

APR 24 2000

Foxx and Company, CPAs
ATTN: Mr. Martin O'Neill, Partner
700 Goodall Complex
324 West Ninth Street
Cincinnati, OH 45202-1908

Dear Mr. O'Neill:

Subject: Request for Proposal for Additional Work under Contract No. NRC-09-97-205
Entitled, "Financial Management Services"

A proposal is requested for the performance effort described in the enclosed Statement of Work (ENCLOSURE 1). Your proposal is due within five calendar days of this request and shall consist of two parts: a technical approach and a cost estimate. Please include in the cost proposal a breakdown of all estimated travel costs for the effort.

As a minimum, the technical approach shall substantiate your understanding of the requirements of the modification, note any anticipated problem areas or deviations from the Statement of Work, identify key personnel who will perform the work, include resumes of those personnel not already in the contract, and any potential conflict of interest issues. The following certification must be submitted with your proposal:

"I represent, to the best of my knowledge and belief that the award to Foxx and Company, CPAs under Contract No. NRC-09-97-205 does / / or does not / / involve situations or relationships of the type set forth in 41 CFR 20-1.5403 (b)(1)."

You are also required to identify any current/former NRC employees who have been or will be involved, directly or indirectly, in developing the proposal, or in negotiating on behalf of your firm, or in managing, administering or performing any contracts, consultant agreement or subcontract resulting from this proposal (list name, title, and date individual left NRC and provide a brief description of the individual's role under this proposal). If there are no current/former NRC employees involved, a negative statement is required.

The second part of your proposal shall be your cost estimate, prepared using the enclosed Standard Form 1411 (ENCLOSURE 2) or a similar format.

Template = ADM001

ADM02

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It is brought to your attention that the Contracting Officer is the only individual who can legally commit the Government to the expenditure of public funds in connection with this proposed procurement. Accordingly, work on this proposed effort shall not commence without prior Contracting Officer authorization.

Your proposal should be sent to the U.S. Nuclear Regulatory Commission, ATTN: Paulette Smith, Division of Contracts and Property Management, Mail Stop: T-7-I-2, ADM/DCPM/CMB1, Washington, DC 20555. Proposals delivered by hand, including delivery by any express mail services or special delivery services which use a courier or other person to deliver the responses in person to the NRC, should be addressed in accordance with the foregoing and delivered to:

U.S. Nuclear Regulatory Commission
Division of Contracts and Property Management, T-7-I-2
ATTN: Paulette Smith
11545 Rockville Pike
Rockville, MD 20852-2738

The proposal shall be signed by an official authorized to bind your organization, and it shall contain a statement indicating the period of time the proposal is in effect (not less than 60 days).

Any questions you may have regarding this matter should be addressed to me on (301) 415-6594.

Sincerely,

Paulette Smith, Contract Specialist
Contract Management Branch 1
Division of Contracts and
Property Management
Office of Administration

Enclosures:

As stated

DISTRIBUTION: PSMITH R/F CMB1 R/F RRAKOWSKI, PO

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Smith