

CONTRACT PROPERTY ADMINISTRATION COMPLETION REPORT:

TO: Patricia A. Smith
Administrative Contracts Branch, DC

DATE 3 May 1983

FROM: Dennis M. Turner, Chief,
Property Management Section

POSSESSOR AND CUSTODIAL CODE

CONTRACTOR

CONTRACT NUMBER

ELSTER, MENDELSON & WHEELER, INC

NRC-10-79-387 WITH BINDER

PART I - GOVERNMENT-OWNED PROPERTY

☐ The contractor's final inventory schedules have been verified and residual Government property has been disposed of in accordance with law and regulations as follows:

☒ Records of this office indicate no acquisitions of Government-owned nonexpendable property by the contractor in the performance of this contract.

PART II - TITLE VESTED PROPERTY

☐ The contractor's final inventory of contractor-owned nonexpendable equipment with unit costs of \$1000 or more which were acquired with contract funds has been verified. (Line Items _____, Total Value \$ _____)

☐ As of the date of this completion report, the Government has not exercised its option for the transfer of title from contractor.

☐ Option was exercised by the Government to have title transferred to the Government or designated third party as follows:

8507200375 850503
PDR FOIA
SATERNR5-182 PDR

☒ Records of this office indicate no acquisitions of nonexpendable property with unit values of \$1000 or more in the performance of this contract.

PROPERTY RECORDS HAVE BEEN
ADJUSTED ACCORDINGLY. 426

SIGNATURE OF PROPERTY ADMINISTRATOR
Dennis M. Turner, Chief,
Property Management Section

FOIA-85-182

A/154

The first individual career counseling program at NKC was developed in conjunction with NKC Fed. Women's Program in 1976 by Binder/Eister Associates.

July to Dec. 1976 - career & life planning for 58 women
• using Strong - Campbell Interest Inventory

Nov. 77 to Apr. 78 - 38 persons (33 completed the course)
Lack of PMS help or guidance

Apr. 78 to Apr. 79 - 98 persons

FPDS - INDIVIDUAL CONTRACT ACTION REPORT (\$10,000 OR LESS)

SEE REVERSE FOR DETAILED INSTRUCTIONS

1. CONTRACT NUMBER (Left justified)															2. MODIFICATION NUMBER					3. CONTRACTING OFFICE ORDER NUMBER										4. PURCHASING/CONTRACTING OFFICE CODE								
NRC 1079387															0010															NRC/HK								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39

5. DATE OF THIS ACTION				6. REPORT PERIOD				7. ESTABLISHMENT AND COMPLETE ADDRESS																														
CY	MO	FY	QUARTER (1 digit)	CONTRACTOR NAME																																		
83	04	83	3	Binder, Elster, Mendelson, & Wheeler, Inc.																																		
				DIVISION NAME																																		
				Attn: Ms. Irene W. Mendelson, President																																		
				STREET ADDRESS																								CITY				STATE						
				4948 St. Elmo Avenue																								Bethesda				MD						
40	41	42	43	44	45	46																																

8a. TOTAL DOLLARS OBLIGATED OR DEOBLIGATED (Round to nearest whole dollar; right justify for report to Headquarters)															8. TYPE OF OBLIGATION														
															<input type="checkbox"/> 1 - OBLIGATED <input checked="" type="checkbox"/> 2 - DEOBLIGATED														
															0100110														
															47 48														

9. KIND OF CONTRACT ACTION																																									
<input type="checkbox"/> 1 - INITIAL LETTER CONTRACT <input type="checkbox"/> 2 - DEFINITIVE CONTRACT SUPERSEDING LETTER CONTRACT <input type="checkbox"/> 3 - NEW DEFINITIVE CONTRACT																<input checked="" type="checkbox"/> 4 - ORDER UNDER REPORTING AGENCY'S CONTRACT <input type="checkbox"/> 5 - MODIFICATION <input type="checkbox"/> 6 - GSA SCHEDULE																<input type="checkbox"/> 7 - ORDER UNDER ANOTHER AGENCY'S CONTRACT <input type="checkbox"/> 8 - TERMINATION FOR DEFAULT <input type="checkbox"/> 9 - TERMINATION FOR CONVENIENCE									

10. PRINCIPAL PRODUCT OR SERVICE DESCRIPTION																															
"Career Counseling"																															

11. METHOD OF CONTRACTING																12. EXTENT OF COMPETITION IN NEGOTIATION															
<input type="checkbox"/> 1 - TWO STEP FORMAL ADVERTISING <input type="checkbox"/> 2 - OTHER FORMAL ADVERTISING <input type="checkbox"/> 3 - NEGOTIATED COMPETITIVE <input checked="" type="checkbox"/> 4 - NEGOTIATED NON-COMPETITIVE <input type="checkbox"/> 5 - DIRECTED CONTRACTS FOR FOREIGN GOVERNMENTS <input type="checkbox"/> 6 - TARIFF OR REGULATED ACQUISITION																<input type="checkbox"/> 7 - COMPETITIVE <input type="checkbox"/> 8 - NON-COMPETITIVE															
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3																A1															
50																51 52															

13. TYPE OF BUSINESS																								14. WOMEN-OWNED BUSINESS																			
<input type="checkbox"/> A1 - SMALL BUSINESS DISADVANTAGED 8(a) <input type="checkbox"/> A2 - SMALL BUSINESS OWNED BY MINORITY GROUP <input type="checkbox"/> A3 - OTHER SMALL BUSINESS OR INDIVIDUALS <input type="checkbox"/> B1 - LARGE MINORITY BUSINESS <input type="checkbox"/> B2 - OTHER LARGE BUSINESS <input type="checkbox"/> C1 - NON-PROFIT PRIVATE EDUCATIONAL ORGANIZATION												<input type="checkbox"/> C2 - NON-PROFIT HOSPITAL <input type="checkbox"/> C3 - NON-PROFIT RESEARCH INSTITUTION, FOUNDATION, LABORATORY <input type="checkbox"/> C4 - OTHER NON-PROFIT INSTITUTIONS <input type="checkbox"/> D1 - STATE/LOCAL GOVERNMENT EDUCATIONAL												<input type="checkbox"/> D2 - STATE/LOCAL GOVERNMENT HOSPITAL <input type="checkbox"/> D3 - STATE/LOCAL GOVERNMENT RESEARCH ORGANIZATION <input type="checkbox"/> D4 - OTHER STATE/LOCAL <input type="checkbox"/> E1 - ACQUIRED & USED OUTSIDE U.S./OUTLYING AREAS <input type="checkbox"/> E2 - ACQUIRED OUTSIDE U.S./OUTLYING AREAS & USED INSIDE U.S./OUTLYING AREAS												<input type="checkbox"/> 0 - EXEMPT <input type="checkbox"/> 1 - YES <input type="checkbox"/> 2 - NO <input type="checkbox"/> 3 - NOT CERTIFIED							
A3																								1																			
53 54																								55																			

15. CONTRACTING OFFICER OR REPRESENTATIVE (Typed name and signature)																																TELEPHONE NUMBER								DATE SUBMITTED							
Kathleen A. Hawkins																																2-9642								4/28/83							

FOIA-85-182

A153

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

PAGE 1 OF 2

1. AMENDMENT/MODIFICATION NO. Six (6)		2. EFFECTIVE DATE		3. REQUISITION/PURCHASE REQUEST NO.		4. PROJECT NO. (If applicable)				
5. ISSUED BY U.S. NUCLEAR REGULATORY COMMISSION Division of Contracts Washington, DC 20555		CODE		6. ADMINISTERED BY (If other than block 5)		CODE				
7. CONTRACTOR NAME AND ADDRESS BINDER, ELSTER, MENDELSON AND WHEELER, INC. 4948 St. Elmo Avenue Bethesda, MD 20014		CODE		FACILITY CODE		8. AMENDMENT OF SOLICITATION NO. DATED (See block 9) MODIFICATION OF CONTRACT/ORDER NO. NRC-10-79-387 DATED 9/14/79 (See block 11)				
9. THIS BLOCK APPLIES ONLY TO AMENDMENTS OF SOLICITATIONS <input type="checkbox"/> The above numbered solicitation is amended as set forth in block 12. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offerors must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation, or as amended, by one of the following methods: (a) By signing and returning _____ copies of this amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE ISSUING OFFICE PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If, by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided such telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.										
10. ACCOUNTING AND APPROPRIATION DATA (If required) <table style="width:100%"><tr><td style="width:33%">B&R Symbol 41-20-27-202</td><td style="width:33%">Appropriation Symbol 31X0200.401</td><td style="width:33%">Increase \$8,677.67</td></tr></table>								B&R Symbol 41-20-27-202	Appropriation Symbol 31X0200.401	Increase \$8,677.67
B&R Symbol 41-20-27-202	Appropriation Symbol 31X0200.401	Increase \$8,677.67								
11. THIS BLOCK APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS (a) <input type="checkbox"/> This Change Order is issued pursuant to _____ The Changes set forth in block 12 are made to the above numbered contract/order. (b) <input checked="" type="checkbox"/> The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation data, etc.) set forth in block 12. (c) <input type="checkbox"/> This Supplemental Agreement is entered into pursuant to authority of _____ It modifies the above numbered contract as set forth in block 12.										
12. DESCRIPTION OF AMENDMENT/MODIFICATION <p>This Supplemental Agreement is issued to provide for consultative and other related services to NRC for identification and selection of career counselors for NRC regional offices. This modification results in the following changes to the contract:</p> <p>1. Under SECTION E, <u>add</u> Item 3. as follows:</p> <p>"The contractor shall provide consultative and other related services as further described in Section F.3 to NRC's Management Development and Training Staff, Office of Administration, for identification and selection of career counselors for NRC regional offices at a fixed sum of \$8,677.67."</p> <p>2. Under SECTION F, <u>add</u> Subsection F.3 as follows:</p> <p><u>"F.3 Support for Regional Offices</u></p> <p>F.3.1 Provide consultive services to NRC to identify at least three qualified Career Counselors in close proximity to each of the five regional offices.</p>										
13. <input type="checkbox"/> CONTRACTOR/OFFEROR IS NOT REQUIRED TO SIGN THIS DOCUMENT <input checked="" type="checkbox"/> CONTRACTOR/OFFEROR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>3</u> COPIES TO ISSUING OFFICE										
14. NAME OF CONTRACTOR/OFFEROR BY _____ (Signature of person authorized to sign)				17. UNITED STATES OF AMERICA BY _____ (Signature of Contracting Officer)						
15. NAME AND TITLE OF SIGNER (Type or print)		16. DATE SIGNED		18. NAME OF CONTRACTING OFFICER (Type or print)		19. DATE SIGNED				
				Craig D. Lebo						

F.3.2 Provide consultive services to NRC in evaluating the background education, experience and other qualifications for use by NRC in selecting the appropriate counselor through separate competitive processes.

F.3.3 Design and present a program, complete with appropriate documentation, to orient and train the counselors selected for each region in the NRC Career Counseling program, and the methods and procedures necessary to ensure consistency throughout the Agency.

F.3.4 Task F.3.3 will be conducted at the contractor's premises.

3. Under SECTION H, Subsection H.1 delete this reference in its entirety and substitute the following in lieu thereof:

"H.1 Period of Performance

The period of performance under this contract shall begin September 17, 1979 and end October 31, 1981."

4. Under SECTION K, Subsection K.3 delete the figure "\$42,779.50" and insert the amount "\$51,457.17."

All other terms and conditions of this agreement remain the same.

U. S. NUCLEAR REGULATORY COMMISSION

Division of Contracts

Record of Telephone Call(s)

657-1898 or 652-4983

Initiator: Wiggins

Receiver: Elaine Binder

Binder, Elster, Mendelson,
Contractor: Wheeler, Inc.

Contract No. RFP No. RS-ADM-79-387

Call Date: _____

Content of Conversation: ORAL DISCUSSIONS

Discussed the estimated cost proposed for the subject RFP. Asked if a fee or profit was inadvertently omitted in the ^{cost} proposal or if fee or profit was not being proposed. Ms. Binder advised that frankly she was not aware they could get a fee or profit because they never had to break cost out that way before. In the past they have proposed fixed ~~at~~ prices to provide services and never listed fee or profit as a separate item. I asked if the prices proposed were inflated to include profit or if they were actual costs anticipated. She assured me they had not factored fee in anywhere in their cost proposal. After discussing the matter with her people Ms. Binder called back and advised that they would be proposing a 7% fee. She questioned me on the guidelines we use to determine fee. I told her it's up to the offeror to propose a fee and we conduct an evaluation in accordance with FPR 1-3.808 to determine if proposed fee is reasonable. We also discussed the fact that a fixed price, indefinite quantity type contract is contemplated and that in her best and final offer she should provide fixed rates per session as indicated in section E of the RFP. She expressed concern over doing it that way since some people may only need two sessions whereas some others may require all four sessions and that the

First session would cost more than the subsequent sessions. I advised that I had no problem with breaking the sessions up into two categories as follows:

(1) Initial sessions (including materials, testing, prep. for initial session, report writing function, secretarial services, postage fees, indirect cost, ^{fee or profit} etc.) - ^{EST. NO. of Initial} ~~EST. NO. of Initial~~ Sessions - 100

(2) Subsequent sessions (including counseling, prep. time, indirect cost, proposed fee or profit, etc.) - Est. No. of Subsequent Sessions - 300

Also advised that J.1 of the RFP would be changed to include statement - "at the fixed rate specified therein."

ADM-01-2
82-358
ADM 12

REQUEST FOR PROCUREMENT ACTION (RPPA)

6/4/81

2. RPPA REVISION NUMBER

INSTRUCTIONS: This form is to be used for various types of procurement requests, including sole source actions, competitive solicitations and modifications.

Inapplicable items or those for which information has not been developed, should be left blank. In such cases, the project officer should contact the Division of Contracts for specific guidance.

Submit the completed form to: Director
Division of Contracts
Office of Administration

3. TYPE OF ACTION REQUESTED (Check and complete as appropriate)

☐ ADMINISTRATIVE ACTION INITIATED BY DIVISION OF CONTRACTS☒ ISSUE A COMPETITIVE SOLICITATION☐ AWARD A CONTRACT ON THE BASIS OF AN UNSOLICITED PROPOSAL (Give contractor's name)☐ EXECUTE A MODIFICATION TO A CONTRACT

CONTRACT NUMBER

CONTRACTOR

☐ AWARD A NONCOMPETITIVE CONTRACT (Give contractor's name)☐ EMPLOY A BASIC ORDERING AGREEMENT (BOA)

BOA NUMBER

TITLE OF BOA

☐ ISSUE AN INTERAGENCY AGREEMENT (Give agency's name)

4a. PERIOD OF PERFORMANCE

FROM

TO

11/1/81

10/31/84

b. DELIVERY SCHEDULE

5. SECURITY/CLASSIFIED INFORMATION ANTICIPATED

☐ YES (Attach NRC Form 187)☒ NO

6. PREPROPOSAL CONFERENCE CONTEMPLATED

☐ YES☒ NO

7. DECISION UNIT TITLE

ADMINISTRATIVE SUPPORT (TRAINING)

8. TITLE OF PROJECT AND BRIEF DESCRIPTION OF WORK (50 word summary)

TITLE: CAREER COUNSELING

Provide career counseling services to volunteer Headquarters employees; provide liaison and consultant services between Headquarters Staff (MDTS) and those persons providing career counseling services to employees in NRC Regional Offices.

FOIA-85-182

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9. PROGRAM OFFICE RECOMMENDATION REGARDING SOCIO-ECONOMIC SET-ASIDES (Complete where action requested in 3, above is for a competitive solicitation, a basic ordering agreement, or a noncompetitive contract)

☒ 100% SET-ASIDE FOR SMALL BUSINESS☐ JOINT SMALL BUSINESS—LABOR SURPLUS AREA SET-ASIDE☐ NONCOMPETITIVE CONTRACT PROCESSED UNDER THE PROCEDURES OF SECTION 8(a) OF THE SMALL BUSINESS ACT FOR AWARD TO A SMALL, DISADVANTAGED BUSINESS☐ PARTIAL SET-ASIDE FOR SMALL BUSINESS☐ 100% LABOR SURPLUS AREA SET-ASIDE☐ UNRESTRICTED ACTION

10. MANAGEMENT DIRECTIVES APPLICABILITY

DESCRIPTION

APPLICABLE

INAPPLICABLE

EXEMPTION NUMBER

OMB CIRCULAR A-76 (See NRC Bulletin 5105-1)

X

AUTOMATIC DATA PROCT (Using COORDINATION (See NRC Manual 4004 and NRC Bulletin 2101-15)

X

APPROVAL FOR ACQUISITION OF CONSULTANT SERVICES (See NRCM 4739)

X

11. DUPLICATION OF EFFORT (Check as appropriate)		12. LIST OF ATTACHMENTS	
I certify, based on inquiries made with other NRC offices, that no unnecessary duplication of effort will result from the conduct of the subject work. (For actions less than \$100,000)		NUMBER	DESCRIPTION
Note 17 (below)		1	STATEMENT OF WORK
		2	EVALUATION CRITERIA WITH NUMERICAL WEIGHTS ASSIGNED
		3	LIST OF FIRMS TO BE SOLICITED, IN ADDITION TO THE GENERAL PUBLIC
Attached are certifications executed by each member of the Contract Review Board (Actions in excess of \$100,000).			UNSOLICITED PROPOSAL JUSTIFICATION
Contract Review Board Certification requests have been forwarded to Board Members for concurrence comment. Completed certifications will be forwarded (For urgent actions only, with prior approval of the Division of Contracts)			JUSTIFICATION FOR NONCOMPETITIVE PROCUREMENT
			DESIGNATION OF MEMBERS TO SOURCE EVALUATION PANEL
			JUSTIFICATION FOR ACQUISITION OF CONSULTANT SERVICES, NRC FORM 400A
			SPECIAL REQUIREMENTS (See NRC Appendix 5101, Exhibit 1, Page 5)
			CONTROLLER'S APPROVAL OF A 76 DETERMINATION

13. ESTIMATED COST (Attach cost estimate breakdown)			
XXXXX FY-82	XXXXX FY-83	XXXXX FY-84	TOTAL
37,000	39,700	39,700	86,400

14. FUNDING This certifies that funds in the amount cited below are available in the ~~XXXXXX~~ for the work described above.

AMOUNT	NAME OF CERTIFYING OFFICIAL (Typed and Signed)	Subject to availability of FY-82 funds	DATE
	Larry P. Cooper, Chief, Fiscal Section		6/2/81

NUMBER(S)	B & R	AMOUNT(S)	NUMBER(S)	FIN	AMOUNT(S)	APPN NUMBER(S)
41-20-27-202		\$ 30,000. ^{<u>00</u>}				SIXO-200-402
51-2-27-202		(100.)				JHX666700

PROJECT OFFICER'S NAME	MAIL STOP	TELEPHONE NUMBER
Peter J. Goldman, Director, MDTs	MNBB-3201	x28259

APPROVAL OF DIRECTOR OR DESIGNATE (Type name online and have signature placed over in typewriting)

Dan J. Rienstra

Dan J. Rienstra, Assistant to the Director

DATE
6/2/81

ORGANIZATION
Office of Administration

NOTE: 12 All previous bidders from prior-year contract, including current contractor (per Division of Contract files), should be provided a copy of the solicitation.

In 7, 1982 \$37,000
 FY1982 funds are
 available for the
 procurement of
 these P. Coop
 These independent suppliers
 will retain previous trip

ARC 4/14/81
 ARC 10/25/81
 These funds are subject to
 the availability of FY1982 funds.
 ARC 9/14/81
 These funds (\$100,000) at Department
 of Charge 10/25/81 (10/25/81)

10/29

INITIAL ENTRY MADE INTO THE CIS / PDOS SYSTEM

REGISTERED NAME: *Mora C. Selden* *Leak 6/10/81* *Kore 12/1/81* DATE ENTERED: *6/14/81*

DIVISION OF CONTRACTS (DC) COPY