

<p>NRC FORM 30 (6-94) U.S. NUCLEAR REGULATORY COMMISSION</p> <p style="text-align: center;">REQUEST FOR ADMINISTRATIVE SERVICES</p> <p style="text-align: center;">FOR HEADQUARTERS: MAIL TO THE APPROPRIATE MAIL STOP ON BACK</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">1. DATE OF REQUEST <p style="text-align: center;">02/28/2000</p></td> <td style="width:50%;">2. DATE DUE (If applicable) <p style="text-align: center;">03/21/2000</p></td> </tr> <tr> <td colspan="2">3. REQUEST NUMBER (LEAVE BLANK) <p style="text-align: center; font-size: 2em;">84000068</p></td> </tr> </table>	1. DATE OF REQUEST <p style="text-align: center;">02/28/2000</p>	2. DATE DUE (If applicable) <p style="text-align: center;">03/21/2000</p>	3. REQUEST NUMBER (LEAVE BLANK) <p style="text-align: center; font-size: 2em;">84000068</p>	
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<p style="text-align: center;">4. TYPE OF SERVICE</p> <table style="width:100%;"> <tr> <td style="width:50%; vertical-align: top;"> <input type="checkbox"/> BUILDING ALTERATIONS AND SERVICES <input type="checkbox"/> COMPOSITION <input type="checkbox"/> COPYING <input type="checkbox"/> EDITING <input type="checkbox"/> PHOTOGRAPHY/AUDIOVISUAL <input type="checkbox"/> PRINTING AND DISTRIBUTION </td> <td style="width:50%; vertical-align: top;"> <input type="checkbox"/> PUBLISHING NUREGs <input checked="" type="checkbox"/> SMALL PURCHASES, PROPERTY AND LABOR SERVICES <input type="checkbox"/> SUPPLIES <input type="checkbox"/> WORD PROCESSING <input type="checkbox"/> OTHER (Specify) </td> </tr> </table>	<input type="checkbox"/> BUILDING ALTERATIONS AND SERVICES <input type="checkbox"/> COMPOSITION <input type="checkbox"/> COPYING <input type="checkbox"/> EDITING <input type="checkbox"/> PHOTOGRAPHY/AUDIOVISUAL <input type="checkbox"/> PRINTING AND DISTRIBUTION	<input type="checkbox"/> PUBLISHING NUREGs <input checked="" type="checkbox"/> SMALL PURCHASES, PROPERTY AND LABOR SERVICES <input type="checkbox"/> SUPPLIES <input type="checkbox"/> WORD PROCESSING <input type="checkbox"/> OTHER (Specify)	<p style="text-align: center;">5. PERSONAL PROPERTY APPROVAL</p> <p>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.</p> <p>5a. PROPERTY CUSTODIAN - SIGNATURE</p> <p>5b. DIVISION DIRECTOR/DESIGNEE - SIGNATURE RJ Smith, FARM <i>[Signature]</i></p>
<input type="checkbox"/> BUILDING ALTERATIONS AND SERVICES <input type="checkbox"/> COMPOSITION <input type="checkbox"/> COPYING <input type="checkbox"/> EDITING <input type="checkbox"/> PHOTOGRAPHY/AUDIOVISUAL <input type="checkbox"/> PRINTING AND DISTRIBUTION	<input type="checkbox"/> PUBLISHING NUREGs <input checked="" type="checkbox"/> SMALL PURCHASES, PROPERTY AND LABOR SERVICES <input type="checkbox"/> SUPPLIES <input type="checkbox"/> WORD PROCESSING <input type="checkbox"/> OTHER (Specify)		

<p>7. REQUESTER Henry A. Rubin <i>[Signature]</i></p> <p>8. OFFICE HR/OSC</p>	<p>6. SENSITIVITY</p> <p><input type="checkbox"/> CLASSIFIED <input type="checkbox"/> SENSITIVE UNCLASSIFIED <input type="checkbox"/> COPYRIGHT MATERIAL</p> <p>For copyrighted material, sign below to indicate that you have received permission from the copyright owner to use the material.</p> <p>SIGNATURE - ADMINISTRATIVE OFFICER</p>
<p>9. TELEPHONE NUMBER 301-415-1374</p> <p>10. FAX NUMBER 301-415-3818</p>	<p>11. MAIL STOP O-3E17A</p> <p>12. E-MAIL I.D. HAR1</p>

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

Please issue the necessary purchase order in the amount of \$300 to cover rental of display space at the New Jersey Institute of Technology Spring Career Fair in Newark, New Jersey, on March 29, 2000.

Please send purchase order to:

Ms. Yuvonda Tucker
 Division of Career Development Services
 New Jersey Institute of Technology
 University Heights
 Newark, New Jersey 07102-1982

Phone: (973) 596-3646
 Fax: (973) 802-1851
 Contact: Yuvonda-Tucker *Fax (973) 596-6364*

Please make check payable to:
 New Jersey Institute of Technology

Justification: Display space will be used as part of NRC Personnel Recruitment Program for Technical Professionals. (NJIT does not accept credit card payments.)

14. FUNDING INFORMATION				
JOB CODE	B & R NUMBER	BOC	FUND SOURCE	AMOUNT
S8431	084-15-512-105	252L	31X0200	300.00

14a. FUNDS CERTIFIED AVAILABLE BY: SIGNATURE - CERTIFYING OFFICIAL <i>[Signature]</i>	14b. DATE 2/29/00
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FOR PROCESSING USE ONLY (LEAVE THIS SECTION BLANK)

15a. REQUIREMENT APPROVED - SIGNATURE	15b. DATE	16a. REQUISITIONING OFFICER - SIGNATURE <i>[Signature]</i>	16b. DATE 3-1-00
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17. OFFICE OF ADMINISTRATION PROCESSING					
ACTION	SIGNATURE	DATE	ACTION	SIGNATURE	DATE
A. POSTED	<i>NO LOAD ACC</i>	3-1-00	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
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QUOTATION FOR SMALL PURCHASES

84000068

DR-00-0098

WRITTEN ORAL

DATE QUOTE POSTED (PCN 87-01)

DATE QUOTE REQUESTED

3/15/00

1. SYNOPSIS IN COMMERCE BUSINESS DAILY (CBD)

- OTHER THAN FULL AND OPEN COMPETITION \$10,000 AND ABOVE APPROVED BY COMPETITION ADVOCATE
- NO REASONABLE EXPECTATION OF RECEIVING AT LEAST TWO RESPONSIBLE AND RESPONSIBLE OFFERS
- NOT REQUIRED

2. APPROVAL OTHER THAN FULL AND OPEN COMPETITION

- ABOVE \$1,000 BY BRANCH CHIEF
- \$10,000 AND ABOVE BY COMPETITION ADVOCATE
- NOT REQUIRED

3. AVAILABILITY

- AGENCY INVENTORIES
- EXCESS-OTHER AGENCIES
- FEDERAL PRISON IND.
- BLIND/HANDICAPPED
- GSA
- FSS GROUPS CHECKED
- EXPIRATION DATE
- MANDATORY NON-MANDATORY
- OPEN MARKET
- BLANKET PURCHASE AGREEMENT (BPA)

4. JUSTIFICATION FOR OTHER THAN FULL AND OPEN COMPETITION

N/A micro purchase

6. BASIS OF "FAIR AND REASONABLE" PRICE IF ONLY ONE QUOTE RECEIVED

Rate is usual & customary and in line with industry prices

5. JUSTIFICATION FOR OTHER THAN SMALL BUSINESS PURCHASE

N/A micro-purchase

7. OFFERORS

1
New Jersey Institute of Technology
473-596-3646

2
fax
473-596-6364

3

ARTICLE(S) OR SERVICE(S)	QUANTITY	UNIT OF ISSUE	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
Rental of Display Space at the New Jersey Institute of Technology Spring Career Fair in Newark, NJ on 3/24/00								
			Cost for Rental	300-				

APPROVAL OF OTHER THAN FULL AND OPEN COMPETITION

APPROVAL TO EXECUTE ACTION EXCEEDING DELEGATION OF CONTRACTUAL AUTHORITY

CHIEF, CONTRACT NEGOTIATION BRANCH (Number) / DATE

TOTAL PRICE \$300-

TERMS Net 30

DELIVERY F.O.B. Destination

DELIVERY TIME As stated

BUSINESS SIZE/TYPE L

OM/CONTRACT NO. OM

3-3-00
2

TO BE FILLED IN BY DATA ENTRY:

Requisition Number 84000068 Region/Office HK Requestor Rubin H

Date Initiated: 2/28/00 Date Received: 3/3/00 Date Assigned: 3/3/00

Agent: Mike Amount of funds certified: 300,00

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: Rental of display space at the New Jersey Institute of Tech Career fair in NJ on 3/29/00

TO BE FILLED IN BY PROCUREMENT SPECIALIST/AGENT:

Date Quotes Requested 3/14/00 Number Quotes Requested: 1 Date Awarded 3/16/00

Date Canceled: 1-1

Order or BPA Number: DR-00-0098 Mod Number: _____

3/17/00
2

Award Amount \$ 300.00 SIC 8299

Vendor Name: New Jersey Institute of Technology

Vendor Telephone Number: () 973-596-3646

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)