

June 25, 1985

INTERAGENCY AGREEMENT
BETWEEN
U.S. GOVERNMENT PRINTING OFFICE
AND
U.S. NUCLEAR REGULATORY COMMISSION

Interagency Agreement No. NRC-10-85-264, Modification No. 1

The Superintendent of Documents (SOD) of the U.S. Government Printing Office (GPO) and the U.S. Nuclear Regulatory Commission (NRC) desire to enter into an Interagency Agreement whereby SOD will provide the necessary staff to perform Project Officer duties under existing NRC Contract No. NRC-33-83-332, and further, to provide the necessary services, materials, facilities, etc., to perform publication distribution and inventory services as further set forth herein.

Section A - Statement of Work

A.1 Interagency Objectives

Pursuant to the authority vested in it by Title 44, U.S. Code, Sections 1701 and 1702, the SOD will perform publication distribution and inventory services. Among the specific services involved are maintaining NRC standard mailing lists, NRC publication inventory/operating and maintaining an automated inventory system, fulfilling of NRC distribution requirements,

handling requests for pulls from publications involved in performing surveys of the master mailing list, etc.

A.2 Scope of Work

A.2.1 Task One

Effective January 7, 1988, SGT. Mr. J. D. Young, is designated as the Contracting Officer's authorized Technical Representative (herein called Project Officer) for technical aspects of Contract NRC-10-83-332 with Computer Data Systems, Inc. The Project Officer is not authorized to approve or request any action which results in or could result in an increase in contract cost, or terminate, settle any claim or dispute arising under the contract, or issue any unilateral directive whatever.

The Project Officer is responsible for: (1) monitoring the contractor's technical progress, including surveillance and assessment of performance, and recommending to the Contracting Officer changes in requirements; (2) interpreting the scope of work; (3) performing technical evaluation as required; (4) performing technical inspections and acceptances required by this contract; and (5) assisting the contractor in the resolution of technical problems encountered during performance. Within the purview of this authority, the Project Officer is authorized to review all costs requested for reimbursement by contractors and

submit recommendations for approval, or disapproval, of supplies or services required under the contract.

The Contracting Officer is responsible for directing or negotiating any changes in terms, conditions, or amounts cited in the contract.

For guidance from the Project Officer to the contractor to be valid, it must: (1) be consistent with the description of work set forth in the contract; (2) not constitute new assignment of work or change to the expressed terms, conditions, or specifications incorporated into this contract; (3) not constitute a basis for an extension to the period of performance or contract delivery schedule; and, as stated above; (4) not constitute a basis for any increase in the contract cost.

NRC will retain full responsibility for the contractual and financial payment administration of Contract NRC-10-83-332 with Computer Data Systems, Inc.

A.2.2 Task Two

It is expected that SOD will assume responsibilities for the performance of sales and distribution services on or about May 8, 1985. This date is subject to acceptance by SOD of the NRC's automated online systems software and the accomplishment of the

...to ensure successful handling of the work involved.

A.2.2.1 Systems

- A. SOD will use the NRC automated online system(s) in the performance of work under this Agreement. This will include the automated inventory/order entry system, the system for maintaining the NRC mailing roster, and the authority file system.
- B. NRC will furnish the software for these systems, which will include all capabilities operational/available through the existing contractor-operated system. This software, with complete documentation, will be furnished operational under Customer Information Control System (CICS) 1.5, requiring no additional software packages for execution. The software will be furnished in a timeframe to allow SOD adequate time for complete testing and modifying prior to actual operation.
- C. Following acceptance of the software by SOD, SOD is free to modify this software, as necessary, to meet its requirements. Cost of such modifications will be borne by SOD.

1. NRC will furnish terminal equipment to meet SOD requirements at its facilities. NRC will provide terminal equipment (CRTs, printers, modems, etc.) at its location(s), as desired. Telecommunications link charges between SOD facilities and NRC will be borne by NRC.

A.2.2.2 Inventory

- A. Quantities of stock to be printed for both sales and departmental needs will be determined by NRC. All stock for individual sales, subscription sales, and departmental requirements will be procured/printed by NRC and delivered to SOD at the Laurel Facility as NRC stock. SOD will receive all stock, operate the inventory control system, make initial sales and departmental mail list type distribution, maintain remaining copies in retail bin locations and fulfill all sales and departmental "pull" type orders, and subscription orders requiring back issued material from this retail bin stock.
- B. Capability (communication links between NRC and SOD) will be provided for inventory record updates (adds, deletes, changes) to be accomplished by SOD or NRC.

2. Copies of print orders for NRC materials will be provided to SOD in advance of receipt of publications.

A.2.2.3 "Full" Type Order Processing

A. Sales Orders

1. SOD will handle all order processing activities for sales orders (estimated 40 orders per day). A dedicated team will be established for clerical order processing of mail and telephone orders at Union Center Plaza, and a special unit will handle physical processing at the Laurel facility.
2. A method of receiving and identifying NRC mail orders will be developed so that the orders can be separated and quickly moved to the NRC processing team. Assuming the orders arrive identified properly and stock is available, SOD will fulfill orders within 24 hours of receipt.

B. Departmental Orders

1. SOD will fulfill NRC departmental orders on a reimbursable basis in accordance with Section C.2.2.. Orders (estimated 40 per day) will be entered in the system directly by NRC through the on-line order entry system.
2. For orders entered by NRC electronically, SOD will provide special service on requests designated "Priority" by NRC (see Section A.5, Messenger Service). Other requests will be handled within 24 hours.
3. All complaints relating to departmental orders will be received and processed by NRC with assistance by SOD, if necessary. SOD will fulfill adjustments as authorized by NRC.

A.2.2.4 "Mail List" Type Distribution

A. Sales Subscriptions

1. SOD will continue to maintain NRC sales subscription mailing lists and produce mailing labels.
2. SOD will assume the receipt and distribution of NRC sales subscriptions. Mailing will be accomplished within 24 hours of authorization to mail.

3. Verification of receipt of microfilm and quantity will be made. Discrepancies will be reported immediately by electronic means. Four "Joker" copies will be sent to NRC with the next regularly scheduled messenger run.

B. Departmental

1. SOD will maintain the NRC mailing roster and authority files on a reimbursable basis in accordance with Section C.2.2., using the SOD computer system and software provided by the NRC.
2. SOD will handle NRC physical mail list type distribution work in its Laurel facility. SOD will verify receipt of stock, report discrepancies, and provide "Joker" copies.
3. SOD will mail or deliver departmental publications within 24 hours of receipt.

A.2.2.5 On Demand Service

The NRC will provide as Government-furnished equipment a table-top microfiche duplicator and a Xerox 970 to SOD, and this equipment will be used by SOD to fulfill sales orders for publications for which no hard copies are available, on an on

on an as-needed basis, in either microfiche or hard copy, "blown back" from microfiche. NRC will provide a set of microfiche to SOD for this purpose.

A.3 Publications Pricing for Sale

- A. Publications sold in printed hard copy format will be priced in accordance with the regular SOD pricing scale, for one year. Each publication will be priced individually. Pricing will be reviewed regularly and a determination made at the end of a year as to whether use of the regular scale can be continued or if a different scale is needed in order for SOD to fully recover costs, in view of the unique handling requirements and low volume sales.
- B. Prices for on demand sales will be in accordance with the SOD scale which will be developed by April 1985.

A.4 Postage

A.4.1 Sales Publications

- A. SOD will bear postage costs for mailing of sales copies (both subscription and individual sales copies) at the Special Fourth-Class Book Rate, the Third-Class Bulk Rate, or other appropriate nonpriority mailing class. Charges at these rates will be calculated into the prices.

NRC will pay the difference between the Special Fourth-Class Book Rate and the First-Class Rate for domestic mail and the difference between the Special Fourth-Class Book Rate and Airmail rates for overseas mail whenever priority handling is required.

C. Departmental Publications

NRC will bear all postage costs for departmental mailings.

A.5 Messenger Service

SOD will provide two regularly scheduled messenger runs daily at approximately 10:00 a.m. and 2:00 p.m. to the NRC office in Bethesda, Maryland. All priority orders (those requiring turnaround time of less than the normal 24 hours) received by 1:00 p.m. will be delivered with the 10:00 a.m. run the next day. All priority orders received by 9:00 a.m. will be delivered with the 2:00 p.m. run that day.

Unscheduled trips will be accommodated occasionally for special, high priority needs, including runs to other NRC offices in the metropolitan area. High priority needs will be determined by NRC person who places the order.

A.6 Across-the-Counter Sales

Immediate access to all hard copy NRC publications will be available at the SOD retail sales outlet at the distribution facility in Laurel, Maryland.

Selected best sellers and immediate release publications can be located at the Farragut West Bookstore and the Main GPO Bookstore for across-the-counter availability.

A.7 Bibliographic Control

Full cataloging records for all NRC individual publications and subscription services will appear in the Monthly Catalog of U.S. Government Publications, to include the SOD selling price.

Basic records for NRC subscription services and publication series will be included in the Sales Publication Reference File (PRF) and in Price List 36.

A.8 Marketing

SOD will promote the awareness of NRC publications using available SOD announcement media, when appropriate, such as the "Books" and "New Books" catalogs, special flyers, etc. Regular SOD and NRC mailing lists will be used, and purchase of commercial mailing lists will be considered. SOD will work closely with NRC in this effort.

Section B - Deliveries and Performance

E.1 Task One

Task one shall be effective upon the date of this agreement through approximately May 7, 1985.

E.2 Task Two

Task two will begin upon the SOD's acceptance of the NRC's automated systems. This agreement will be reviewed at least annually by both parties. Either party may at any time propose changes to this agreement.

B.3 Place of Delivery

The reports required herein shall be delivered as follows:

U.S. Nuclear Regulatory Commission
Office of Technical Information and Document Control
Attention: Steve Scott
8120 Woodmont Avenue
Bethesda, Maryland 20814 - 1 copy

US Nuclear Regulatory Commission
Division of Contracts - AR-2223
Attention: Elois Wiggins
Washington, DC 20555 - 1 copy

B.4 Report Production

Reports will be produced as provided for in the existing NRC Standard Operating Procedures, attached hereto and made a part of this agreement.

Section C - Contract Administration

C.1 Estimated Cost and Obligation of Funds

Task One work shall be provided by SOD at no cost to NRC.

The estimated cost for performance of Task Two (for Year One) set forth herein is \$240,000.00. The amount currently obligated by the NRC is \$ 180,000.00, which is chargeable to B&R No. 48-20-25-808 and Appropriation Symbol 31X0200.405.

The obligated amount specified above may be increased by the Contracting Officer at his discretion from time to time by written notice to the SOD. When and if the amount(s) paid and payable to the SOD hereunder shall equal the ceiling, the SOD shall be excused from further performance of the work (except to meet existing commitments and liabilities) unless and until the Contracting Officer has increased the amount obligated with respect to this agreement.

C.2 Charges/Reimbursement

C.2.1 Sales

SOD will handle all aspects of the processing of orders and distribution of NRC individual publications and sales subscriptions, including inquiries and complaints, as a part of the SOD Sales Program, at no charge to NRC.

C.2.2 Departmental

Following are SOD charges by category of reimbursable work for the first year of this agreement. Within ninety (90) days prior to the end of the first year, the SOD shall notify the NRC, in writing, concerning any proposed changes in cost for the ensuing year. Upon agreement, such changes will be incorporated by a bi-lateral modification to this agreement.

A. "Pull" Type Order Processing

1. System and Labor Costs (per line item)

(a) Single line item..... \$ 0.38

(b) Two line items, each..... 0.22

(c) Three to seven line items, each..... 0.14

(d) Eight or more line items, each..... 0.18

2. Materials Cost

(a) Kraft Envelope (up to approximately
200 leaves)..... 0.03

(b) Plastic Envelope (up to approximately
700 leaves)..... 0.19

(c) Carton (10 to 20 lbs.)..... 0.23

B. "Mail List" Type Distribution (Manual Inserting/Labeling)

1. SOD maintains mail list, produces labels and mails

(a) Single copy, self-mailer, each..... \$ 0.09

(b) Multiple copies in envelope, up
to 200 leaves, per envelope.....0.35

(c) Multiple copies in envelope, over
200 leaves, per envelope..... 0.78

(d) Multiple copies, in carton, 10 to
20 lbs., per carton..... 2.13

2. Labels furnished to SOI by NFI

(a) Single copy, self-mailer, each..... 0.03

(b) Multiple copies, in envelope up to
200 leaves, per envelope.....0.29

(c) Multiple copies, in envelope over
200 leaves, per envelope.....0.72

(d) Multiple copies, in carton 10 to
20 lbs., per carton..... \$ 2.07

C. Inventory Record Maintenance (Add, Delete)

Charge per transaction..... 1.38

D. Stock holding (storage in retail bin)
per bin per month..... 0.27

E. Messenger Service, per round trip..... 62.00

F. An additional charge of 25 percent will be added to unit rates above for "Priority Work," i.e., work which will require special application of resources in order to meet unique handling requirements or special mailing or delivery timeframes.

The GPO shall submit to the NPC vouchers in accordance with the GPO's standard billing procedures for reimbursable distribution services.

Section D - Project Officer

R. Stephen Scott is hereby designated as the Contracting Officer's authorized representative (hereinafter called Project Officer) for technical aspects of this contract. The Project Officer is not authorized to approve or request any action which results in or could result in an increase in contract cost; or terminate, settle any claim or dispute arising under the contract; or issue any unilateral directive whatever.

The Project Officer is responsible for: (1) monitoring the contractor's technical progress, including surveillance and assessment of performance, and recommending to the Contracting Officer changes in requirements; (2) interpreting the scope of work; (3) performing technical evaluation as required; (4) performing technical inspections and acceptances required by this contract; and (5) assisting the contractor in the resolution of technical problems encountered during performance. Within the purview of this authority, the Project Officer is authorized to review all costs requested for reimbursement by contractors and submit recommendations for approval, disapproval, or suspension for supplies, services required under the contract. The Contracting Officer is responsible for directing or negotiating any changes in terms, conditions, or amounts cited in the contract.

For guidance from the Project Officer to the contractor to be valid, it must:

(1) be consistent with the description of work set forth in the contract; (2) not

constitute new assignment of work or change to the expressed terms, conditions, or specifications incorporated into this contract; (3) not constitute a basis for an extension to the period of performance or contract delivery schedule; and, as stated above, (4) not constitute a basis for any increase in the contract cost.

ACCEPTED:

GOVERNMENT PRINTING OFFICE

BY: *J. D. Young*

TITLE: J. D. YOUNG, DIRECTOR
DOCUMENTS SALES SERVICE

DATE: JULY 15, 1985

ACCEPTED:

US NUCLEAR REGULATORY COMMISSION

BY: *Elois Wiggins*
Elois Wiggins

TITLE: Contracting Officer

DATE: 8/6/85