

REQUEST FOR ADMINISTRATIVE SERVICES

FOR HEADQUARTERS:
MAIL TO THE APPROPRIATE MAIL STOP ON BACK

1. DATE OF REQUEST: 01/06/2000	2. DATE DUE (If applicable)
3. REQUEST NUMBER (LEAVE BLANK) RQ70000087	

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
Mary O. Waine

5b. DIVISION DIRECTOR/DESIGNEE -- SIGNATURE
M. J. Pennington

7. REQUESTER CHARLOTTE M. CARNAHAN	8. OFFICE OGC
9. TELEPHONE NUMBER 301-415-1526	10. FAX NUMBER 301-415-3725
11. MAIL STOP O 15-D-21	12. E-MAIL I.D. CMC

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	

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

THIS IS A REQUEST TO RENEW SUBSCRIPTIONS TO THE USCA AND THE CFR ON CD ROM.

CD ROM CODE OF FEDERAL REGULATIONS 1,992.00

CD ROM US CODE ANNOTATED SERVICE ~~1,880.00~~ 1680.00

Per telecon w/ C. Carnahan 1/13/00

THESE CD ROMS ARE CRUCIAL RESEARCH TOOL FOR NRC LEGAL OFFICES BY PROVIDING CURRENT, ELECTRONIC ACCESS TO FEDERAL REGULATIONS AND FEDERAL LAWS. WEST GROUP IS THE ONLY VENDOR THAT OFFERS THIS INFORMATION WITH FREE ONLINE UPDATES.

CONTACT: WEST GROUP
P.O. BOX 64833
ST. PAUL, MN 55164-1803
800-328-4880

14. FUNDING INFORMATION

JOB CODE	B & R NUMBER	BOC	FUND SOURCE	AMOUNT
J70030	07C-15-544-115	2600 2630	GEN 31X0200.07C	3,672.00

14a. FUNDS CERTIFIED AVAILABLE BY: SIGNATURE -- CERTIFYING OFFICIAL
Green Mulley AFM, OCFD/DFBA/PCB

14b. DATE
1/14/00

FOR PROCESSING USE ONLY (LEAVE THIS SECTION BLANK)

15a. REQUIREMENT APPROVED -- SIGNATURE	15b. DATE	16a. REQUISITIONING OFFICER -- SIGNATURE <i>Bruce Adgerly</i>	16b. DATE <i>1-20-00</i>
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17. OFFICE OF ADMINISTRATION PROCESSING

ACTION	SIGNATURE	DATE	ACTION	SIGNATURE	DATE
A. POSTED	<i>NO LOAD 682</i>	<i>1-20-00</i>	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

70000087

DR-00-0096

WRITTEN

ORAL

QUOTATION FOR SMALL PURCHASES

DATE QUOTE POSTED (PCN 87-01)

DATE QUOTE REQUESTED

2/20/00

1. SYNOPSIS IN COMMERCE BUSINESS DAILY (CBD)

2. APPROVAL OTHER THAN FULL AND OPEN COMPETITION

3. AVAILABILITY

- 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

- ABOVE \$1,000^{2,500} BY BRANCH CHIEF
- \$10,000 AND ABOVE BY COMPETITION ADVOCATE
- NOT REQUIRED

- AGENCY INVENTORIES
- EXCESS-OTHER AGENCIES
- FEDERAL PRISON IND.
- BLIND/HANDICAPPED

- GSA
- FSS
- GROUPS CHECKED

- OPEN MARKET
- BLANKET PURCHASE AGREEMENT (BPA)

EXPIRATION DATE

MANDATORY NON-MANDATORY

4. JUSTIFICATION FOR OTHER THAN FULL AND OPEN COMPETITION

Sole Source Determination:
The proposed software is proprietary copyrighted and the vendor is the only known source reasonably available that can meet the NRC's requirements.
in accordance with 13106-1(2)(b)

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

Prices are usual & customary and in line with industry prices.

5. JUSTIFICATION FOR OTHER THAN SMALL BUSINESS PURCHASE

FAR

Only source reasonably available

In accordance with FAR 19.502-2(a)

7. OFFERORS

1
West Group
1-800-328-4880
Paula
1-800-328-2701

ARTICLE(S) OR SERVICE(S)	QUANTITY	UNIT OF ISSUE	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
Purchase of the following subscriptions:								
(1) CD Rom Code of Federal Regulations	1	sub	\$1,992-	\$1,992-				
(2) CD Rom U.S. Code Annotated	1	sub.	1,680-	\$1,680-				

APPROVAL OF OTHER THAN FULL AND OPEN COMPETITION

APPROVAL TO EXECUTE ACTION EXCEEDING DELEGATION OF CONTRACTUAL AUTHORITY

CHIEF, CONTRACT NEGOTIATION BRANCH (Number) | DATE

Ray R. [Signature] | 3/2/00

TOTAL PRICE: 3,672.00

TERMS: Net 30

DELIVERY F.O.B. Destination

DELIVERY TIME: As stated

BUSINESS SIZE/TYPE: L

OM/CONTRACT NO.: 057



WEST GROUP
 P.O. BOX 64833
 ST. PAUL MN 55164-1803



**FISCAL YEAR 2000
 SUBSCRIPTION RENEWAL NOTICE**

COVERING THE PERIOD OCT. 1, 1999 - SEPT. 30, 2000

792-639-378 W
 NUCLEAR REGULATORY COMM
 GENERAL COUNSEL OFFICE
 11666 ROCKVILLE PIKE
 ROCKVILLE MD 20852

PAGE 1 OF 1

F.S.S. ITEM #	ITEM DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
	CD ROM CODE OF FEDERAL REGULATIONS SERVICE	1	1,992.00	1,992.00
	CD ROM US CODE ANNOTATED SERVICE	1	1,680.00	1,680.00
				3,672.00T

1-27-00
CW

TO BE FILLED IN BY DATA ENTRY:

Requisition Number: 70000087 Region/Office OGC Requestor Carnahan C
Date Initiated: 1/6/00 Date Received: 1/24/00 Date Assigned: 1/24/00
Agent: Mike Mills Amount of funds certified: 3672.00
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: CD Rom Code of Federal Regulations + Annotated Service

TO BE FILLED IN BY PROCUREMENT SPECIALIST/AGENT:

Date Quotes Requested 2/18/00 Number Quotes Requested: 1 Date Awarded 1/1/00
Date Canceled: 1/1/00
DOR or BPA Number: DR-00-0096 Mod Number: _____
Award Amount \$ 3,672.00 SIC 7372
Vendor Name: West Group
Vendor Telephone Number: () 1-800-328-4000

3/6/00
CW

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 Over 2500 open market

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)

CW 3/6/00 CW