

ORDER FOR SUPPLIES OR SERVICES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1 DATE OF ORDER: 015 3 7 2000
 2 CONTRACT NO (if any):
 6 SHIP TO:
 3 ORDER NO: DR-00-0073
 MODIFICATION NO:
 4 REQUISITION/REFERENCE NO: 400A0063
 a NAME OF CONSIGNEE: U.S. Nuclear Regulatory Commission
 Attn: Carol Rose, Mail Stop T-9E2
 b STREET ADDRESS:
 5 ISSUING OFFICE (Address correspondence to):
 U.S. Nuclear Regulatory Commission
 Division of Contracts and Property Mgt.
 Attn: Michael Mills, 301-415-6550
 Contract Management Br. #1, M.S. T-7-I-2
 Washington DC 20555
 c CITY: Washington
 d STATE: DC
 e ZIP CODE: 20555
 f SHIP VIA:
 7 TO:

a NAME OF CONTRACTOR: Embassy Visa and Passport Services, Inc.
 b COMPANY NAME: Attn. Andrew L. Riddle
 c STREET ADDRESS: 900 South Washington Street, Suite 203
 d CITY: Falls Church
 e STATE: VA
 f ZIP CODE: 22046
 a TYPE OF ORDER:
 a PURCHASE ORDER
 b DELIVERY/TASK ORDER
 Reference your _____
 Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any including delivery as indicated
 Except for billing instructions on the reverse this delivery task order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract

9 ACCOUNTING AND APPROPRIATION DATA: JOB CODE: D1909 B&R NO: 04015-511115 BOC: 2220 FUND SOURCE: X0200
 10 REQUISITIONING OFFICE: ADM
 11 BUSINESS CLASSIFICATION (Check appropriate boxes):
 a SMALL
 b OTHER THAN SMALL
 c DISADVANTAGED
 d WOMEN-OWNED
 12 FOB POINT: Destination
 14 GOVERNMENT BILL NO:
 15 DELIVER TO FOB POINT ON OR BEFORE:
 16 DISCOUNT TERMS: Net 30
 a INSPECTION:
 b ACCEPTANCE:
 See Below

17 SCHEDULE (See reverse for Rejections)

ITEM NO (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
1	Contractor shall provide pick-up and drop-off of passports and visas for NRC headquarters in Rockville, MD (See Attachment A). Period of Performance: Date of award through one (1) calendar year. Service fee includes: pickup of passport/visa applications, delivery of processed passport/visa, check applications for omissions or errors, provide up to date visa applications, expedited service for last minute visas and provide up to date entry requirements for over 160 countries.	250	EA	55.00	\$13,750.00	Estimated
2	Fee for special rush jobs	25	EA	20.00	\$500.00	
3	Federal Express (if required)	25	EA	15.00	\$375.00	

NRC Project Officer: Pat Corvelli, 301-415-2298
 FAR Clause 52.232-33 entitled "Mandatory Information for Electronic Funds Transfer" is hereby incorporated by reference.

18 SHIPPING POINT
 19 GROSS SHIPPING WEIGHT
 20 INVOICE NO: \$14,625.00 SUBTOTAL
 21 MAIL INVOICE TO:
 a NAME: U.S. Nuclear Regulatory Commission
 Office of the Chief Financial Officer
 b STREET ADDRESS (or P.O. Box): Attn: GOV/COM Acctng. Section T-9H4 (SUBMIT INVOICE IN DUPLICATE)
 c CITY: Washington
 d STATE: DC
 e ZIP CODE: 20555
 SEE BILLING INSTRUCTIONS ON REVERSE
 Not-To-Exceed
 17(h) TOTAL (Cont. pages)
 17(i) GRAND TOTAL: \$14,625.00

22 UNITED STATES OF AMERICA BY (Signature): *Mary H. Mace*
 23 NAME (Typed): Mary H. Mace
 TITLE: CONTRACTING/ORDERING OFFICER

Attachment A

Location:

**U.S. Nuclear Regulatory Commission
11545 and 11555 Rockville Pike
Rockville, MD 20852**

NRC Project Officer - Pat Corvelli (301) 415-2298

This purchase order is partially funded in the amount of \$7,800.00. The purchase order may be modified at a future date to add additional funds contingent upon their availability. No legal liability on the part of the Government may arise for performance beyond the amount of this partial funding. Also, the Contractor shall not be obligated to continue performance of the services unless and until the Contracting Officer increases the amount obligated with respect to this order. The total estimated amount of this order is \$14,625.00

TERMS AND CONDITIONS

(APPLICABLE TO OPEN MARKET NON-COMMERCIAL SIMPLIFIED ACQUISITIONS)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available. (Clauses which are not applicable are self-deleting.)

The following terms and conditions apply to all purchase orders:

- 52.203-3 Gratuities (APR 84)
- 52.211-16 Variation in Quantity (APR 84)
- 52.213-3 Notice to Supplier (APR 84)
- 52.222-3 Convict Labor (AUG 96) (unless precluded by FAR Subpart 22.2)
- 52.222-36 Affirmative Action for Handicapped Workers (APR 84)*
- 52.223-6 Drug-Free Workplace (JAN 97) (Applicable to purchase orders with individuals valued up to the simplified acquisition threshold)
- 52.232-1 Payments (APR 84)
- 52.232-8 Discounts for Prompt Payment (MAY 97)
- 52.232-23 Assignment of Claims (JAN 86)
- 52.232-25 Prompt Payment (MAY 97)
- 52.232-33 Mandatory Information for Electronic Funds Transfer Payment (AUG 96)
- 52.233-1 Disputes Alternate I (OCT 95)
- 52.233-3 Protest after Award (AUG 96)
- 52.242-10 F.O.B. Origin--Government Bill of Lading or Prepaid Postage (APR 84)
- 52.244-6 Subcontracts for Commercial Items and Commercial Components (OCT 95)
- 52.246-1 Contractor Inspection Requirements (APR 84)
- 52.247-29 F.O.B. Origin (JUN 88)
- 52.247-34 F.O.B. Destination (NOV 91)
- 52.249-8 Default (Fixed Price Supply and Service) (APR 84)

NRC Acquisition Clauses - 48 CFR 20

- 2052.209-73 Contractor Organizational Conflict of Interest
- 2052.210-70 Brand Name Products or Equal

Additional Terms and Conditions Applicable to All Purchase Orders for Supplies

- 52.225-1 Buy American Certification (DEC 89)
- 52.225-3 Buy American Act--Supplies (JAN 94)
- 52.243-1 Changes--Fixed Price (AUG 87)

- 52.249-1 Termination for Convenience of the Government (Fixed Price) (Short Form) (APR 84)
- 52.222-20 Walsh-Healey Public Contracts Act (APR 84)*
- 52.222-21 Certification of Nonsegregated Facilities (FEB 84)*
- 52.222-25 Affirmative Action Compliance (FEB 84)
- 52.222-26 Equal Opportunity (APR 84)
- 52.222-35 Affirmative Action for Special Disabled and Vietnam Era Veterans (APR 84)*
- 52.222-37 Employment Records on Special Disabled Veterans and Veterans of the Vietnam Era (JAN 88)

Additional Terms and Conditions Applicable to Purchase Orders for Services

- 52.222-41 Service Contract Act of 1965, as Amended (MAY 89)
- 52.222-42 Statement of Equivalent Rates for Federal Hires (MAY 89) (Applicable to purchase orders valued in excess of \$2,500)
- 52.237-1 Site Visit (APR 84)
- 52.237-2 Protection of Government Buildings, Equipment and Vegetation (APR 84)
- 52.243-1 Changes--Fixed Price (AUG 87) Alternate I (Alternate II & IV, whichever is applicable)
- 52.249-4 Termination for Convenience of the Government (Services) (Short Form) (APR 84)

Additional Terms and Conditions Applicable to Construction Purchase Orders valued in excess of \$2,000

- 52.222-6 Davis-Bacon Act (FEB 95)
- 52.222-12 Contract Termination--Debarment (FEB 88)
- 52.222-13 Compliance with Davis-Bacon and Related Act Regulations (FEB 88)
- 52.222-14 Disputes Concerning Labor Standards (FEB 88)
- 52.222-15 Certification of Eligibility (FEB 88)

*Applicable to purchase orders valued in excess of \$10,000

The following attachments are only applicable to vendors not currently receiving electronic payments authorized by the NRC.

Attachments:

1. Electronic Payment
2. ACH Standard Form 3881

Electronic Payment

The Debt Collection Improvement Act of 1996 requires that all payments except IRS tax refunds be made by Electronic Funds Transfer. It is the policy of the Nuclear Regulatory Commission to pay vendors by the Automated Clearing House (ACH) electronic funds transfer payment system. The electronic system is known as Vendor Express. Payment shall be made in accordance with FAR 52.232-33, entitled "Mandatory Information for Electronic Funds Transfer Payment."

To receive payment, the contractor shall complete the "Company Information" portion of the Standard Form 3881, entitled "ACH Vendor/Miscellaneous Payment Enrollment Form" found in Section J. The contractor shall take the form to the ACH Coordinator at the financial institution that maintains its company's bank account. **The contractor shall discuss with the ACH Coordinator how the payment identification information (addendum record) will be passed to them once the payment is received by the financial institution. To ensure that adequate payment information will be available to the contractor, the contractor should inform the financial institution that the addendum record must not be stripped from the payment.** Further information concerning the addendum is provided on page 2 of this attachment. The ACH Coordinator should fill out the "Financial Institution Information" portion of the form and return it to the Office of the Controller at the following address: Nuclear Regulatory Commission, Division of Accounting and Finance, Financial Operations Section, Mail Stop T-9-H-4, Washington, DC 20555, ATTN: ACH/Vendor Express. It is the responsibility of the contractor to ensure that the financial institution returns the completed form to the above cited NRC address. If the contractor can provide the financial information, signature of the financial institution's ACH Coordinator is not required. The NRC is under no obligation to send reminders. Only after the Office of the Controller has processed the contractor's sign-up form will the contractor be eligible to receive payments.

Once electronic funds transfer is established for payments authorized by NRC, the contractor needs to submit an additional SF 3881 only to report changes to the information supplied.

Questions concerning ACH/Vendor Express should be directed to the Financial Operations staff at (301) 415-7520.