OFFICER WILL COMPLETE BLOCK 22 OR 26 AS APPLICABLE

22. <input type="checkbox"/> CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is required to sign this document and return _____ copies to issuing office.) Contractor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (All documents are listed herein.)		26. <input checked="" type="checkbox"/> AWARD (Contractor is not required to sign this document.) Your offer on Solicitation Number RFP RS-ADM-79-387, including the additions or changes made by you which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any continuation sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your offer, and (b) this award/contract. No further contractual document is necessary.	
23. NAME OF CONTRACTOR BY _____ (Signature of person authorized to sign)		27. UNITED STATES OF AMERICA BY <u>MJ Mattia</u> (Signature of Contracting Officer)	
24. NAME AND TITLE OF SIGNER (Type or print)		28. NAME OF CONTRACTING OFFICER (Type or print) Mary Jo Mattia	
25. DATE SIGNED		29. DATE SIGNED 9/14/79	

CONTINUATION SHEET

REF. NO. OF ... BEING CONT'D.

Contract No. NRC-10-79-387

PAGE 2 OF 2

NAME OF OFFEROR OR CONTRACTOR

Binder, Elster, Mendelson and Wheeler, Incorporated

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	SECTION E - SUPPLIES/SERVICES AND PRICES				
		ESTIMATED ONE HOUR SESSIONS			
1.	The Contractor shall provide the necessary qualified personnel, materials, and services to provide career counseling for minimum of one hundred (100) NRC. voluntary participants with reports in accordance with SECTION F.	a) 100 initial sessions	ea	\$ 67.54	\$ 6,754.00
		b) 300 subsequent sessions	ea	\$ 29.76	\$ 8,928.00
2.	<u>Optional</u> One (1) year extension of the services	a) 100 initial	ea	\$ 77.67	\$ 7767.00
		b) 300 subsequent sessions	ea	\$ 34.22	\$10,266.00
	Under SECTION J, SUBSECTION J.1 is revised as follows: The number of career counseling sessions reflected in SECTION E is a minimum of the services to be provided hereunder. The Contractor shall furnish such stated minimum and, if and as ordered, any additional quantities not to exceed 500 sessions at the fixed rates set forth therein.				