

1. DATE OF REQUEST 03/02/2000	2. DATE DUE (If applicable) 03/31/2000
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REQUEST FOR ADMINISTRATIVE SERVICES

FOR HEADQUARTERS:
MAIL TO THE APPROPRIATE MAIL STOP ON BACK

3. REQUEST NUMBER (LEAVE BLANK)
RQ 70000112

4. TYPE OF SERVICE

<input type="checkbox"/> BUILDING ALTERATIONS AND SERVICES	<input type="checkbox"/> PUBLISHING NUREGs
<input type="checkbox"/> COMPOSITION	<input checked="" type="checkbox"/> SMALL PURCHASES, PROPERTY AND LABOR SERVICES
<input type="checkbox"/> COPYING	<input type="checkbox"/> SUPPLIES
<input type="checkbox"/> EDITING	<input type="checkbox"/> WORD PROCESSING
<input type="checkbox"/> PHOTOGRAPHY/AUDIOVISUAL	<input type="checkbox"/> OTHER (Specify)
<input type="checkbox"/> PRINTING AND DISTRIBUTION	

5. PERSONAL PROPERTY APPROVAL

I certify that personal property assets within the Office/Division have been carefully screened for excess, are currently fully utilized, and the additional requested items are absolutely essential to work performance and will be used only for official purposes.

5a. PROPERTY CUSTODIAN -- SIGNATURE
Carol M. Rose

5b. DIVISION DIRECTOR/DESIGNEE -- SIGNATURE
James Turdick

6. SENSITIVITY

<input type="checkbox"/> CLASSIFIED	For copyrighted material, sign below to indicate that you have received permission from the copyright owner to use the material.
<input type="checkbox"/> SENSITIVE UNCLASSIFIED	
<input type="checkbox"/> COPYRIGHT MATERIAL	

SIGNATURE -- ADMINISTRATIVE OFFICER

7. REQUESTER Roger L. Loos, Sr.	8. OFFICE OCFO
9. TELEPHONE NUMBER 301-415-5998	10. FAX NUMBER 301-415-5545
11. MAIL STOP T-9-E-2	12. E-MAIL I.D. RLL2

13. SPECIAL INSTRUCTIONS (INCLUDE TITLE, DISTRIBUTION, PRINTING SPECIFICATIONS, INSTRUCTIONS, STOCK NUMBERS, JUSTIFICATION, QUANTITIES, AND UNITS WHEN APPLICABLE.)

Delivery Order against GSA Schedule Contract # GS-23F-0119-N in which the contractor will perform a "Prepayment Audit" of the Motor-Air-Railroad freight and household goods GBLs (SF1113) or suitable replacement document (approximately 300 GBLs per year). GSA contract is for a five (5) year period starting 4/1/00. Submission of the "GSA Freight Processed Report By Carrier" should be mailed weekly on Tuesdays. No other "management information & reporting" requirements are anticipated. The GBLs will be sent directly to the contractor and, after the audit is completed, the SF1113s will be shipped to:

U.S. NUCLEAR REGULATORY COMMISSION
TRAVEL MANAGEMENT BRANCH (T-9-E-31)
WASHINGTON, DC 20555

POP: 4/1/00 - 3/31/2005

CONTRACTOR: NATIONAL TRAFFIC SERVICE, INC.
151 AUDUBON PKWY
AMHERST, NY 14228-1185
CONTRACT ADMINISTRATOR: GARRY OSWALD, VICE PRESIDENT OF SALES & MARKETING
TELEPHONE: (716) 636-8253, EXT. 206 FAX: (716) 636-1487

ADMINISTRATIVE REVIEW AND EXAMINATION OF BILL COSTS:

ITEM	MODE	PRICE	PRICE	PRICE	PRICE	PRICE
		1st Year	2nd Year	3rd Year	4th Year	5th Year
1.	MOTOR FREIGHT	\$ 0.53	\$ 0.55	\$ 0.57	\$ 0.59	\$ 0.61
2.	AIR FREIGHT	\$ 0.48	\$ 0.50	\$ 0.52	\$ 0.54	\$ 0.56
3.	HOUSEHOLD GOODS	\$ 0.63	\$ 0.65	\$ 0.67	\$ 0.69	\$ 0.71
4.	WEEKLY REPORT	\$ 10.00	\$ 10.28	\$ 10.57	\$ 10.87	\$ 11.18

DR-99-0005

14. FUNDING INFORMATION

JOB CODE	B & R NUMBER	BOC	FUND SOURCE	AMOUNT
17077 C7077	07N-15-533-105	252A	31 X0200	600.00

14a. FUNDS CERTIFIED AVAILABLE BY: SIGNATURE -- CERTIFYING OFFICIAL
Virginia S. Polling OCFO, DPBA, FCB

14b. DATE
3/2/00

FOR PROCESSING USE ONLY (LEAVE THIS SECTION BLANK)

15a. REQUIREMENT APPROVED -- SIGNATURE	15b. DATE	16a. REQUISITIONING OFFICER -- SIGNATURE	16b. DATE
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17. OFFICE OF ADMINISTRATION PROCESSING

ACTION	SIGNATURE	DATE	ACTION	SIGNATURE	DATE
A. POSTED			C. DELIVERED		
B. FILLED			D. COMPLETED		

The material and/or services itemized above have been received in the quantity and quality specified, except as otherwise noted.

18a. SIGNATURE -- RECIPIENT

18b. DATE

**SIN 872-1 (G) (i) (c) Optional Prepayment Transportation Audit
Related Services**

1. Management Information and Reporting

1a. Reports up to 32 data elements with maximum record length of 230 characters. Not to exceed 4 reports monthly from data. \$ 10.00 each

1b. Price per 50 keystrokes for additional management information. No charge

1c. Additional cost per bill for providing daily reports on tape. \$ 0.05 each

1d. Price per hour for additional programming \$ 85.00

2. Duplicate Bill Determination No charge

3. Document Match Services Fee \$ 0.10 per bill

4. Voucher Schedule Preparation \$ 1.00 each

SIN 872-1 (G) (i) (d) Other Prepayment Transportation Audit Services

1a. Additional cost per bill for batches of bills for domestic and/or overseas or overnight express delivery services. \$ 0.02 per bill

1b. Additional cost per shipment for small volumes of bills for international and/or overseas or overnight express delivery services. \$ 30.00

2a. Price reduction per bill for batches of bills if Government agency pays the overnight domestic or overseas express delivery service charges referenced in Item 1a. above. \$ 0.02 per bill

2b. Price reduction per bill for batches of bills if Government agency pays the overnight domestic or overseas express delivery service charges referenced in Item 1b. \$ 30.00

Customer Information

1a. Awarded special item numbers:

**SIN 872-1 (G) (i) (a)
Administrative Review and Examination of Hard or Electronic Copy Bills**

**SIN 872-1 (G) (i) (b)
Administrative Review and Examination of Bills Transmitted via Electronic
Data Interchange (EDI) in Accordance with ANSI Standards**

**SIN 872-1 (G) (i) (c)
Optional Prepayment Transportation Audit Related Services**

**SIN 872-1 (G) (i) (d)
Other Prepayment Transportation Audit Services**

1b. SIN-1 (G) (i) (a) Administrative Review of Hard Copy or Electronic Bills

Motor Freight	\$ 0.53 each ✓
Air Freight	\$ 0.48 ✓
Rail Freight	\$ 1.50
Water Freight	\$ 2.50
Household Goods	\$ 0.63 ✓
Passenger	\$ 3.00
Pipeline	\$ 4.00

**SIN (G) (i) (b) Administrative Review of Bills Transmitted via
Electronic Commerce**

Motor Freight	\$ 0.40 each
Air Freight	\$ 0.35
Rail Freight	\$ 1.25
Water Freight	\$ 2.50
Household Goods	\$ 0.50
Passenger	\$ 2.50
Pipeline	\$ 4.00

TO BE FILLED IN BY DATA ENTRY:

Requisition Number: 70000/162 Region/Office CFO

Requestor: Joan R

Date Initiated: 3/2/00

Date Received: 3/2/00

Date Assigned: 3/2/00

Agent: mills

Amount of funds certified: 600.00

Complexity (Please circle one) 1 2 3

- Buy Type -- Please check one:
- Services/Technical Assistance (with Statement of Work)
 - Services/IT
 - Services/Other
 - Supply/IT
 - Supply/Other

Description: Prepayment audit

TO BE FILLED IN BY PROCUREMENT SPECIALIST/AGENT:

Date Quotes Requested 3/23/00 Number Quotes Requested: 1 Date Awarded 3/31/00

Date Canceled: 1-1

Order or BPA Number: DR-00-0100 Mod Number: _____

Award Amount \$ 600.00 SIC _____

Vendor Name: National Traffic Service, Inc.

Vendor Telephone Number: () 716-636-8253

3/31/00

Solicitation Procedures -- Please check one:

- Multiple Award Schedule
- Noncompetitive
- Competitive
- Federal Supply Service
- GWAC

Type of Contractor -- Please check one:

- Large Business
- Other Nonprofit Organization
- Other Small Business
- Small Disadvantaged Business
- Javits-Wagner O'Day nonprofit agency
- Government

Bankcard Used - Check if applicable

Reason for not using Bankcard - check one if applicable

- Over 30 day delivery
- Vendor does not accept VISA
- SOW or evaluation criteria required
- Yearly order with monthly payments
- Over single purchase limit
- Other _____

Kind of Contract Action - Please check one:

- BPA calls
- Mod to PO
- Order under multiple award schedule contract
- Order/mod under federal schedule
- New PO
- Order under another Federal Agency's contract

Preference Program - Please check all that apply:

- Woman-Owned
- 8(a) Contractor
- Directed to JWOD Nonprofit Agency
- Small Business Set-Aside
- Small Disadvantaged Business Set-Aside

Other Reporting - Please check all that apply:

- IRS Reporting (Indiv/Partner)
- Tariff or Regulated
- Advisory Services
- Security Classification
- Government Owned Property (Must be completed if purchased property/equipment is "sensitive" or value at \$300 or more)

3/31/00